

VILLAGE OF ORLAND PARK, ILLINOIS

Budget

# FISCAL YEAR 2015

COOK & WILL COUNTIES

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The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the Village of Orland Park for its annual budget for the fiscal year beginning January 1, 2014.

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

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

ELECTED OFFICIALS

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

APPOINTED OFFICIALS

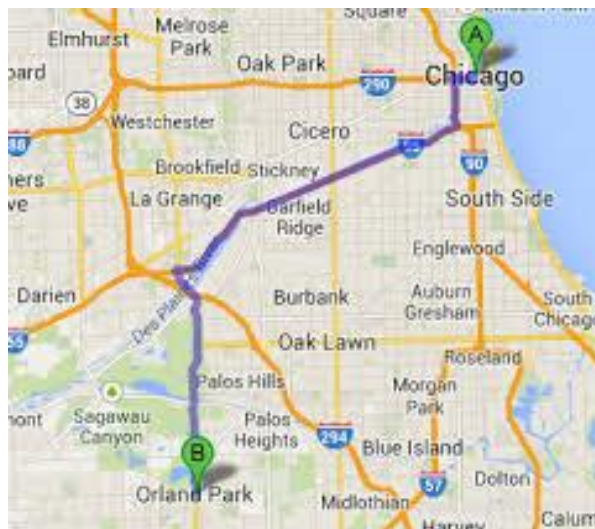
Village Manager	Paul G. Grimes
Finance Director	Anmarie K. Mampe



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

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 with a population of more than 25,000 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, code enforcement, public improvements, economic development, planning and zoning, transportation, water and sewer, 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 and ambulance services. The Village's Department of Recreation and Parks supports and maintains more than 650 acres of public parklands, 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.

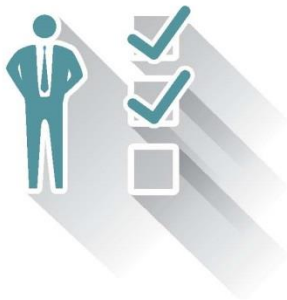
## 2014 COMMUNITY WIDE SURVEY RESULTS

We are pleased to present to the community the results from the recent Community-wide Survey. The Village of Orland Park's Community-wide Survey results provides a snapshot of how residents from different areas feel about various facets of the village.

The responses indicate that residents continue to rate the quality of life very highly in Orland Park. High marks were given to the village parks, recreation facilities, bike and pedestrian facilities and open space. Residents indicated that they feel safe within the community thanks to the efforts of the Orland Park Police Department.



For detailed results of the survey, visit [www.orlandpark.org](http://www.orlandpark.org) and view Citizens Information Center-National Citizens Survey.



### QUALITY OF LIFE

**9 out of 10** rated the **quality of life**, place to live, raising kids and neighborhoods in Orland Park as **excellent/ good**

### IMAGE & APPEARANCE

When rating the village on its **image/reputation, appearance and natural environment, 9 out of 10** citizens chose **excellent/ good**

### PARKS & RECREATION

**4 out of 5** rated the village **parks\*\***, **recreation programs\***, **centers\*** and **opportunities\*** as **excellent/ good**

*\*Ranked higher when compared to national benchmarks*

*\*\*Ranked similar when compared to national benchmarks*

### FEELINGS OF SAFETY

At least **9 out of 10** **felt safe** in Orland Park overall, in neighborhoods, as well as commercial areas

### SAFETY SERVICES

At least **9 out of 10** rated Orland Park's **police services\***, **ambulance/ EMS\*\***, **fire services\*\*** and **fire prevention\*** as **excellent/ good**

About **8 out of 10** rated Orland Park's **crime prevention\*** and **emergency preparedness\*** as **excellent/ good**

*\*Ranked higher when compared to national benchmarks*

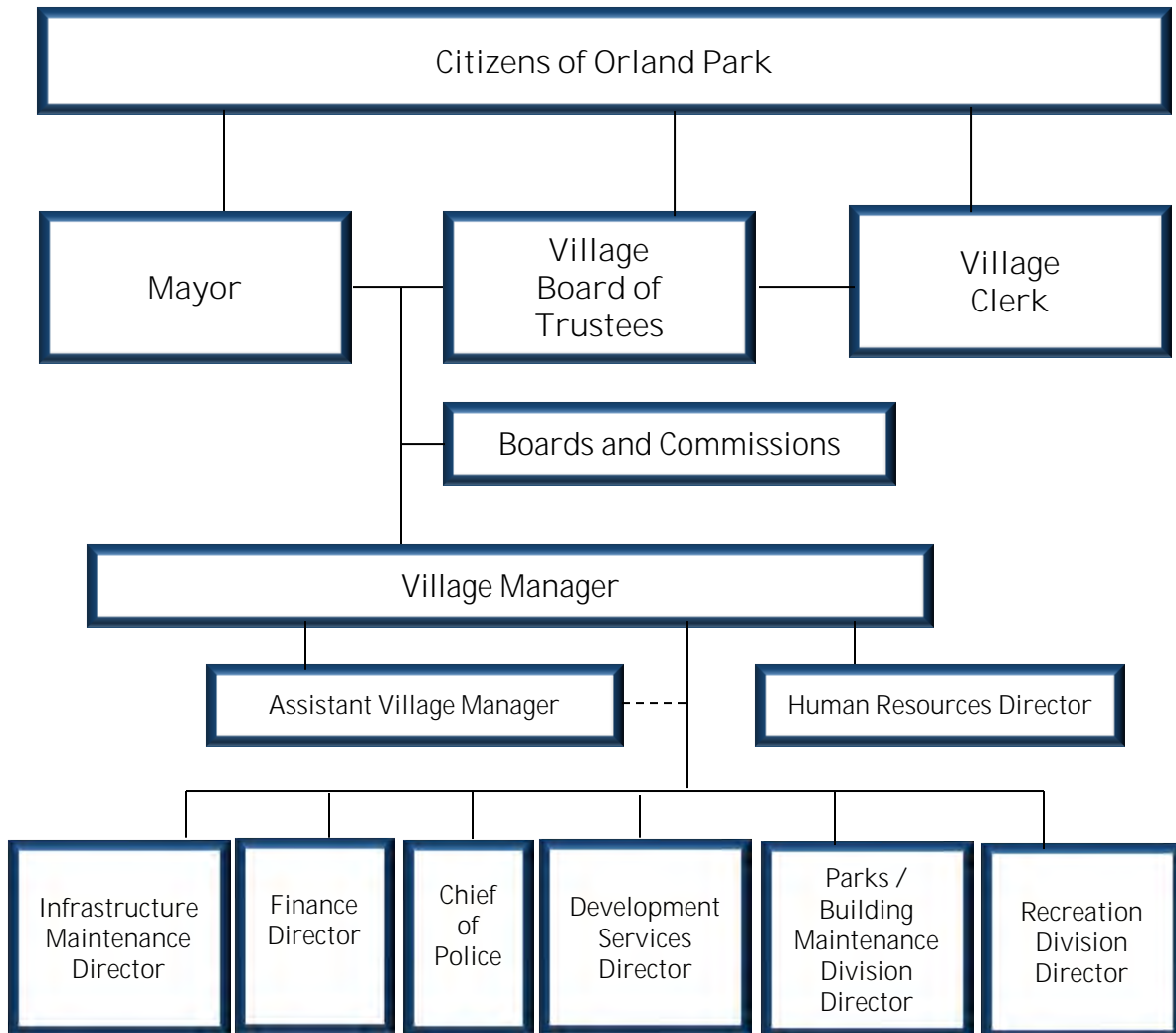
*\*\*Ranked similar when compared to national benchmarks*

### GROWTH & DEVELOPMENT

**8 out of 10** rated Orland Park as **excellent/ good** at being pro-active and responsible for **continued growth**

### ECONOMIC DEVELOPMENT SERVICES

**3 out of 4** rated Orland Park's **economic development services** as **excellent/ good**





In 2013, the Village Board of Trustees approved a formal Strategic Plan for the Village of Orland Park. The three main goals, or pillars, identified in the Strategic Plan focus on (1) economic development, (2) overall quality of life in the community, and (3) downtown development. Based upon the goals set by the Board of Trustees, staff compiled specific objectives and initiatives to accomplish these goals. These objectives and initiatives can be found in the Strategic Plans of the Village's operating departments, as reflected throughout the FY2015 Annual Budget document.

## STRATEGIC PILLARS



### ECONOMIC DEVELOPMENT

**Support** the formation of an I-80 Development Initiative.

**Recruit** targeted professional services, restaurants, and entertainment businesses to the Village of Orland Park.

**Develop** a program for the revitalization of legacy retail centers in Orland Park.



### QUALITY OF LIFE

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

Provide for the maintenance and improvement of village parks, facilities and open spaces.

**Maintain** and enhance intra-Orland Park transportation.

**Enhance** two-way communication with the community.

**Support** programs that focus on improving **public safety**.



### DOWNTOWN DEVELOPMENT

Support a long-term plan for the **development** of the village's downtown area.

Program Downtown Orland Park with community **events**.

Downtown Orland Park blends the Old Orland Historic District with the village's present and future, offering a **pedestrian friendly** environment with both residential and commercial uses.

**MAYOR**  
**Daniel J. McLaughlin**

**VILLAGE CLERK**  
**John C. Mehalek**

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



**Village Hall**

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

March 31, 2015

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 FY2015 Annual Budget for the fiscal year beginning January 1, 2015 and ending December 31, 2015. The FY2015 Annual Budget was approved by the Village Board on December 1, 2014.

The FY2015 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 FY2015 Annual Budget was compiled based upon the three main strategic initiatives the Village Board and community stakeholders agreed upon during the Village's strategic planning project undertaken in early 2013. These initiatives include Economic Development, Downtown Development, and Quality of Life. Each department has formulated objectives to advance each initiative; these initiatives are reflected throughout the FY2015 Annual Budget document.

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

The Budget Message is organized as follows:

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

## INTRODUCTION

Orland Park, Illinois is a community with a population of approximately 57,000, located 27 miles southwest of Chicago in Cook and Will Counties. Orland Park was incorporated as a village in 1892 and has operated as a home rule municipality under the 1970 Constitution since October 1984 when a special census, taken by the U.S. Census Bureau and certified by the Illinois Secretary of State, determined that the Village's population was above the 25,000 level 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 FY2015, 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 FY2015 budget process began in June 2014 when the budget team started meeting with department directors and their respective committee chairs. These meetings were intended to obtain a clear understanding of Trustee priorities in order to meet the strategic initiatives set forth at the Board's strategic planning sessions, as well as to discuss major operating initiatives, capital and technology related projects, and personnel requests proposed for inclusion in the FY2015 budget. The Mayor reviewed the results of these meetings with the budget team and developed a Village-wide list of Trustee priorities that would be included in budget workshop documents and discussions.

The Village's budget process continued with the distribution of FY2014 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 operating funds available from surpluses in Fiscal Years 2014 and prior in the amount of approximately \$8,031,121. Utilizing these operating surpluses, the Village Board issued a balanced FY2015 budget without the implementation of any new revenue sources. The Village Board had made a number of policy decisions related to revenues and expenditures in prior fiscal years that were continued into FY2015, including the following:

- Maintain a flat property tax levy, meaning that the overall dollar amount of the Village's levy would not increase over the prior year.
- Continue to use the Recreation portion of the levy to reduce the General Fund subsidy to the Recreation and Parks Fund to 50% of total operating expenditures.
- Continue to keep a reduced full time staff count after instituting layoffs in FY2010 and an Early Retirement Program in FY2010, FY2011 and FY2013.
- Increase employee insurance contributions and deductibles.

Through these document reviews and budget meetings, a FY2015 budget document was drafted and the final budget document was approved at the December 1, 2014 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 FY2015 would bring continued growth to major revenue sources due to the gains 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 to review and discuss individual line items 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 separately 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 FY2015 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 2015 budget for all funds except the Road Exaction Fund exceed Board approved policy requirements. The Road Exaction Fund does not meet the policy as the Fund is dependent on impact fees which have seen significant decreases due to the slowdown of the housing market.

All Village funds, with the exception of four Debt Service Funds, the Road Exaction Fund and the Main Street Triangle TIF Fund, are projected to reflect a positive fund balance at the end of FY2015. The deficit fund balance amounts in the 2007 G.O. Bond Debt Service Fund, 2012B & C G.O. Bond Debt Service Fund, 2013A & B G.O. Bond Debt Service Fund, and the Main Street Triangle TIF Fund will be recouped through future incremental property tax or other TIF related revenues collected in the Main Street Triangle TIF Fund. The 2013C G.O. Bond Debt Service Fund deficit fund balance amounts will be recovered with future property tax revenues. The Road Exaction Fund has a deficit fund balance amount that will be recovered with future impact fees.

The Village has been fortunate and was able to build up significant fund balances to partially 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.
- FY2007 - General obligation bonds to partially fund construction of various infrastructure improvements within the Main Street Triangle, the Village's downtown redevelopment area centered around the 143<sup>rd</sup> Street Metra commuter train station.
- FY2008 - General obligation bonds in the amount of \$9,055,000 for the construction of the main pumping station reservoir, with 10% of the total cost of this project being cash funded.
- FY2009 - General obligation bonds in the amount of \$7,785,000 to partially refund the Village's outstanding 2001 G.O. Bonds.
- FY2010 - General obligation bonds in the amount of \$18,925,000 to refund the Village's outstanding 2002 A and 2002B G.O. Bonds.
- FY2011 - General obligations bonds in the amount of \$9,995,000 to refund the Village's outstanding 2003 G.O. Bonds.
- FY2012 - General obligations bonds in the amount of \$9,005,000 to refund the Village's outstanding 2006 G.O. Bonds.

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

At the beginning of FY2015, the Village's total outstanding general obligation debt (principal only) amounted to \$95,610,000.

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 incurred phased debt in order to finance this project which had a total cost of \$65 million. The costs were 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 began in FY2012. Principal payments on the \$38 million loan will begin January 1, 2015.

Funding sources for the FY2015 budget includes \$21,349,878 in general obligation bond proceeds. The general obligation bonds will be issued for the following projects:

- \$10,000,000 for the funding of stormwater management improvement projects. Principal and interest payments will be paid from Water and Sewer revenues.
- \$5,500,000 for the funding of the Road Resurfacing & Reconstruction Program. This is the first step in attaining a Pavement Condition Index (PCI) level to be determined by the Board. Principal and interest payments will be paid from Home Rule Sales Tax revenues.
- \$5,149,878 for the funding of improvements along the La Grange Road corridor. Principal and interest payments will be paid from Home Rule Sales Tax revenues.
- \$700,000 for the purchase of property on behalf of the Open Lands Corporation. Principal and interest payments will be paid through the property tax levy.

The Village will continue to take advantage of any refunding opportunities that may become available.

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

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

## Capital Strategy

During FY2015, 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 FY2015 budget process to identify capital expenditure items that were to be included in the FY2015 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 not only on Village owned roads, but also on roads owned and maintained by the County of Cook or State of Illinois, to be reimbursed by these agencies on some future date. In FY2015, the Village will begin a new Road Reconstruction Program that will provide for the partial reconstruction of failing Village owned roads. The basis for the Road Reconstruction Program is the result of the Pavement Sufficiency Index Study (PSI) and recommendations from the Village's pavement management consultant.

## Property Tax

The Village attempts to maintain a moderate property tax rate from year to year. The Village's tax rate from 2006 – 2010 ranged from approximately \$.46 to \$.50 per \$100 of equalized assessed valuation (EAV). Due to the significant decline in the 2011 EAV experienced by most taxing agencies in Cook County, the Village's 2011 tax rate increased to \$.59 per \$100 of EAV. For tax years 2012 and 2013, the Village's tax rate continued to increase and is projected at \$.65 per \$100 of EAV for tax year 2014. The change in rate between 2011 and 2012 is due to a further decrease in the Village's EAV. During the FY2015 budget process, the Village Board determined that the dollar amount of the 2014 levy would continue to 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 flat rate between 2013 and 2014 is anticipated as staff conservatively projected a 1% increase in the Village's EAV. A table depicting the Village's property tax rate for the last ten years is included in the Revenue Summaries section of this document.

During FY2011, the Village Board approved increasing the Recreation portion of the property tax levy to reduce the General Fund subsidy to the Recreation and Parks Fund to 50% of total expenditures. The Recreation levy for FY2015 is \$1,014,634.

The Village Board elected to abate the property tax levy for FY2015 related to the 2007 G.O. Bond, 2008 G.O. Bond, 2012B&C G.O. Bond, 2013A&B G.O. Bond, and the 2013C G.O. Bond issuances, as well as a portion of the 2009 G.O. Bond, 2011 G.O. Bond, and 2012D G.O. Bond issuances. Home rule sales tax will continue to fund the debt service payment on the 2007, 2012B & C, 2013A&B and 2013C bonds, until TIF generated revenues are available. Excess fund balance from closed Debt Service Funds will fund a portion of the debt service payments on the 2009, 2011A, and 2012D bonds. Abatements are considered on an annual basis during the budget process.

Since FY2002, the Village has rebated property taxes to Village residents through the residential property tax rebate program. Since program inception, the Village has distributed approximately \$34.5 million. The program was suspended from 2009 to 2011 due to the economic downturn. Funds for a rebate in the amount of \$2.2 million were included in the FY2015 budget. These funds are to be distributed proportionately amongst all applicants based on the amount of property taxes paid to the Village.

#### Budget Assumptions

The following are the more prominent assumptions that were utilized when compiling the Village's FY2015 Annual Budget.

- Revenues were based on the most current economic conditions available, as well as historical trends, where appropriate.
- A 1.30% growth estimate was utilized for the Village's single largest revenue source – sales tax. This was based on a review of the last twelve months of FY2014 and consulting various indices and information available.
- A 7.6% decrease in the renewal for employee health care costs.
- The total dollar amount of the Village's 2014 levy equals the 2013 levy, meaning that taxpayers as a whole will not pay more in property taxes to the Village in 2015 than they did in 2014.

#### BUDGET SUMMARY

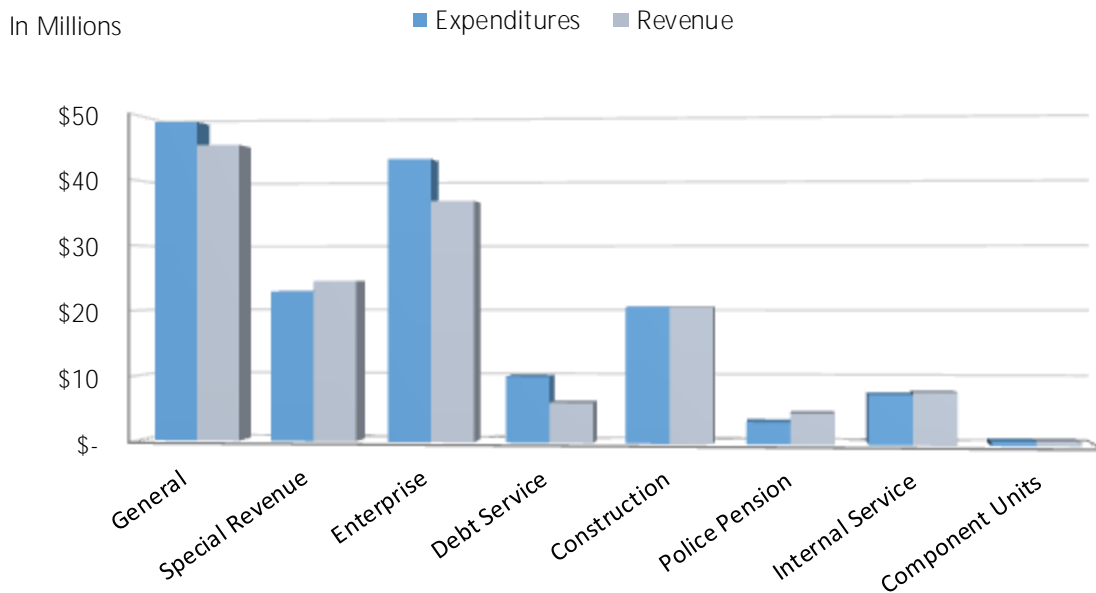
The FY2015 budget document includes revenue and expenditure budgets for 25 separate funds of the Village, grouped as follows:

- General Fund – 1
- Special Revenue Funds – 6
- Enterprise Funds – 2
- Debt Service Funds – 10
- Capital Project Funds – 3
- Fiduciary Funds – 1
- Internal Service Funds – 1
- Component Units – 3

Total FY2015 budgeted revenues for all funds amount to \$146,477,678 and total FY2015 budgeted expenditures for all funds amount to \$157,188,756. The following graph presents total revenues and expenditure by fund type.



## 2015 Total Revenues and Expenditures by Fund Type



The FY2015 expenditure budget includes capital expenditures in the amount of \$39,665,607. These expenditures are funded by a variety of sources including Home Rule Sales Tax revenues, bond proceeds, as well as operating surpluses available in various funds.

### REVENUE SUMMARY

As noted above, total budgeted revenues for all funds, including interfund transfers, are estimated to be \$146,477,678 for FY2015. This is an increase in revenues of approximately \$26,132,900 or approximately 21.7%, as compared to the FY2014 total amended revenue budget. The revenue change is due to the following:

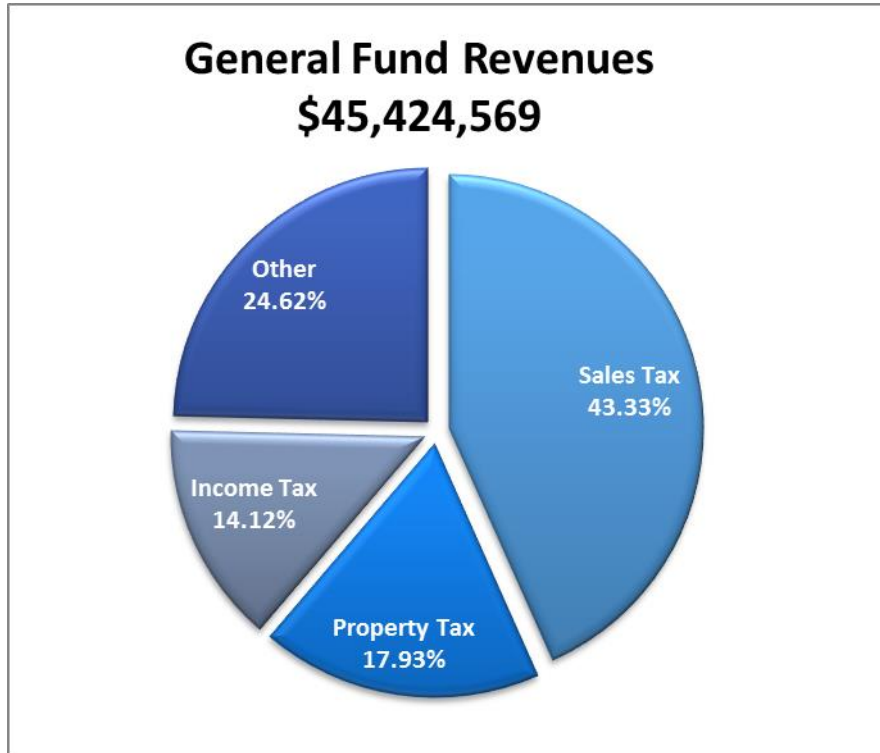
- General obligation bond proceeds included in the FY2015 budget in the amount of \$21,349,878 for the funding of various capital projects.
- Additional transfer to the Capital Improvement Fund from the General Fund for FY2015 in the amount of \$2,202,014 to fund various capital projects.
- One-time revenue source included in the FY2014 budget in the amount of \$3,343,157 in line of credit proceeds that were to be used if State of Illinois reimbursements were not received in a timely manner. The Village did not have to draw on the line of credit during FY2014.

It is projected that 2015 revenues will increase by approximately 4.4 percent when excluding the one-time revenue sources listed above from the 2014 and 2015 revenues.

## General Fund

FY2015 budgeted revenues for the General Fund amount to \$45,424,569, an increase of approximately \$2,606,730, or 6.1%, as compared to FY2014 total amended General Fund revenues. The majority of the increase is due to the bi-annual vehicle sticker sale. The remainder of the increase is due to increased projections for property tax and sales tax.

The following is an explanation of the three largest General Fund revenue sources included in the Village of Orland Park's FY2015 budget, as depicted in the graph below.



### *Sales Tax*

The Village's FY2015 budget includes \$20,724,254 in sales tax revenues reflected in the Village's General Fund. As shown above, sales tax revenues account for almost 45% of the Village's General Fund revenues. The FY2015 revenue estimate for sales tax was adjusted to project an approximate increase of 1.30% over the FY2014 calendar year estimate. The increase was based on the current economic outlook and the actual sales tax revenue increases the Village experienced during FY2014.

### *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 FY2015 amounts to approximately \$8,146,110; 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 \$43,292 as compared to the FY2014 amount. The increase is

attributable to an increase in the pension levies due to additional funding requirements, offset by a decrease in the corporate levy to ensure the tax levy remained at the same level as 2013. The general corporate levy is applied directly to police salaries, covering approximately 13.9% of annual police department expenditures.

The Village attempts to maintain a steady tax rate from year to year. The Village estimates that its 2014 tax year rate will equal approximately \$0.65 per \$1000 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 FY2015 equals approximately \$6,413,114, as compared to \$6,486,560 for FY2014. The FY2015 budget is based on a per capita amount of \$93.31, as opposed to the FY2014 per capita amount of \$95.67. The Village's current population is 56,767, determined during the 2010 census.

#### *Other Funds*

#### *Home Rule Sales Tax*

Approximately \$10,036,803 in home rule sales tax is included in the Village's FY2015 Home Rule Sales Tax Fund budget. Utilizing its home rule powers, the Village enacted a .75% home rule sales tax in January 2002; beginning in FY2004, these revenues were reported in the Home Rule Sales Tax Fund, a special revenue fund of the Village.

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

#### *Impact Fees (Fees by Agreement)*

The Village imposes various impact fees on new commercial and residential developments, consisting of road, park, water and corporate services impact fees. These fees are reflected in the Village's Road Exaction, Park Development and Water & Sewer Funds; the corporate services impact fee is reflected in the Village's General Fund. The total amount budgeted in FY2015 for road, park and water impact fees equals approximately \$1,338,900 which is approximately a 45% percent increase from the FY2014 budget. This revenue source is strictly tied to new housing and commercial developments in the Village. The large increase is due to increased activity in residential and commercial developments including forty single family homes in Sterling Ridge, Olde Mill, Deer Haven, and Charleton. Also, construction will begin on a 231 unit multi-family residential community to be built near the Orland Crossing area.

#### *Water & Sewer Service Fees*

The estimated Water & Sewer Fund service fee revenues for FY2015 amount to approximately \$25,891,548. As part of the annual budget process, the Village reviews each water, sewer, and storm rate component to ensure that the overall cost of providing these services is fully covered by the rates in place. The Village utilizes a tiered rate structure that is intended to stress the importance of water conservation, meaning the more water used, the higher the rate per 1,000 gallons. Rates are set for three tiers - less than 9,000 gallons; 9,000 to less than 18,000 gallons; and 18,000 gallons and

over. Water bill customers are charged a bi-monthly service charge which remained at \$9.00. This service charge covers the administrative costs of the Water & Sewer Fund. The Village's component of the water rate at the 0 - 9,000 tier will increase from \$1.54 to \$1.64 per 1,000 gallons, due to the increased costs related to water delivery. Incorporated sewer rates will increase from \$.80 to \$.84 per 1,000 gallons in order to fund planned improvements to the Village's sewer system. The Village's stormwater rates will increase from \$.80 to \$.88 to fund planned capital improvements to the Village's stormwater management systems.

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 \$.377 per \$1,000 gallons to \$.401 per 1,000 gallons, effective January 1, 2015. Both of these rate increases were factored into the overall rate increase that occurred for Village of Orland Park customers on January 1, 2015.

#### *Recreation Fees & Charges*

The Village operates an extensive recreation and parks function, as well as aquatic and physical fitness facilities; these activities are reflected in the Recreation and Parks Fund. The FY2015 budget reflects approximately \$3,925,000 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 FY2015 equals approximately \$1,366,381; 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 FY2015 expenditure budget for all funds, including capital outlay, equals \$157,188,756. This is an increase of \$14,580,034 or approximately 10.2%, as compared to the FY2014 total amended expenditure budget for all funds. The expenditure increase is due to the following:

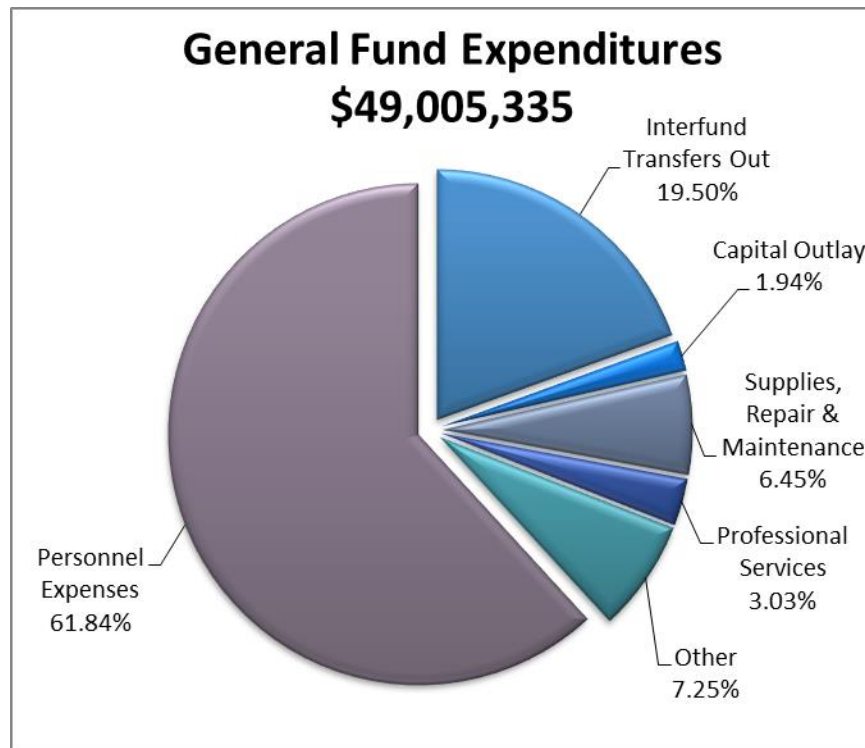
- An increased capital projects budget during FY2015 in the amount of \$39,665,607 compared to the capital projects budget in FY2014 in the amount of \$16,898,516.
- FY2013 budget rollovers for projects not yet completed added to the FY2014 budget in the amount of \$18,500,005.

- Additional transfer from the General Fund and the Motor Fuel Tax Fund to the Capital Improvement Fund for FY2015 in the amount of \$3,202,014 to fund various capital projects.
- Customary increases in personnel related expenditures including the addition of two new patrol officers.

### 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 FY2015 equals \$49,005,335 or approximately 31% of the Village's total FY2015 expenditure budget. The FY2015 General Fund expenditure budget is approximately \$3,843,598 more than the FY2014 amended expenditure budget after subtracting budget rollovers that were added to the FY2014 amended expenditure budget. The increase in the FY2015 budget is partially due to transferring additional funds to the Capital Improvement Fund for capital purchases in the amount of \$2,202,014. Also, the transfer to the Recreation and Parks Fund has increased by \$249,735 compared to FY2014 and the transfer to the Open Lands Fund has increased by \$202,170 compared to FY2014.

The Village's FY2015 General Fund expenditure budget is broken down as follows:



### *Personnel Changes*

A voluntary retirement incentive program was offered to eligible employees at the end of 2013 with an effective date of January 1, 2014. Fifteen of the sixteen positions that participated in the program have been re-hired during fiscal year 2014. Each department that had vacant positions evaluated the functions within their department and completed reorganization as necessary. During the FY2015 budget process, it was determined that an additional retirement incentive program would not be offered.

Two new patrol officers were the only new full time positions approved to be added in FY2015. One position is authorized for hire on January 1<sup>st</sup> and the other for July 1<sup>st</sup>. The following part time positions were also added to the FY2015 budget:

- Media Assistant – Public Information
- Inspector – Development Services
- Building Attendant (2) - Recreation
- Day Camp Assistant Site Director – Recreation
- Program Assistant – Recreation
- Inclusion Aides (3) – Recreation

### Major Capital Projects – Other Funds

During FY2015, 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 FY2014. Significant projects started in FY2014 that will continue into FY2015 include:

- Watermain replacement and construction costs for LaGrange Road between 131<sup>st</sup> Street and 179<sup>th</sup> Street as part of an Intergovernmental Agreement with the State of Illinois
- Road Improvement program
- Stormwater management improvements

The following is a description of major capital projects that are budgeted in FY2015:

- Main Street Triangle Fund –
  - Road improvements - \$1,000,000
  - Land acquisition - \$1,052,981
- Recreation and Parks Fund –
  - Play Unit Replacement at Dogwood Park - \$225,000
  - Tennis Court Reconstruction at Schussler Park - \$125,000
- Capital Improvement Funds –
  - Road Reconstruction Program - \$5,500,000
  - LaGrange Road – Village aesthetic enhancements - \$3,500,000
  - LaGrange Road Construction – Village Share - \$1,649,878
  - Roadway Maintenance Program – \$2,970,520
  - 143<sup>rd</sup> Street from Southwest Highway to Wolf Road – Phase I Engineering - \$1,515,000
  - Tree removal and replacement program - \$1,072,125

- Water & Sewer Fund –
  - Flood study stormwater management improvements \$10,121,122
  - Maycliff subdivision watermain replacement - \$2,000,000
  - 159<sup>th</sup> Street watermain installation and utility relocation - \$1,828,000

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 FY2015 can be found in the Capital Project Funds and Special Revenue Funds section of this document.


#### CLOSING COMMENTS

The FY2015 budget, as presented, is balanced against revenues, and where applicable, fund balance over and above Board approved policy levels. The FY2015 budget has adequate resources to meet the community's demands for service, although due to continued growth, these demands consistently increase. Road improvement projects have been, and will continue to be, a top priority of the Village; therefore, the Village will continue to dedicate specific revenue sources to road construction and improvement projects.

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

Sincerely,

  
Annmarie K. Mampe  
Finance Director

  
Sarah A. Schueler  
Assistant Finance Director

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# General Information and Summaries

Budget  
Fiscal Year 2015

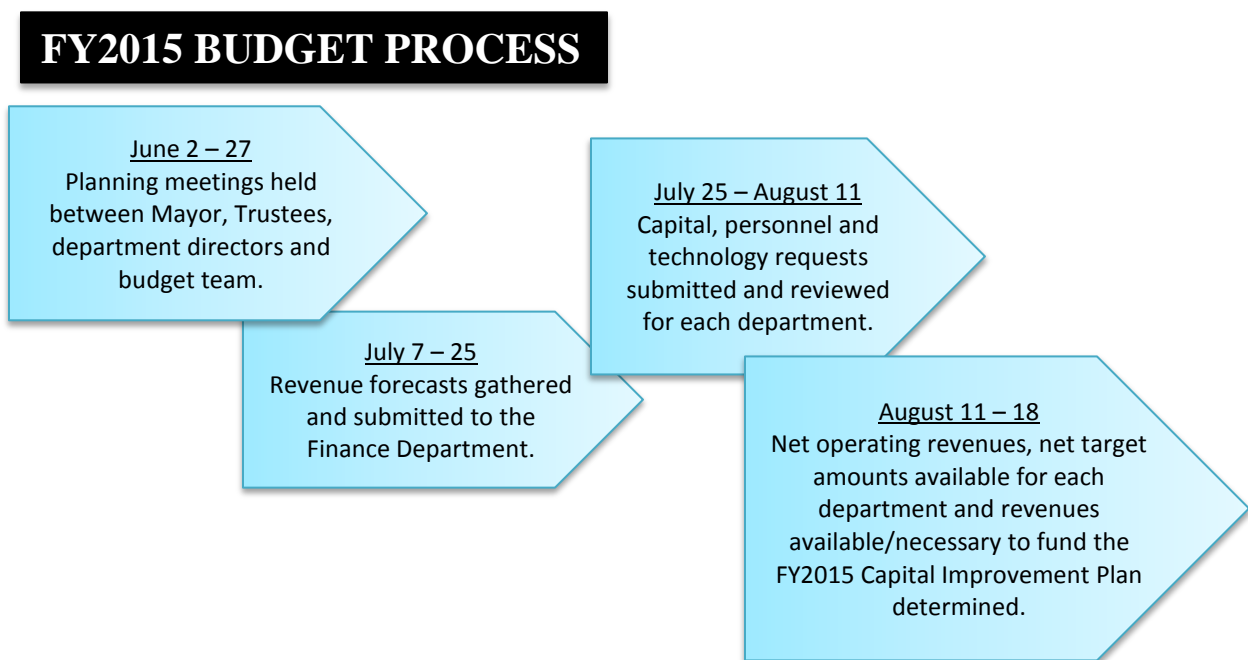
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**Budget Process**

The budget process illustrated on these pages was followed for the compilation and passage of the FY2015 Annual Budget.

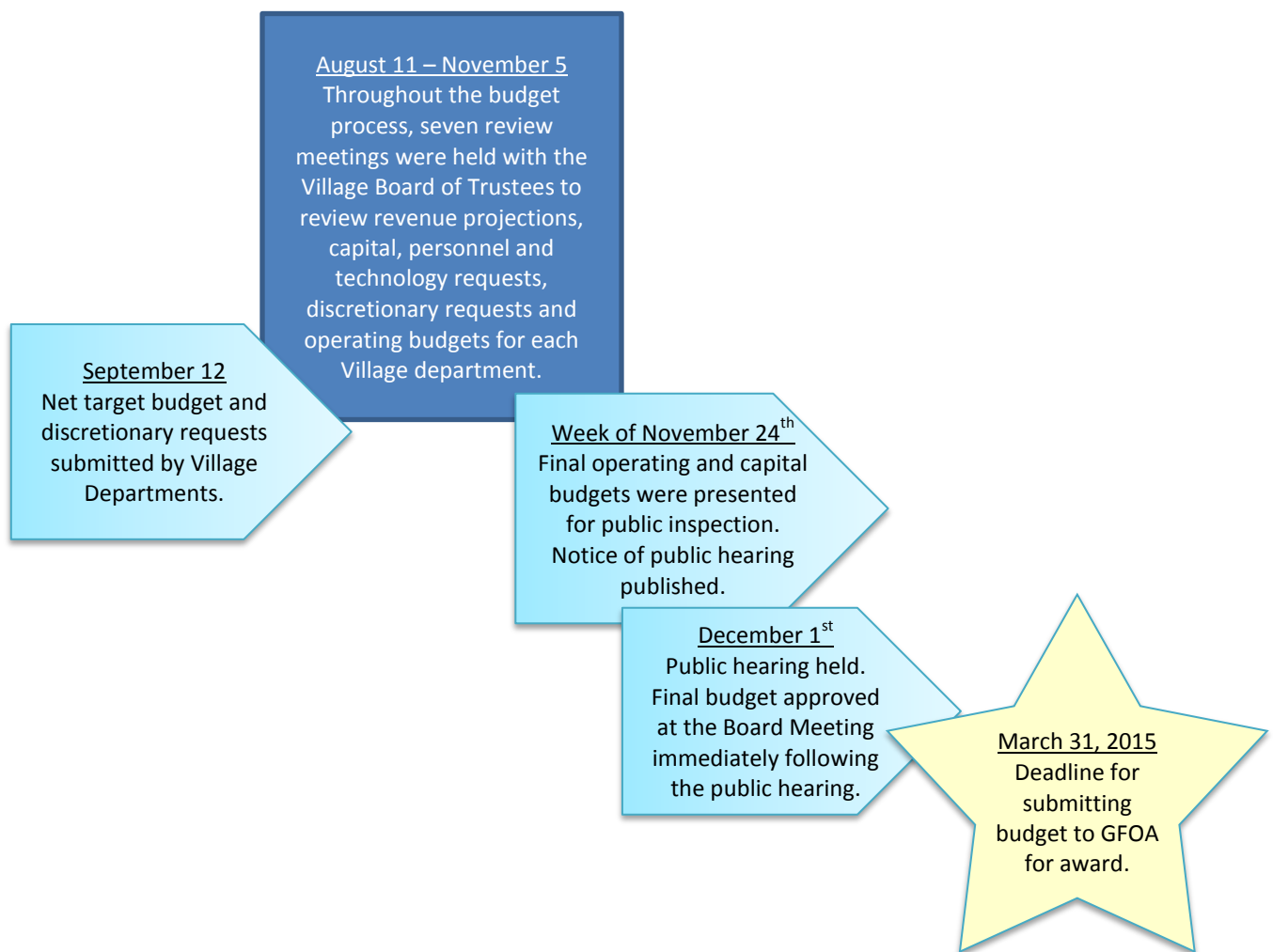
The Village of Orland Park’s budget process involves the Mayor and Board of Trustees, Village Manager, Assistant Village Manager, Finance Director and Assistant Finance Director, department directors, supervisors, as well as many others throughout the organization, each playing a critical role in the development of the budget for the upcoming year. Significant planning takes place prior to the compilation of the budget to ensure that the outcome of the budget meets the Village Board’s strategic goals. 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, 2015 was adopted through the passage of ordinance number 4945 on December 1, 2014.



**Budget Process, continued**

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 continually monitors the Village’s revenues and expenditures and discusses and resolves any significant variances with each department. On a quarterly basis, each department receives a report of budgeted to actual amounts for all accounts under the department’s responsibility. Departments are asked to provide explanation to variances shown on that report. Throughout Fiscal Year 2015, quarterly budget adjustments will be reviewed and approved by the Village Board. A summary report of budget variances will be provided to the Village Board of Trustees annually.

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.



GFOA recommends that all governments regularly engage in long-term financial planning. The Village Board and Finance Department staff is committed to implementing a process to formulate a rolling five year financial plan starting in FY2015. The long-term financial plan development and implementation will be completed as part of the update to the Village's strategic plan. The document will reflect prior year actual results, current year budget and a five year forecast period. Currently, Finance Department staff is completing detailed analysis which includes information gathering, trend projection, and forecasting.

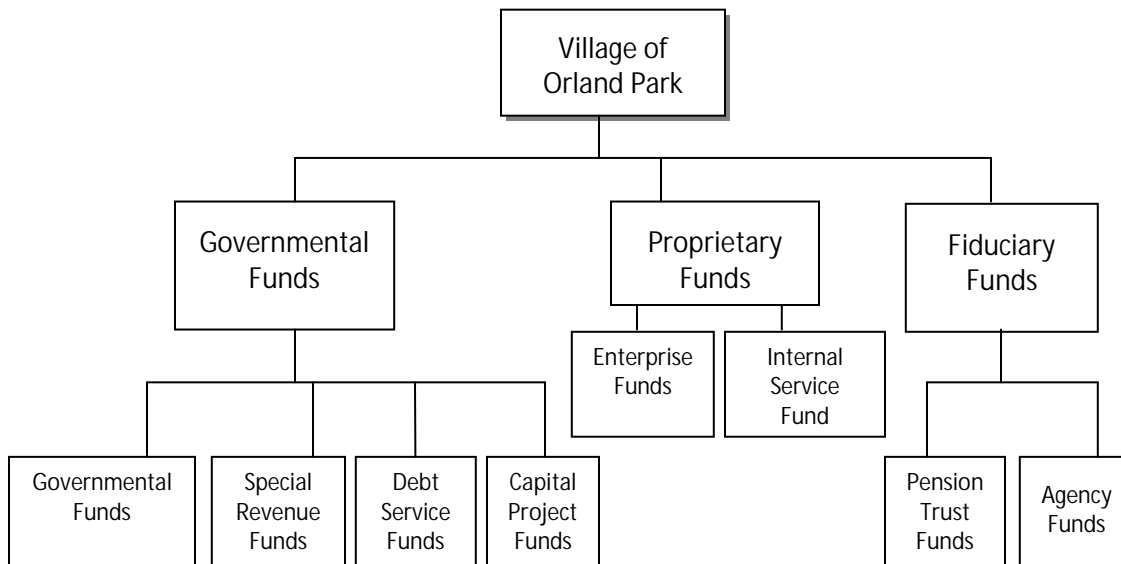
The Finance Department has determined the following budgeted funds will be included in the financial plan:

- General Fund
- Recreation and Parks Fund
- Police Pension Fund
- Water & Sewer Fund
- Home Rule Sales Tax Fund
- Main Street Triangle Fund

The goal for the long-term financial plan document will be to provide a starting point for discussion of the Village's future direction. Through a review of the need to maintain service levels, fund balances and capital improvements against existing revenue sources, the major stakeholders will have a comprehensive view of the Village's future financial challenges, and the Village Board will be able to proactively make decisions with an understanding of the long-term consequences of those decisions.

MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND BASIS OF PRESENTATION

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



Governmental Funds

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

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

Governmental funds include the following fund types:

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

### Proprietary Funds

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

Proprietary funds include the following fund types:

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

### Fiduciary Funds

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

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

## Assets, Liabilities and Equity

### Deposits and Investments

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

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

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

### Receivables and Payables

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

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

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

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

### Prepaid Items

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

Capital Assets

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

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

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

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

Compensated Absences

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

Long-term Obligations

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

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

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

### Fund Equity

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

### Budgetary Information

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

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



#### GENERAL FUND

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

#### SPECIAL REVENUE FUNDS

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

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

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

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

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

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

#### DEBT SERVICE FUNDS

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

#### CAPITAL PROJECTS FUNDS

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

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

#### ENTERPRISE FUNDS

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

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

#### INTERNAL SERVICE FUND

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

#### FIDUCIARY FUNDS

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

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

The following illustrates the relationship between the Village's operating departments (in blue) and fund appropriations.



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 periodically recommend new policies or changes to existing policies for approval by the Village Board.

#### FUND BALANCE (RESERVE) POLICIES

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

##### *General Fund –*

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

##### *Purpose of Policy –*

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

##### *Policy Considerations –*

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

##### *Policy Statements –*

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

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

*Water & Sewer Fund –*

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

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

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

*Debt Service Fund –*

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

*Insurance Fund –*

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

*Home Rule Sales Tax Fund –*

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

*Park Development Fund –*

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

*Road Exaction Fund –*

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

*Capital Improvement Fund –*

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

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

### CAPITAL ASSETS POLICIES

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

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

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

#### REVENUE AND EXPENDITURE POLICIES

##### *Revenue –*

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

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

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

##### *Expenditures –*

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

#### BUDGETING, ACCOUNTING, AUDITING AND REPORTING POLICIES

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

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



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

#### CAPITAL BUDGET POLICIES

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

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

#### CASH MANAGEMENT & INVESTMENT POLICIES

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

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.

#### 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 2013 calendar year was \$2,084,486,439. 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 \$179,786,955. As of January 1, 2015, the Village had \$95,610,000 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, 2015, the Village had a debt to EAV ratio of 4.68%.

The Village will confine long-term borrowing to significant 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.

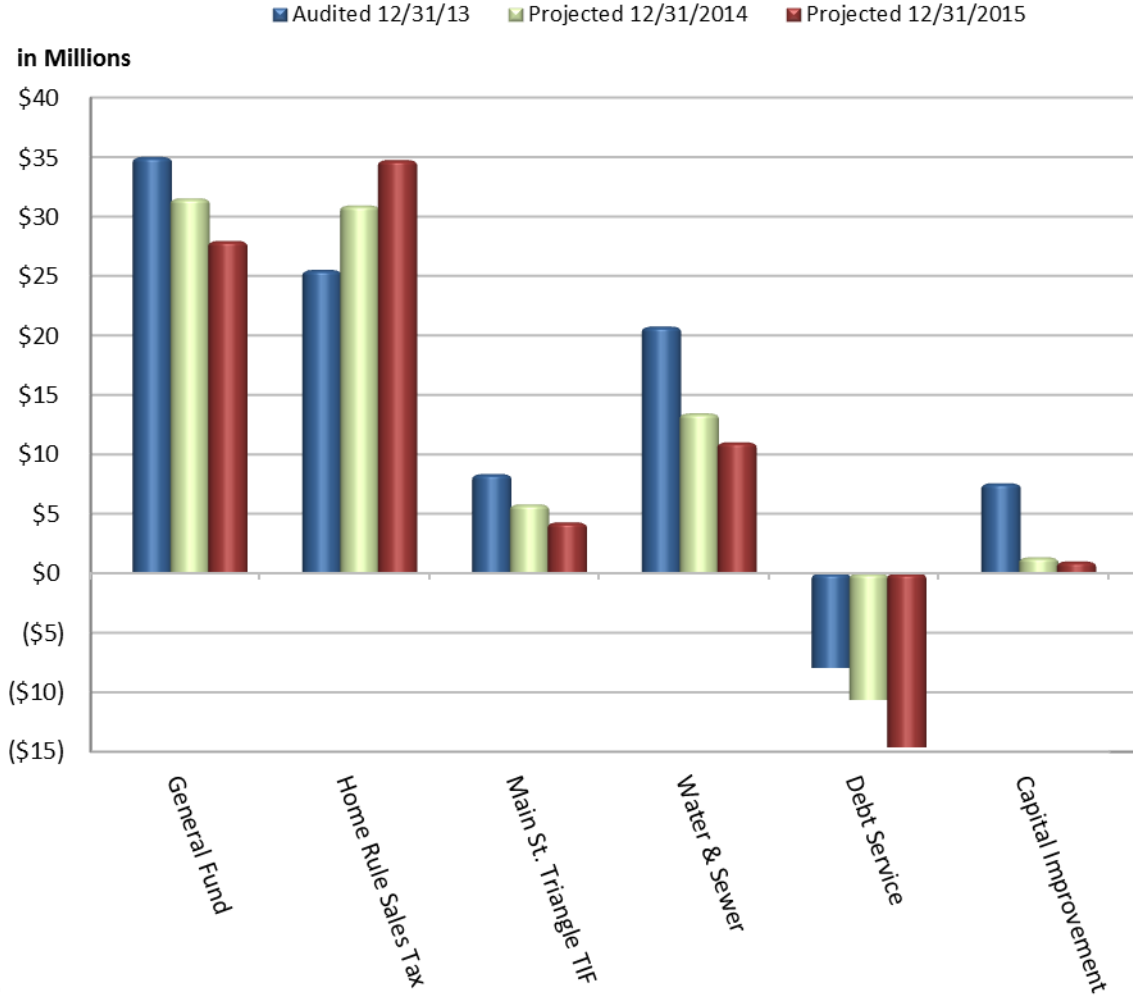
	Projected Total Fund Balance 12/31/2014	Budgeted Revenues FY2015	Budgeted Expenditures FY2015
General Operation Funds			
General Fund	\$ 31,529,807	\$ 45,424,569	\$ 49,005,335
Special Revenue Funds			
Motor Fuel Tax	1,365,153	1,374,749	2,366,385
Park Development	618,931	469,362	213,016
Seizure and Forfeiture	466,185	52,500	-
Home Rule Sales Tax	30,934,972	10,051,668	6,234,476
Recreation and Parks	-	10,904,268	10,904,268
Main St. Triangle TIF	5,796,916	1,706,884	3,215,069
Enterprise Funds			
Water and Sewer	13,449,376	36,366,882	42,668,543
Commuter Parking	68,041	320,705	432,381
Construction Funds			
Road Exaction	588,002	306,677	2
Capital Improvement	1,346,050	19,572,544	19,918,594
Internal Service Fund			
Insurance	1,045,890	7,880,432	7,532,167
Component Units			
Civic Center	-	302,021	302,021
Open Lands Acquisition	345,290	371,595	343,720
Debt Service Funds			
2003 G.O. Bond Refunding	1,385	-	-
2004 G.O. Bond Refunding	2,896	-	-
2006 G.O. Bond	3,010	175	-
2007 G.O. Bond	(9,895,007)	-	1,017,981
2009 G.O. Bond Refunding	209,977	704,600	805,050
2010 G.O. Bond Refunding	275,340	2,441,743	2,442,193
2011 G.O. Bond Refunding	349,719	1,231,125	1,431,600
2012 G.O. Bond A Refunding	3,725	889,500	889,975
2012 G.O. Bond B & C Refunding	(775,167)	-	1,040,038
2012 G.O. Bond D Refunding	461,756	630,900	931,375
2013 G.O. Bond C Refunding	(640,822)	-	267,431
2013 G.O. Bond A&B Refunding	(641,431)	-	1,054,050
2015 G.O. Bond	-	137,800	137,800
Bond Projects	-	700,000	700,000
Police Pension Fund	61,918,279	4,636,979	3,335,286
<b>TOTAL ALL FUNDS</b>	<b>\$ 138,828,273</b>	<b>\$ 146,477,678</b>	<b>\$ 157,188,756</b>

	Depreciation Addback FY2015	Projected Fund Balance Reserve	Projected Total Fund Balance 12/31/2015
General Operation Funds			
General Fund	\$ -	\$ 17,725,063	\$ 10,223,978
Special Revenue Funds			
Motor Fuel Tax	-	-	373,517
Park Development	-	500,000	375,277
Seizure and Forfeiture	-	-	518,685
Home Rule Sales Tax	-	34,752,162	2
Recreation and Parks	-	-	-
Main St. Triangle TIF	-	37,387,690	(33,098,959)
Enterprise Funds			
Water and Sewer	3,876,000	11,010,042	13,673
Commuter Parking	103,000	-	59,365
Construction Funds			
Road Exaction	-	1,000,000	(105,323)
Capital Improvement	-	1,000,000	-
Internal Service Fund			
Insurance	-	885,000	509,155
Component Units			
Civic Center	-	-	-
Open Lands Acquisition	-	-	373,165
Debt Service Funds			
2003 G.O. Bond Refunding	-	-	1,385
2004 G.O. Bond Refunding	-	-	2,896
2006 G.O. Bond	-	-	3,185
2007 G.O. Bond	-	-	(10,912,988)
2009 G.O. Bond Refunding	-	-	109,527
2010 G.O. Bond Refunding	-	-	274,890
2011 G.O. Bond Refunding	-	-	149,244
2012 G.O. Bond A Refunding	-	-	3,250
2012 G.O. Bond B & C Refunding	-	-	(1,815,205)
2012 G.O. Bond D Refunding	-	-	161,281
2013 G.O. Bond C Refunding	-	-	(908,253)
2013 G.O. Bond A&B Refunding	-	-	(1,695,481)
2015 G.O. Bond	-	-	-
Bond Projects	-	-	-
Police Pension Fund	-	-	63,219,972
	<u>\$ 3,979,000</u>	<u>\$ 104,259,957</u>	<u>\$ 27,836,238</u>

	Audited * 12/31/2013	Projected* 12/31/2014	Projected* 12/31/2015
General Operation Funds			
General Fund	\$ 35,012,412	\$ 31,529,807	\$ 27,949,041
Special Revenue Funds			
Motor Fuel Tax	1,026,843	1,365,153	373,517
Park Development	475,442	618,931	875,277
Seizure and Forfeiture	240,394	466,185	518,685
Home Rule Sales Tax	25,513,170	30,934,972	34,752,164
Recreation and Parks	-	-	-
Main St. Triangle TIF	8,349,542	5,796,916	4,288,731
Enterprise Funds			
Water and Sewer	20,748,356	13,449,376	11,023,715
Commuter Parking	40,875	68,041	59,365
Construction Funds			
Road Exaction	766,960	588,002	894,677
Capital Improvement	7,577,392	1,346,050	1,000,000
Internal Service Fund			
Insurance	1,480,302	1,045,890	1,394,155
Component Units			
Civic Center	(3,341)	-	-
Open Lands Acquisition	401,190	345,290	373,165
Debt Service Funds			
2003 G.O. Bond Refunding	1,385	1,385	1,385
2004 G.O. Bond Refunding	2,896	2,896	2,896
2006 G.O. Bond	3,297	3,010	3,185
2007 G.O. Bond	(8,885,426)	(9,895,007)	(10,912,988)
2009 G.O. Bond Refunding	610,427	209,977	109,527
2010 G.O. Bond Refunding	475,790	275,340	274,890
2011 G.O. Bond Refunding	350,394	349,719	149,244
2012 G.O. Bond A Refunding	4,200	3,725	3,250
2012 G.O. Bond B & C Refunding	(385,129)	(775,167)	(1,815,205)
2012 G.O. Bond D Refunding	462,231	461,756	161,281
2013 G.O. Bond C Refunding	(371,991)	(640,822)	(908,253)
2013 G.O. Bond A&B Refunding	(237,381)	(641,431)	(1,695,481)
2015 G.O. Bond Funding	-	-	-
Bond Projects	-	-	-
Police Pension Fund			
Police Pension	69,017,913	61,918,279	63,219,972
TOTAL ALL FUNDS	\$ 162,678,143	\$ 138,828,273	\$ 132,096,195

\* Includes Fund Balance reserves

The following graph reflects fund balances including reserves for each of the Village's major funds for the fiscal years ending December 31, 2013, 2014, and 2015.



GENERAL FUND – The total FY2015 fund balance for the General Fund is projected to have an approximate decrease of \$3,580,800 when compared to FY2014. Reserves accumulated during the 2013 fiscal year were used to fund expenditures approved during the FY2015 budget process. The fund balance reserve for FY2015 is \$27,708,204, of which \$15,062,461 is the amount due from the Main Street Triangle TIF Fund. This amount will be reimbursed once incremental property taxes or other development related revenues are received by the TIF Fund. The remainder of the reserve includes \$1,662,602 for future economic loans to local businesses, \$1,000,000 for vehicle and equipment purchases, a contingency reserve of 5% of budgeted expenditures equaling \$2,495,785 and an excess cash reserve of 15% of budgeted expenditures, equal to \$7,487,356. It is projected at the end of FY2015 that the General Fund will exceed the Board approved minimum fund balance requirement by approximately \$241,000.

HOME RULE SALES TAX FUND – The total FY2015 fund balance for the Home Rule Sales Tax Fund is projected to have increased when compared to FY2014 by approximately \$3,817,200. The increase is primarily due to an increase in the fund balance reserve due to debt service payments and capital projects related to the Main Street Triangle TIF Fund. The fund balance reserve continues to increase as the Village is committed to funding the debt service payments for the 2007, 2012 B & C and 2013 A, B & C General Obligation Bonds, as well as capital projects within the Main Street Triangle area, with home rule sales tax revenue. Debt service payments totaling \$16,361,281 and \$15,881,680 in funds due from the Main Street Triangle Fund are considered a reserve of fund balance. The Main Street Triangle TIF Fund will reimburse the Home Rule Sales Tax Fund for these costs once property tax increment, or other development related revenues, are received by the TIF Fund. The remainder of the reserve is related to the fund balance reserve policy which requires a reserve of 25% of annual revenues for unexpected capital projects. For FY2015, this reserve totals \$2,509,201.

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 decrease from FY2014 of approximately \$2,425,600, due to an increase in the cost of capital projects. The Village reviews its water, sewer, and stormwater rates that are charged to customers annually, and adjusts rates to a level necessary to fund operating and capital expenditures, as well as to maintain a reserve for repair and replacement of system assets. The reserve for FY2015 is \$11,010,042.

DEBT SERVICE FUNDS – The majority of the negative fund balance is attributable to the 2007 General Obligation Bond Fund which will end FY2015 with a negative balance of \$10,912,988. 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.

	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Revenues:			
Taxes	\$ 48,697,010	\$ 48,281,817	\$ 48,712,472
Licenses & Permits	2,584,912	1,427,551	2,884,523
Intergovernmental	7,380,587	9,435,316	8,363,029
Charges for Services	36,466,786	40,862,785	41,483,071
Investment Income	8,401,421	2,529,599	3,315,124
Fines & Forfeitures	1,304,180	1,185,600	1,252,500
Miscellaneous	3,655,546	3,263,129	3,248,078
Total Revenues	<u>108,490,442</u>	<u>106,985,797</u>	<u>109,258,797</u>
Expenditures:			
General Government	18,680,583	22,412,441	23,757,967
Public Safety	18,766,096	19,880,857	19,378,676
Planning & Development	3,368,758	3,663,773	3,340,530
Public Works	5,674,098	5,870,192	5,682,862
Culture & Recreation	9,685,588	10,832,352	10,904,268
Water & Sewerage	19,295,643	23,020,571	22,318,092
Commuter Parking	361,140	254,161	329,381
Capital Outlay	9,206,738	31,015,704	39,632,977
Debt Service:			
Principal	7,217,462	7,411,106	9,038,310
Interest & Fiscal Charges	4,015,952	3,491,750	2,957,690
Total Expenditures	<u>96,272,058</u>	<u>127,852,906</u>	<u>137,340,753</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	12,218,384	(20,867,109)	(28,081,956)
Other Financing Sources (Uses):			
Operating Transfers In	11,540,749	10,775,816	15,869,003
Operating Transfers Out	(11,540,749)	(10,775,816)	(15,869,003)
Excess Cash Flow Proceeds	287,500	-	-
Line of Credit Proceeds	16,957,760	3,343,157	-
General Obligation Bonds Issued	29,430,000	-	21,349,878
Bond Issuance Costs	(408,500)	-	-
Premium on Bond Issuance	267,515	-	-
Payment to Fiscal Agent	(9,554,054)	-	-
Total Other Financing Sources (Uses)	<u>36,980,220</u>	<u>3,343,157</u>	<u>21,349,878</u>
Net Change in Fund Balance	49,198,604	(17,523,952)	(6,732,078)
Fund Balance Beginning of Period	<u>107,153,621</u>	<u>156,352,225</u>	<u>138,828,273</u>
Fund Balance End of Period	<u>\$ 156,352,225</u>	<u>\$ 138,828,273</u>	<u>\$ 132,096,195</u>



# Village of Orland Park

## Revenues, Expenditures, and Changes in Fund Balance

Fiscal Year 2015

	General	Debt Service	Capital Improvement	Main Street Triangle TIF	Recreation and Parks	Home Rule Sales Tax
Revenues:						
Taxes	\$ 30,978,272	\$ 4,264,775			\$ 1,014,634	\$ 10,036,803
Licenses & Permits	2,881,323	-		3,200		
Intergovernmental	5,648,087	-	1,338,561			
Charges for Services	2,821,613	-			3,822,080	
Investment Income	128,754	175	74,140	1,703,684		14,865
Fines & Forfeitures	1,200,000	-				
Miscellaneous	400,139	1,633,093			102,920	
Total Revenues	<u>44,058,188</u>	<u>5,898,043</u>	<u>1,412,701</u>	<u>1,706,884</u>	<u>4,939,634</u>	<u>10,051,668</u>
Expenditures:						
General Government	10,250,471	-				2,288,000
Public Safety	19,378,676	-				
Planning & Development	3,184,180	-		130,000		
Public Works	5,682,862	-				
Culture & Recreation	-	-			10,904,268	
Water & Sewerage	-	-				
Commuter Parking	-	-				
Capital Outlay	953,000	700,000	19,918,594	2,052,891		
Debt Service:						
Principal	-	7,800,000		714,470		
Interest & Fiscal Charges	-	2,217,493		317,708		
Total Expenditures	<u>39,449,189</u>	<u>10,717,493</u>	<u>19,918,594</u>	<u>3,215,069</u>	<u>10,904,268</u>	<u>2,288,000</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	4,608,999	(4,819,450)	(18,505,893)	(1,508,185)	(5,964,634)	7,763,668
Other Financing Sources (Uses):						
Operating Transfers In	1,366,381	137,800	7,509,965		5,964,634	
Operating Transfers Out	(9,556,146)	-				(3,946,476)
GO Bond Issued		700,000	10,649,878			
Line of Credit Proceeds		-				
Total Other Financing Sources (Uses)	<u>(8,189,765)</u>	<u>837,800</u>	<u>18,159,843</u>	<u>-</u>	<u>5,964,634</u>	<u>(3,946,476)</u>
Net Change in Fund Balance	(3,580,766)	(3,981,650)	(346,050)	(1,508,185)	-	3,817,192
Projected Fund Balance at 1/1/2015	<u>31,529,807</u>	<u>(10,644,619)</u>	<u>1,346,050</u>	<u>5,796,916</u>	<u>-</u>	<u>30,934,972</u>
Projected Fund Balance 12/31/2015	<u>\$ 27,949,041</u>	<u>\$ (14,626,269)</u>	<u>\$ 1,000,000</u>	<u>\$ 4,288,731</u>	<u>\$ -</u>	<u>\$ 34,752,164</u>

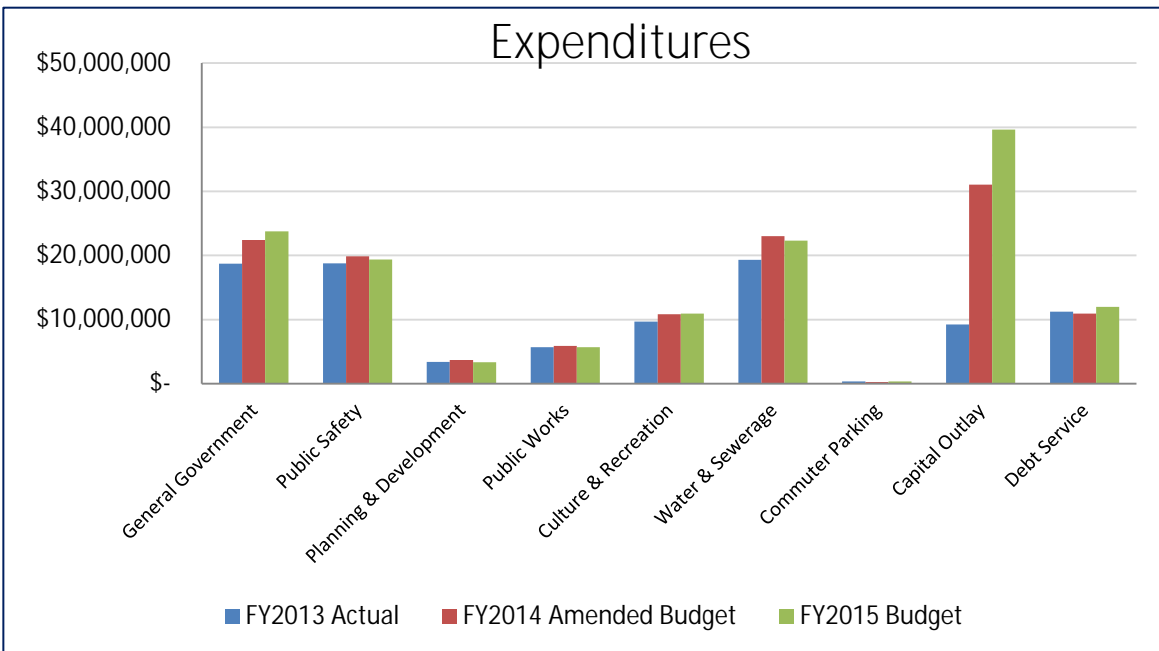
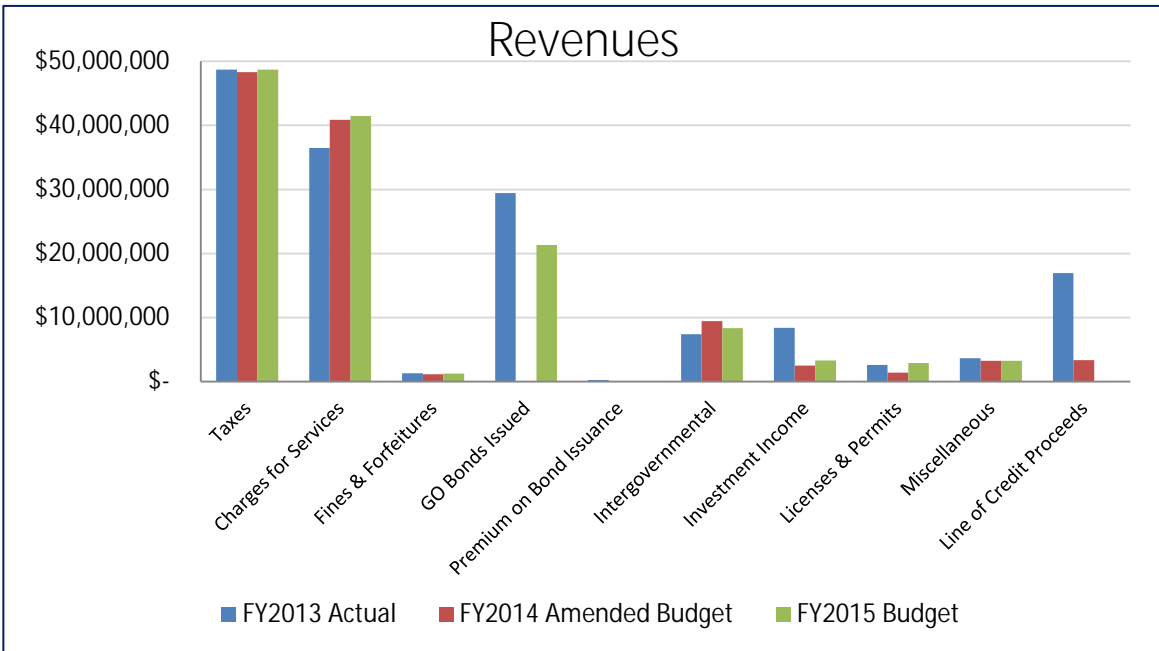
# Village of Orland Park

## Revenues, Expenditures, and Changes in Fund Balance

Fiscal Year 2015

	Other Governmental Funds	Enterprise	Component Units	Internal Service	Police Pension	Total FY2015 Budget
Revenues:						
Taxes					\$ 2,417,988	\$ 48,712,472
Licenses & Permits						2,884,523
Intergovernmental	1,366,381			10,000		8,363,029
Charges for Services	767,395	26,212,148		7,859,835		41,483,071
Investment Income	16,512	109,257		10,597	1,257,140	3,315,124
Fines & Forfeitures	52,500					1,252,500
Miscellaneous	500		149,575		961,851	3,248,078
Total Revenues	<u>2,203,288</u>	<u>26,321,405</u>	<u>149,575</u>	<u>7,880,432</u>	<u>4,636,979</u>	<u>109,258,797</u>
Expenditures:						
General Government	50,022		302,021	7,532,167	3,335,286	23,757,967
Public Safety						19,378,676
Planning & Development			26,350			3,340,530
Public Works						5,682,862
Culture & Recreation						10,904,268
Water & Sewerage		22,318,092				22,318,092
Commuter Parking		329,381				329,381
Capital Outlay	163,000	15,528,122	317,370			39,632,977
Debt Service:						
Principal		523,840				9,038,310
Interest & Fiscal Charges		422,489				2,957,690
Total Expenditures	<u>213,022</u>	<u>39,121,924</u>	<u>645,741</u>	<u>7,532,167</u>	<u>3,335,286</u>	<u>137,340,753</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,990,266	(12,800,519)	(496,166)	348,265	1,301,693	(28,081,956)
Other Financing Sources (Uses):						
Operating Transfers In		366,182	524,041			15,869,003
Operating Transfers Out	(2,366,381)					(15,869,003)
GO Bond Issued		10,000,000				21,349,878
Line of Credit Proceeds						-
Total Other Financing Sources (Uses)	<u>(2,366,381)</u>	<u>10,366,182</u>	<u>524,041</u>	<u>-</u>	<u>-</u>	<u>21,349,878</u>
Net Change in Fund Balance	(376,115)	(2,434,337)	27,875	348,265	1,301,693	(6,732,078)
Projected Fund Balance at 1/1/2015	<u>3,038,271</u>	<u>13,517,417</u>	<u>345,290</u>	<u>1,045,890</u>	<u>61,918,279</u>	<u>138,828,273</u>
Projected Fund Balance 12/31/2015	<u>\$ 2,662,156</u>	<u>\$ 11,083,080</u>	<u>\$ 373,165</u>	<u>\$ 1,394,155</u>	<u>\$ 63,219,972</u>	<u>\$ 132,096,195</u>

The charts below illustrate revenues and expenditures summarized by type over a three year period.



# Village of Orland Park

## Revenue and Expenditures Comparison Summary

Fiscal Year 2015

Fund	Budgeted Revenues	Budgeted Expenditures	Variance
General Fund	\$ 45,424,569	\$ 49,005,335	\$ (3,580,766)
Special Revenue Funds			
Motor Fuel Tax	1,374,749	2,366,385	(991,636)
Park Development	469,362	213,016	256,346
Seizure/Forfeiture	52,500	-	52,500
Home Rule Sales Tax	10,051,668	6,234,476	3,817,192
Main St. Triangle TIF	1,706,884	3,215,069	(1,508,185)
Recreation & Parks	10,904,268	10,904,268	-
Enterprise Funds			
Water & Sewer	36,366,882	42,668,543	(6,301,661)
Commuter Parking	320,705	432,381	(111,676)
Debt Service Funds			
2006 G.O. Bond	175	-	175
2007 G.O. Bond	-	1,017,981	(1,017,981)
2009 G.O. Bond Refunding	704,600	805,050	(100,450)
2010 G.O. Bond Refunding	2,441,743	2,442,193	(450)
2011 G.O. Bond Refunding	1,231,125	1,431,600	(200,475)
2012A G.O. Bond Refunding	889,500	889,975	(475)
2012B & C G.O. Bond Refunding	-	1,040,038	(1,040,038)
2012D G.O. Bond Refunding	630,900	931,375	(300,475)
2013C G.O. Bond	-	267,431	(267,431)
2013A & B G.O. Bond	-	1,054,050	(1,054,050)
2015 G.O. Bond	137,800	137,800	-
Bond Projects	700,000	700,000	-
Construction Funds			
Road Exaction	306,677	2	306,675
Capital Improvement	19,572,544	19,918,594	(346,050)
Police Pension Fund	4,636,979	3,335,286	1,301,693
Internal Service Funds			
Insurance	7,880,432	7,532,167	348,265
Component Units			
Civic Center	302,021	302,021	-
Open Lands Acquisition	371,595	343,720	27,875
TOTAL ALL FUNDS	\$ 146,477,678	\$ 157,188,756	\$ (10,711,078)

The Village of Orland Park received outstanding bond ratings during its 2013 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 Village did not issue debt in 2014. 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, 2015 of \$1,802.

Summary of Current Debt Issues as of January 1, 2015

General Obligation Corporate Purpose Bonds – Series 2007

Original Issue Amount: \$18,500,000

Original Issue Date: February 5, 2007

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

General Obligation Corporate Purpose Bonds – Series 2008

Original Issue Amount: \$9,055,000

Original Issue Date: July 17, 2008

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

General Obligation Corporate Purpose Bonds – Series 2009

Original Issue Amount: \$7,785,000

Original Issue Date: June 3, 2009

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

General Obligation Corporate Purpose Bonds – Series 2010

Original Issue Amount: \$18,925,000

Original Issue Date: February 1, 2010

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

General Obligation Corporate Purpose Bonds – Series 2011

Original Issue Amount: \$9,995,000

Original Issue Date: August 15, 2011

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

General Obligation Corporate Purpose Bonds – Series 2012A

Original Issue Amount: \$9,005,000

Original Issue Date: August 20, 2012

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

General Obligation Corporate Purpose Bonds – Series 2012B

Original Issue Amount: \$18,000,000

Original Issue Date: November 19, 2012

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

General Obligation Corporate Purpose Bonds – Series 2012C

Original Issue Amount: \$2,000,000

Original Issue Date: November 19, 2012

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

General Obligation Corporate Purpose Bonds – Series 2012D

Original Issue Amount: \$5,220,000

Original Issue Date: November 19, 2012

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

General Obligation Corporate Purpose Bonds – Series 2013A

Original Issue Amount: \$18,000,000

Original Issue Date: April 29, 2013

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

General Obligation Corporate Purpose Bonds – Series 2013B

Original Issue Amount: \$2,000,000

Original Issue Date: April 29, 2013

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

General Obligation Corporate Purpose Bonds – Series 2013C

Original Issue Amount: \$9,430,000

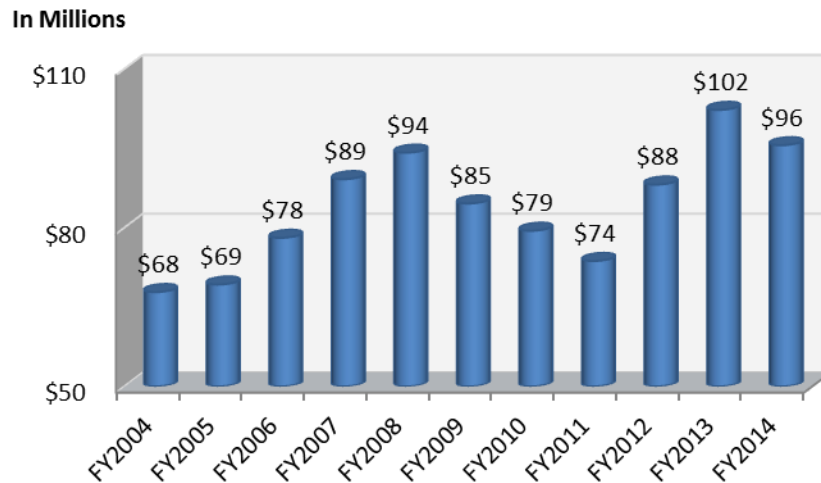
Original Issue Date: April 29, 2013

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

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

Issue	Outstanding at December 31, 2013	Issuances	Retirements	Outstanding at January 1, 2015
Series 2006	580,000	-	580,000	-
Series 2007	5,385,000	-	790,000	4,595,000
Series 2008	7,580,000	-	365,000	7,215,000
Series 2009	5,490,000	-	615,000	4,875,000
Series 2010	12,875,000	-	2,040,000	10,835,000
Series 2011	7,975,000	-	1,265,000	6,710,000
Series 2012A	8,835,000	-	110,000	8,725,000
Series 2012B	18,000,000	-	-	18,000,000
Series 2012C	2,000,000	-	-	2,000,000
Series 2012D	4,390,000	-	845,000	3,545,000
Series 2013A	18,000,000	-	-	18,000,000
Series 2013B	2,000,000	-	-	2,000,000
Series 2013C	9,180,000	-	70,000	9,110,000
<b>TOTAL</b>	<b>\$102,290,000</b>	<b>-</b>	<b>\$6,680,000</b>	<b>\$95,610,000</b>

### Village of Orland Park Ten Year History of Outstanding Debt



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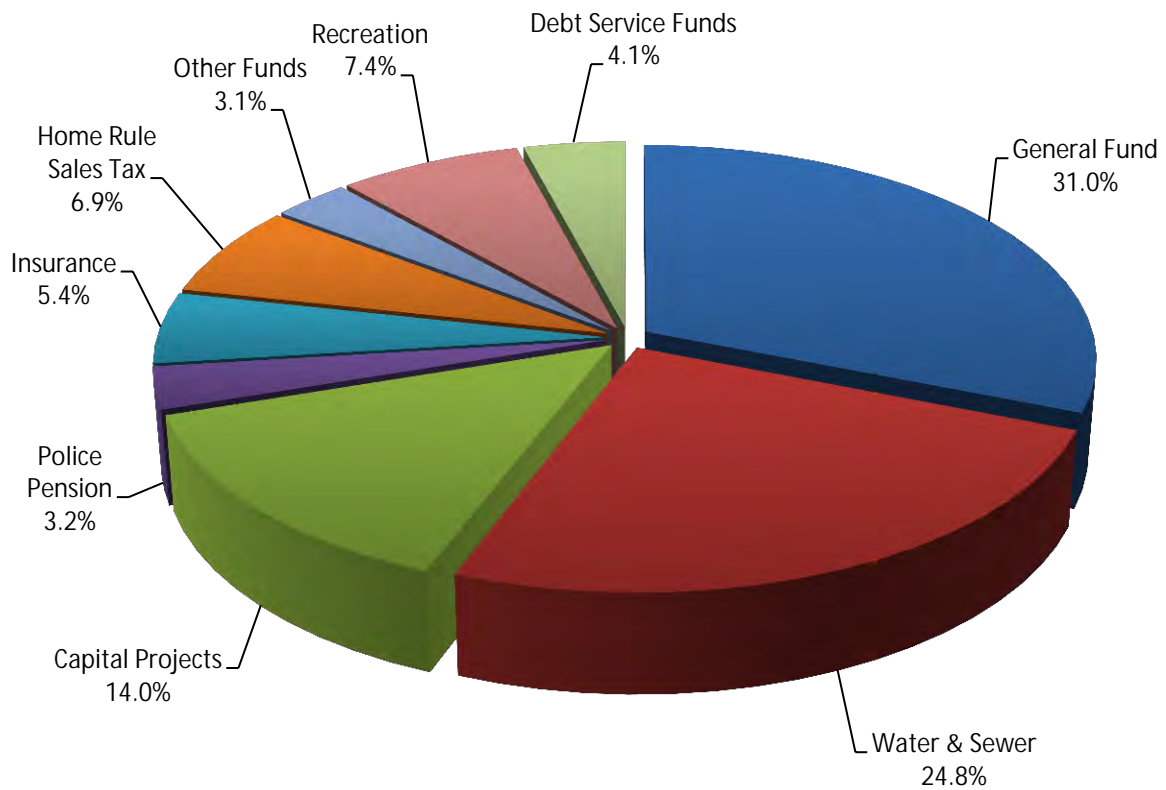
# Revenue Summaries

Budget  
Fiscal Year 2015

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Total Revenues  
\$146,477,678



# Village of Orland Park

## Revenue Summary by Fund FY2013 - FY2015

Fiscal Year 2015

	FY2013 Actual *	FY2014 Amended Budget	FY2015 Board Approved	% Change FY2015 - FY2014
<i>REVENUES</i>				
General Fund	\$ 45,219,249	\$ 42,817,839	\$ 45,424,569	6.09%
Motor Fuel Tax Fund	1,699,080	1,323,054	1,374,749	3.91%
Park Fund	557,229	318,630	469,362	47.31%
Seizure and Forfeiture Fund	49,545	45,500	52,500	15.38%
Home Rule Sales Tax Fund	10,466,452	9,957,915	10,051,668	0.94%
Main Street Triangle Fund	37,861,200	1,003,428	1,706,884	70.11%
Recreation and Parks	9,522,012	10,641,598	10,904,268	2.47%
Water and Sewer Fund	22,010,653	25,980,545	36,366,882	39.98%
Commuter Parking Fund	237,034	294,696	320,705	8.83%
2002B G.O. Bond Fund	17	-	-	0.00%
2003 G.O. Bond Refunding Fund	1,900	-	-	0.00%
2004 G.O. Bond Refunding Fund	3,804	-	-	0.00%
2006 G.O. Bond Fund	348,853	603,961	175	-99.97%
2009 G.O. Bond Refunding Fund	825,444	403,050	704,600	74.82%
2010A G.O. Bond Refunding Fund	2,426,508	2,232,743	2,441,743	9.36%
2011 G.O. Bond Refunding Fund	1,463,808	1,431,425	1,231,125	-13.99%
2012A G.O. Bond Fund	395,722	286,700	889,500	210.25%
2012D G.O. Bond Fund	1,401,185	932,800	630,900	-32.36%
2015 G.O. Bond Fund	-	-	137,800	0.00%
Bond Projects	9,705,315	-	700,000	0.00%
Road Exaction Fund	200,819	228,413	306,677	34.26%
Capital Improvement Fund	3,622,791	8,802,029	19,572,544	122.36%
Police Pension Fund	9,874,821	4,316,250	4,636,979	7.43%
Insurance Fund	7,919,603	8,210,287	7,880,432	-4.02%
Civic Center Fund	350,295	349,082	302,021	-13.48%
Open Lands Acquisition Fund	48,181	164,825	371,595	125.45%
<b>TOTAL REVENUES</b>	<b>\$ 166,211,520</b>	<b>\$ 120,344,770</b>	<b>\$ 146,477,678</b>	<b>21.72%</b>

\* FY2013 revenue includes one-time revenue sources originating from the redevelopment of the Main Street Triangle area. This includes G.O. Bond refunding proceeds of \$20,000,000, and \$16,957,760 in Line of Credit proceeds.

DESCRIPTION	Preliminary 2014	Final 2013	Final 2012
Equalized Assessed Valuation - Cook	\$ 2,064,100,803	\$ 2,043,664,161	\$ 2,162,169,011
% Change	1.00%	-5.48%	-7.75%

Tax Rates:

General Corporate	0.1113	0.1200	0.1234
Recreation & Parks	0.0496	0.0518	0.0494
FICA	0.0741	0.0718	0.0659
IMRF	0.0949	0.0971	0.0890
Police Pension	0.1183	0.1076	0.0962
Sub-total	0.4483	0.4483	0.4238

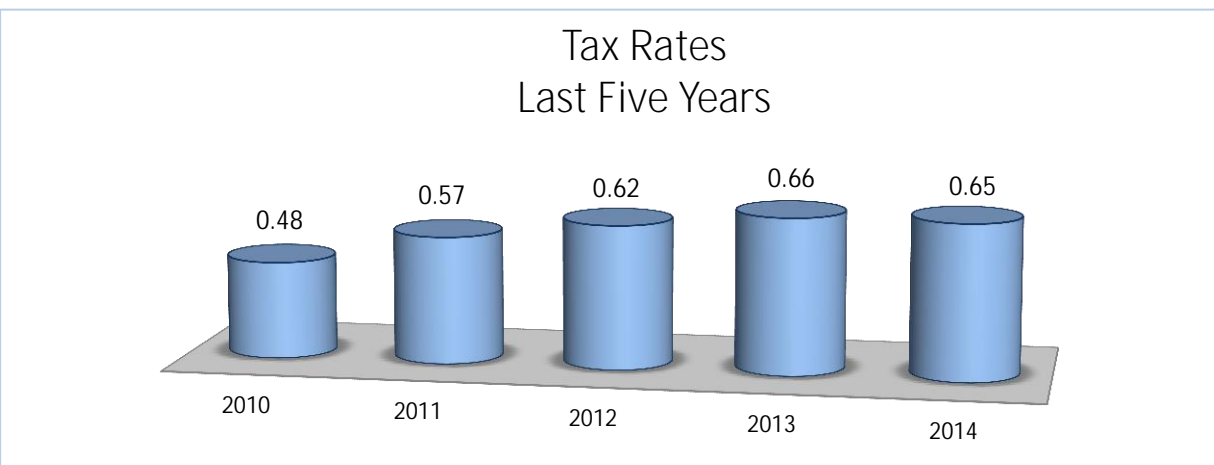
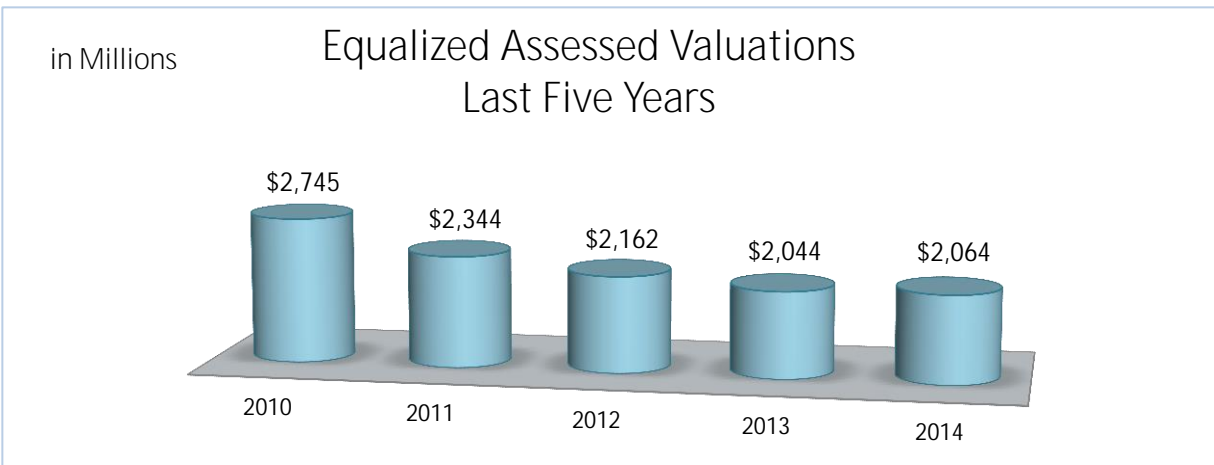
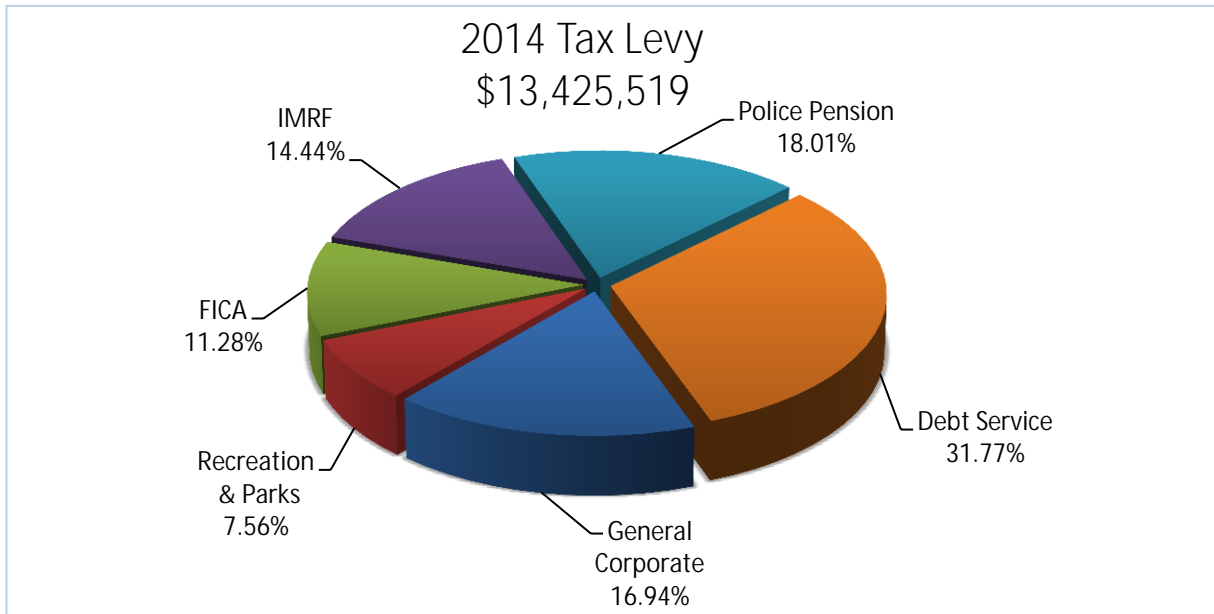
Tax Rates - Debt Service:

2006 G. O. (418)	0.0000	0.0295	0.0281
Abated 2006 G.O. Bonds	0.0000	0.0000	-0.0277
2007 G. O. (419)	0.0493	0.0494	0.0641
Abated 2007 G.O. Bonds	-0.0493	-0.0494	-0.0641
2008 G. O. Bonds (031)	0.0328	0.0331	0.0312
Abated 2008 G.O.	-0.0328	-0.0331	-0.0312
2009 G. O. Refunding Bonds (420)	0.0390	0.0393	0.0373
Abated 2009 G.O.	-0.0048	-0.0196	0.0000
2010A G. O. Refunding Bonds (421)	0.0392	0.0395	0.0370
Abated 2010A G.O.	0.0000	-0.0098	0.0000
2011 G. O. Refunding Bonds (422)	0.0693	0.0700	0.0662
Abated 2011 G.O.	-0.0097	0.0000	0.0000
2012A G.O. Refunding Bonds (423)	0.0431	0.0140	0.0131
2012B G. O. Refunding Bonds (424)	0.0179	0.0181	0.0168
Abated 2012B G.O.	-0.0179	-0.0181	-0.0168
2012C G. O. Refunding Bonds (424)	0.0324	0.0010	0.0009
Abated 2012C G.O.	-0.0324	-0.0010	-0.0009
2012D G.O. Refunding Bonds (425)	0.0451	0.0456	0.0431
Abated 2012D G.O.	-0.0145	0.0000	0.0000
2013A G.O. Refunding Bonds (427)	0.0186	0.0188	0.0104
Abated 2013A G.O.	-0.0186	-0.0188	-0.0104
2013B G.O. Refunding Bonds (427)	0.0324	0.0010	0.0005
Abated 2013B G.O.	-0.0324	-0.0010	-0.0005
2013C G.O. Refunding Bonds (426)	0.0129	0.0131	0.0171
Abated 2013C G.O.	-0.0129	-0.0131	-0.0171
Sub-total Debt Service	0.2066	0.2087	0.1971
<b>TOTAL VILLAGE RATE</b>	<b>0.6549</b>	<b>0.6569</b>	<b>0.6209</b>

Library	0.2419	0.2160	0.1968
2002A G.O. Library (411)	0.0000	0.0000	0.0000
Abated 2002A G.O. Library	0.0000	0.0000	0.0000
2005A G.O. Library Note \$4.05M (417)	0.0000	0.0000	0.0000
Abated 2005A G.O.	0.0000	0.0000	0.0000
2010B G.O. Refunding Library (421)	0.0799	0.0796	0.0743
<b>TOTAL LIBRARY RATE</b>	<b>0.3219</b>	<b>0.2956</b>	<b>0.2711</b>

<b>TOTAL RATE - VILLAGE &amp; LIBRARY</b>	<b>0.9767</b>	<b>0.9525</b>	<b>0.8920</b>
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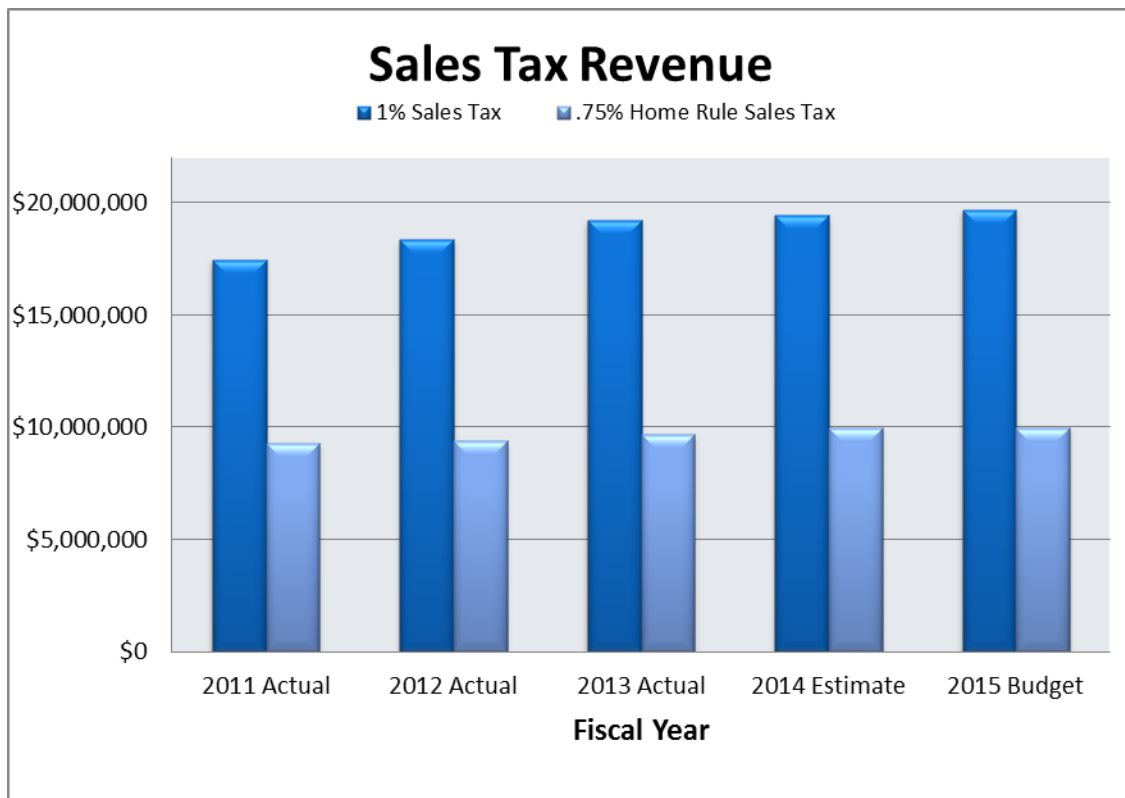
DESCRIPTION	Preliminary 2014	Final 2013	Final 2012
Tax Extensions:			
General Corporate	2,274,483	2,453,204	2,668,775
Recreation & Parks	1,014,634	1,058,297	1,068,021
FICA	1,514,515	1,467,465	1,423,797
IMRF	1,939,123	1,983,977	1,923,513
Police Pension	2,417,988	2,198,171	2,079,998
Sub-total	9,160,744	9,161,114	9,164,104
Tax Extensions - Debt Service:			
2006 G. O. (418)	-	603,780	606,740
Abated 2006 G.O. Bonds	-	-	(600,000)
2007 G.O. (419)	1,017,531	1,009,131	1,386,006
Abated 2007 G.O.	(1,017,531)	(1,009,131)	(1,386,006)
2008 G. O. Bonds (031)	677,400	676,088	674,213
Abated 2008 G.O.	(677,400)	(676,088)	(674,213)
2009 G.O. Refunding Bonds (420)	804,600	803,050	806,050
Abated 2009 G.O.	(100,000)	(400,000)	-
2010A G.O. Refunding Bonds (421)	808,650	806,650	800,650
Abated 2010A G.O.	-	(200,000)	-
2011 G.O. Refunding Bonds (422)	1,431,125	1,431,425	1,431,225
Abated 2011 G.O.	(200,000)	-	-
2012A G.O. Refunding Bonds (423)	889,500	286,700	283,800
2012B G. O. Refunding Bonds (424)	369,375	369,375	364,245
Abated 2012B G.O.	(369,375)	(369,375)	(364,245)
2012C G. O. Refunding Bonds (424)	669,713	19,713	19,439
Abated 2012C G.O.	(669,713)	(19,713)	(19,439)
2012D G.O. Refunding Bonds (425)	930,900	932,800	932,950
Abated 2012D G.O.	(300,000)	-	-
2013A G.O. Refunding Bonds (427)	383,375	383,375	225,765
Abated 2013A G.O.	(383,375)	(383,375)	(225,765)
2013B G.O. Refunding Bonds (427)	669,725	19,725	11,616
Abated 2013B G.O.	(669,725)	(19,725)	(11,616)
2013C G.O. Refunding Bonds (426)	266,956	268,356	369,754
Abated 2013C G.O.	(266,956)	(268,356)	(369,754)
Sub-total Debt Service	4,264,775	4,264,405	4,261,415
<b>TOTAL VILLAGE LEVY</b>	<b>\$ 13,425,519</b>	<b>\$ 13,425,519</b>	<b>\$ 13,425,519</b>
Library			
2010B G.O. Refunding Library (421)	4,944,477	4,414,712	4,255,144
Abated 2010B G.O. Refunding Library (421)	1,633,093	1,626,093	1,606,593
<b>TOTAL LIBRARY LEVY</b>	<b>\$ 6,577,570</b>	<b>\$ 6,040,805</b>	<b>\$ 5,861,737</b>
<b>TOTAL LEVY - VILLAGE &amp; LIBRARY</b>	<b>\$ 20,003,088</b>	<b>\$ 19,466,323</b>	<b>\$ 19,287,255</b>



The following is a summary of major revenue sources, trends and assumptions for fiscal year 2015.

**SALES TAXES** – The Village receives two types of sales tax – 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 collections for fiscal year 2014 were estimated to increase by approximately 1.03% compared to fiscal year 2013 and projected to be 2.89% greater than the original budgeted amount. Sales tax estimates for fiscal year 2015 were based on a 1.30% increase over the fiscal year 2014 estimate. The percentage increase was determined by evaluating current trends in sales tax and consulting various indices and available information.

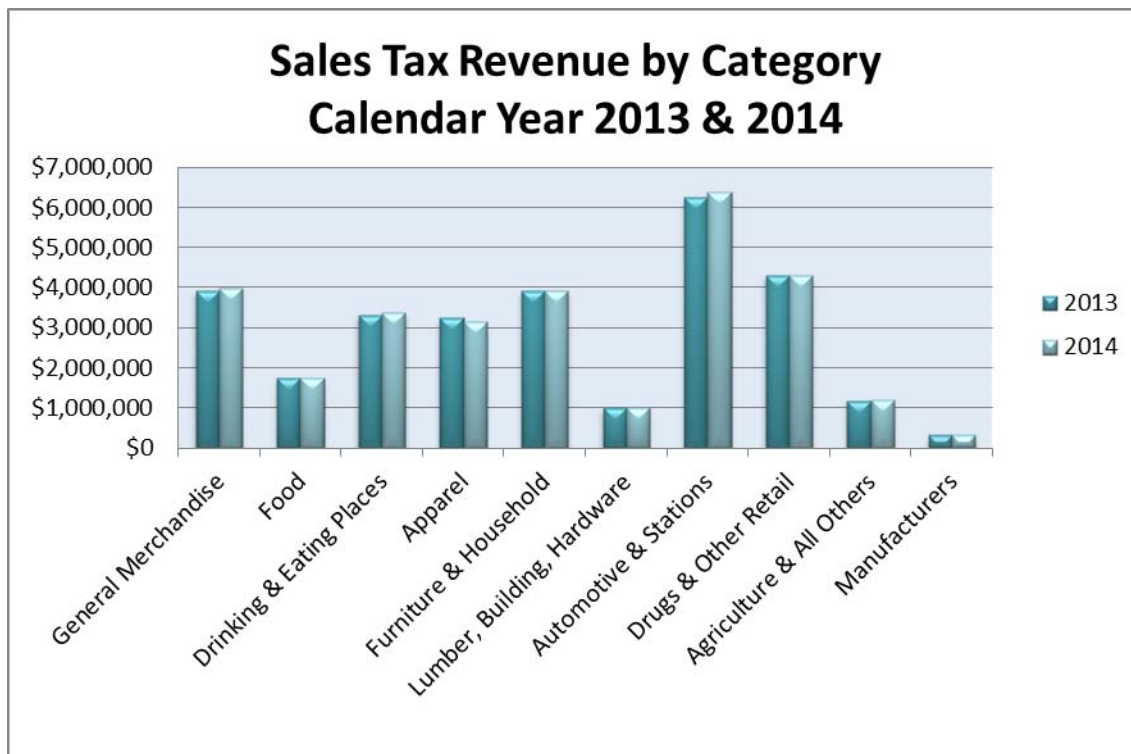
The total current Village sales tax rate is 8.75%. The previous high rate of 9.5% was reduced by .50% in 2010 and an additional .25% on January 1<sup>st</sup> 2012 and 2013, due to a reduction in the Cook County home rule tax rate. This rate is compared to 8.5% approximately seven years ago.



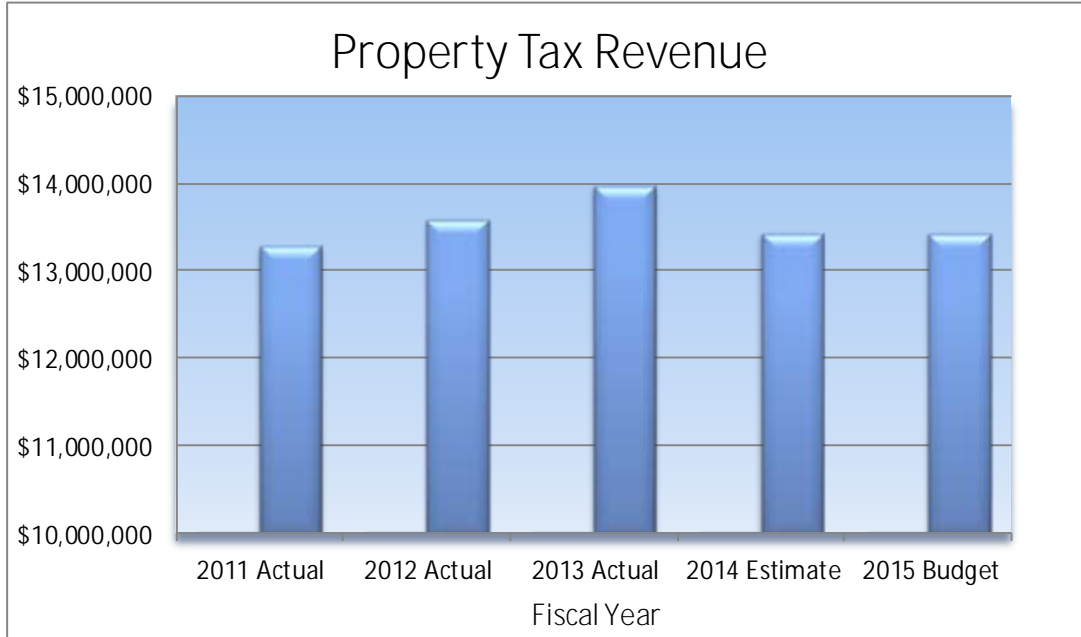
The following table details the distribution of the 1% state sales tax and the .75% home rule sales tax by major category. The total figures are for sales during January 2014 through December 2014. This is the most current data available.

Calendar 2014 Distribution						
	<u>Municipal Tax</u>	<u>Percent</u>	<u>Home Rule Tax</u>	<u>Percent</u>	<u>Total</u>	<u>Percent</u>
General Merchandise	\$ 2,347,967	12.1%	\$ 1,641,622	16.4%	\$ 3,989,589	13.6%
Food	1,438,061	7.4%	315,938	3.2%	1,753,999	6.0%
Drinking & Eating Places	1,959,659	10.1%	1,429,570	14.3%	3,389,229	11.5%
Apparel	1,794,144	9.2%	1,345,792	13.5%	3,139,936	10.7%
Furniture & Household	2,243,736	11.5%	1,677,072	16.8%	3,920,808	13.3%
Lumber, Building, Hardware	579,355	3.0%	434,241	4.3%	1,013,596	3.4%
Automotive & Stations	5,416,610	27.9%	967,333	9.7%	6,383,943	21.7%
Drugs & Other Retail	2,743,675	14.1%	1,552,619	15.5%	4,296,294	14.6%
Agriculture & All Others	715,584	3.7%	482,988	4.8%	1,198,572	4.1%
Manufacturers	190,726	1.0%	139,694	1.4%	330,420	1.1%
<b>TOTAL</b>	<b>\$ 19,429,517</b>	<b>100.0%</b>	<b>\$ 9,986,869</b>	<b>100.0%</b>	<b>\$ 29,416,386</b>	<b>100.0%</b>

The following chart compares calendar year 2013 and 2014 total sales tax collections by category. The largest dollar increase was in the automotive & stations category, which increased by \$146,035 or 2.29%. This category includes sales at gas stations and automotive parts and repair stores. Total sales tax increased by 0.68% from 2013 to 2014 compared to an increase of 4.00% from 2012 to 2013.



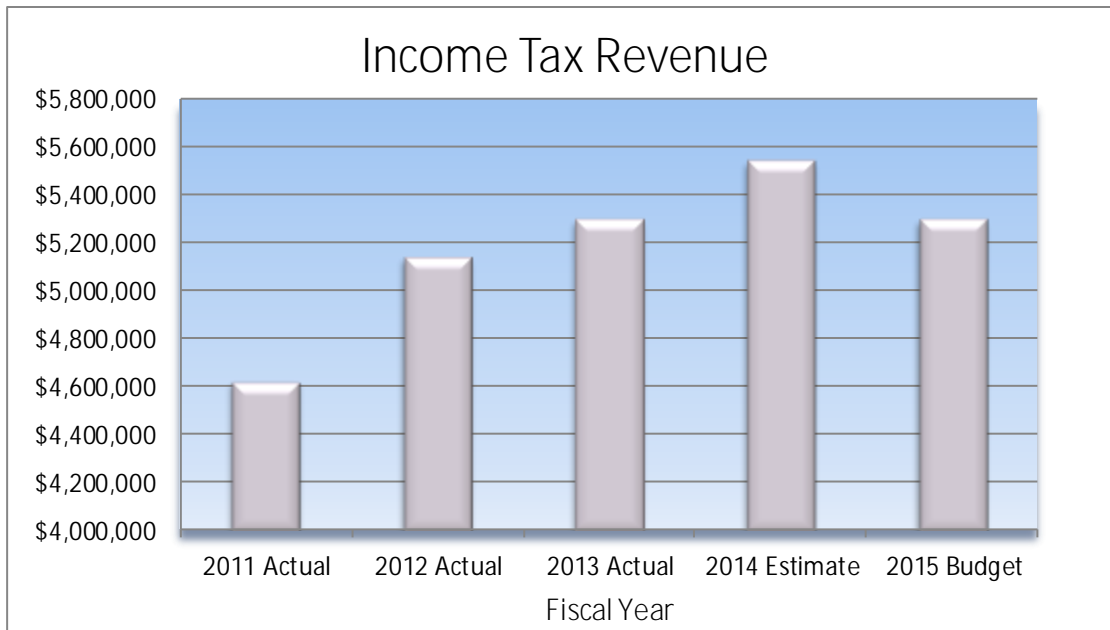
PROPERTY TAXES – The Village levies property taxes for the purposes of general corporate, recreation, IMRF, FICA and police pension, as well as to fund debt service payments due on the Village’s outstanding general obligation debt. The following chart and table represent the total property tax levy collections, as well as collections by category for 2011 through 2015. The 2014 levy, collected in 2015, is equal to the 2012 and 2013 levy due to a Board policy decision.



	FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 Estimate	FY2015 Budget
General Corporate	2,400,000	2,216,062	2,679,160	2,274,484	2,274,484
Recreation & Parks	941,231	1,081,422	1,072,897	1,014,634	1,014,634
IMRF	1,495,881	1,764,648	1,931,620	1,939,123	1,939,123
FICA	1,395,784	1,382,954	1,430,078	1,514,515	1,514,515
Police Pension	1,909,323	2,018,985	2,115,062	2,417,988	2,417,988
Debt Service	5,131,415	5,119,658	4,366,651	4,264,775	4,264,775
<b>TOTAL</b>	<b>13,273,634</b>	<b>13,583,729</b>	<b>13,595,468</b>	<b>13,425,519</b>	<b>13,425,519</b>

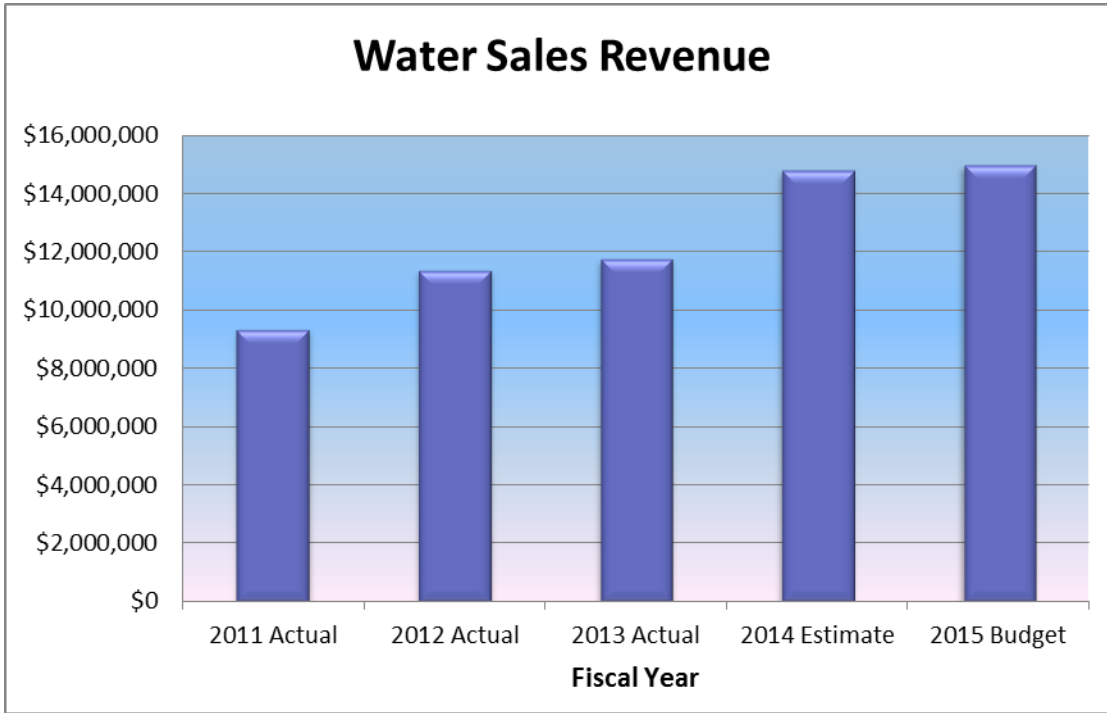


INCOME TAX – Income tax is state shared revenue that is distributed on a per capita basis and is based on the average income statewide. The results of the 2010 census indicated that the Village’s population decreased from 59,339, determined during the 2008 special census, to 56,767. The income tax calculation for fiscal year 2015 and 2014 is based on the results from the 2010 census. The fiscal year 2014 estimate is based on \$97.60 per capita and the fiscal year 2015 budget is based on \$93.31 per capita. The per capita amounts utilized are published by the Illinois Municipal League.

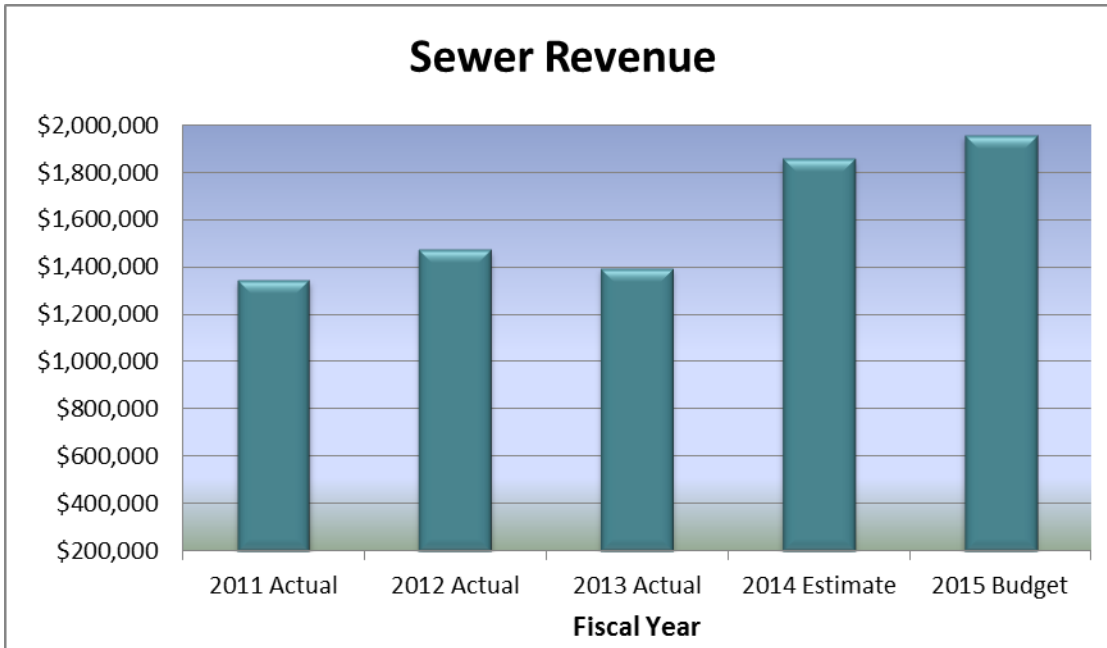


WATER REVENUE – A comprehensive water rate study was completed during fiscal year 2007 and it was determined during this study that the Village needed to increase water revenues over the next five years to generate sufficient revenues to cover operating expenses and to fund required capital projects identified over the planning period. As a result of this study, the Village implemented a new inclining block rate structure, consisting 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 projected a total of 47 new residential customers coming online to the water system during fiscal year 2014 and 103 new residential customers coming online during fiscal year 2015.

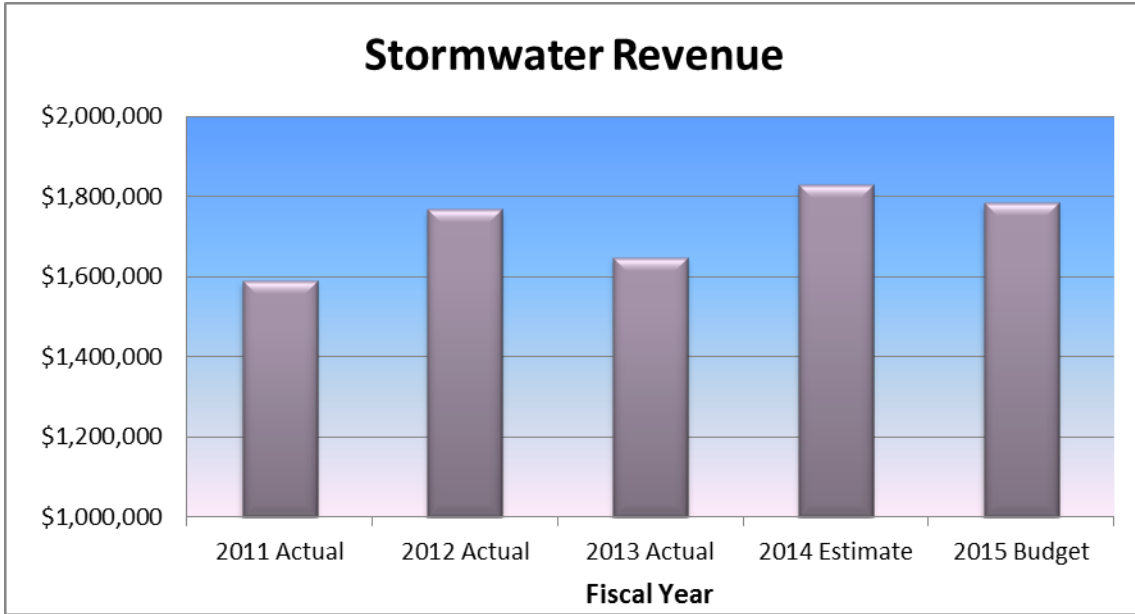
In 2011, the Village received notification from the City of Chicago that it would be increasing water rates by 15% effective January 1, 2013, 2014 and 2015. Also, the Village of Oak Lawn, who purchases water from the City of Chicago and then sells it to the Village of Orland Park, adjusted their rate charged to municipalities. The rate was increased from \$.377 per \$1,000 gallons to \$.401 per 1,000 gallons, effective January 1, 2015. Both of these rate increases were factored into the overall rate increase that occurred for Village of Orland Park customers on January 1, 2015.



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 2015, the rates were increased from \$.80 to \$.84 per 1,000 gallons for incorporated customers. Sewer rates are based on metered water usage and have the same growth expectancy as water revenues.



STORMWATER REVENUE – A significant increase in stormwater rates was also recommended due to the analysis completed during the water rate study. The fiscal year 2015 rates were increased by 6% over fiscal year 2014, from \$.83 to \$.88 per 1,000 gallons for incorporated customers. Rates were increased due to additional spending for stormwater management improvements.



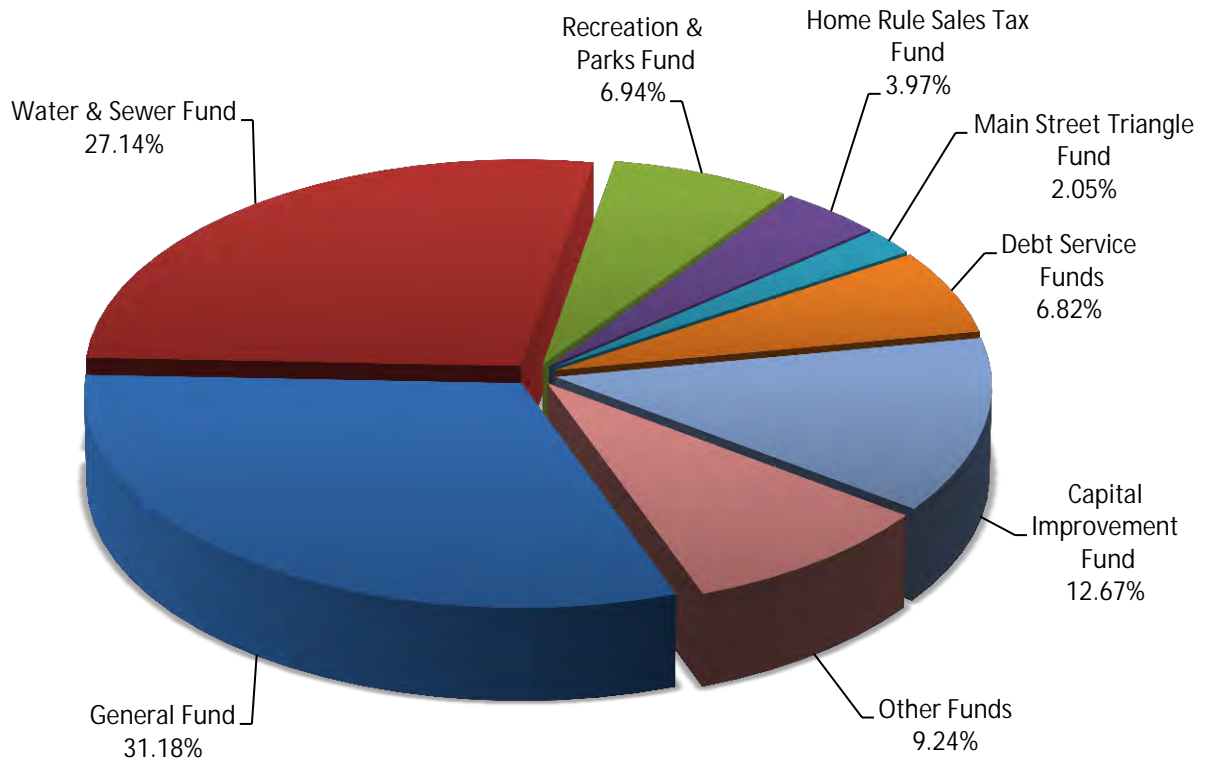
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# Expenditure Summaries

Budget  
Fiscal Year 2015

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Total Expenditures  
\$157,188,756



# Village of Orland Park

## Expenditure Summary by Fund FY2013 - FY2015

Fiscal Year 2015

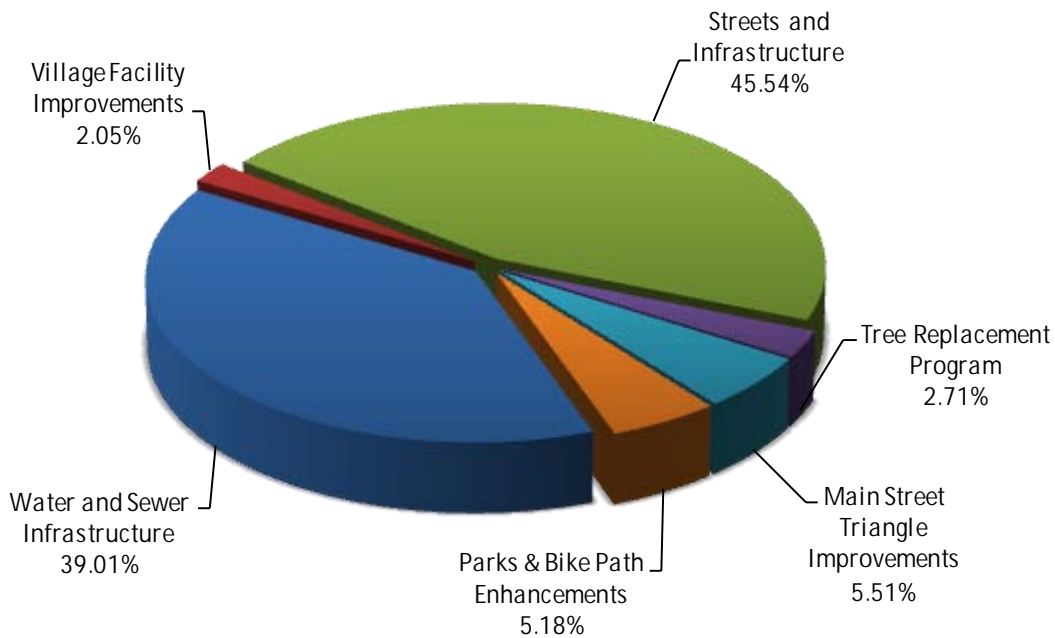
	FY2013 Actual	FY2014 Amended Budget *	FY2015 Board Approved	% Change FY2015 - FY2014
<i>EXPENDITURES</i>				
General Fund	\$ 41,865,912	\$ 46,873,284	\$ 49,005,335	4.55%
Motor Fuel Tax Fund	1,349,560	1,314,435	2,366,385	80.03%
Park Fund	994,614	40,081	213,016	431.46%
Seizure and Forfeiture Fund	30,903	-	-	0.00%
Home Rule Sales Tax Fund	5,485,530	4,581,017	6,234,476	36.09%
Main St. Triangle TIF Fund	4,117,089	4,392,779	3,215,069	-26.81%
Recreation and Parks	9,542,834	10,854,672	10,904,268	0.46%
Water and Sewer Fund	23,840,228	37,403,744	42,668,543	14.08%
Commuter Parking Fund	458,905	364,161	432,381	18.73%
2003 G.O. Bond Fund	233,779	-	-	0.00%
2004 G.O. Bond Fund	449,380	-	-	0.00%
2006 G.O. Bond Fund	712,961	604,255	-	-100.00%
2007 G.O. Bond Fund	1,004,781	1,009,581	1,017,981	0.83%
2009 G.O. Bond Fund	806,541	803,500	805,050	0.19%
2010 G.O. Bond Fund	2,407,301	2,433,193	2,442,193	0.37%
2011 G.O. Bond Fund	1,536,231	1,431,900	1,431,600	-0.02%
2012A G.O. Bond Fund	286,050	287,175	889,975	209.91%
2012B & C G.O. Bond Fund	384,179	390,038	1,040,038	166.65%
2012D G.O. Bond Fund	938,479	933,275	931,375	-0.20%
2013 C G.O. Bond Fund	371,991	268,831	267,431	-0.52%
2013 A & B G.O. Bond Fund	237,381	404,050	1,054,050	160.87%
2015 G.O. Bond Fund	-	-	137,800	0.00%
Road Exaction Fund	1,109,680	285,901	2	-100.00%
Capital Improvement Fund	6,149,519	16,562,524	19,918,594	20.26%
Bond Projects	9,698,781	-	700,000	0.00%
Police Pension Fund	(444,614)	2,529,608	3,335,286	31.85%
Insurance Fund	7,768,418	8,230,227	7,532,167	-8.48%
Civic Center Fund	351,589	382,172	302,021	-20.97%
Open Lands Acquisition Fund	21,545	228,320	343,720	50.54%
<b>TOTAL EXPENDITURES</b>	<b>\$ 121,709,547</b>	<b>\$ 142,608,722</b>	<b>\$ 157,188,756</b>	<b>10.22%</b>

\* The FY2014 Amended Budget includes FY2013 budget rollovers amounting to \$19,379,295.

The total fiscal year 2015 capital improvement budget for the Village of Orland Park is \$39,615,607, a 35.13% increase from the fiscal year 2014 adopted capital budget of \$16,548,516. The increase is due primarily to budgeting approximately \$10,121,000 for stormwater management improvements, \$5,500,000 for road reconstruction projects and \$5,149,878 for aesthetic enhancements and road improvements as part of the LaGrange Road construction project. The capital improvement budget for fiscal year 2015 represents approximately 25% of the total fiscal year 2015 budget. Detailed information related to all capital projects is included on the following pages.

<u>Uses</u>	<u>FY2015 Capital Expenditures</u>
Water and Sewer Infrastructure	\$ 15,454,122
Village Facility Improvements	811,000
Streets and Infrastructure	18,042,469
Tree Replacement Program	1,072,125
Main Street Triangle Improvements	2,182,891
Parks & Bike Path Enhancements	2,053,000
	<u>\$ 39,615,607</u>

Where the Money Goes (Uses)  
 FY 2015



The majority of the FY2015 capital improvement budget will be funded through bond proceeds that will be used to fund stormwater management improvements and road improvement projects. A majority of sales taxes collected through the Village’s Home Rule Sales Tax Fund are used to fund road and infrastructure capital improvement projects.

Sources

Bond Proceeds  
 Water/Sewer User Fees  
 General Fund Revenues/Fund Balance  
 Motor Fuel Tax Fund Balance  
 Park Development Fund Revenues/Fund Balance  
 Capital Improvement Fund Revenues/Fund Balance  
 Home Rule Sales Tax Fund Revenues/Fund Balance

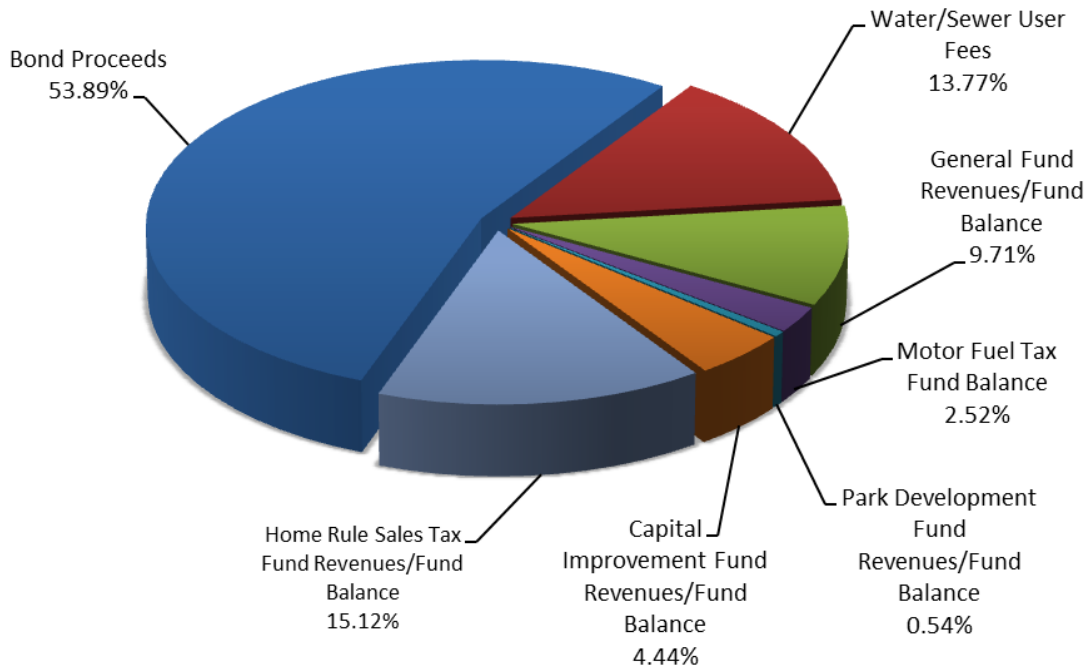
FY2015  
 Capital  
Revenues

\$ 21,349,878  
 5,454,122  
 3,848,289  
 1,000,000  
 213,000  
 1,758,751  
 5,991,567  


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 \$ 39,615,607

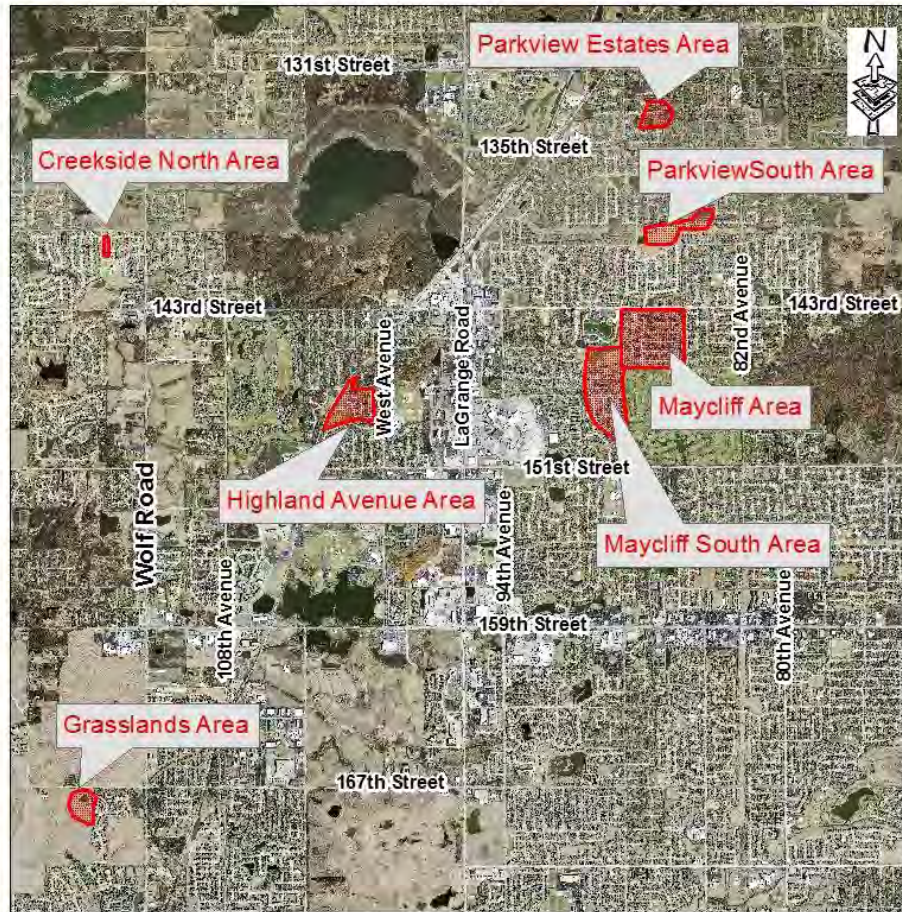
**Where the Money Comes From (Sources)  
 FY2015**





FLOOD STUDY STORMWATER MANAGEMENT IMPROVEMENTS

Storm sewer improvements were identified as necessary through the 2004 flood study. Several areas have been completed. Some of the remaining areas include Grasslands, Creekside North, Highland Avenue, Parkview Estates and Maycliff. These improvements will help to relieve flooding and other stormwater issues in these areas. The improvements are being studied and designed as projects over multiple years.



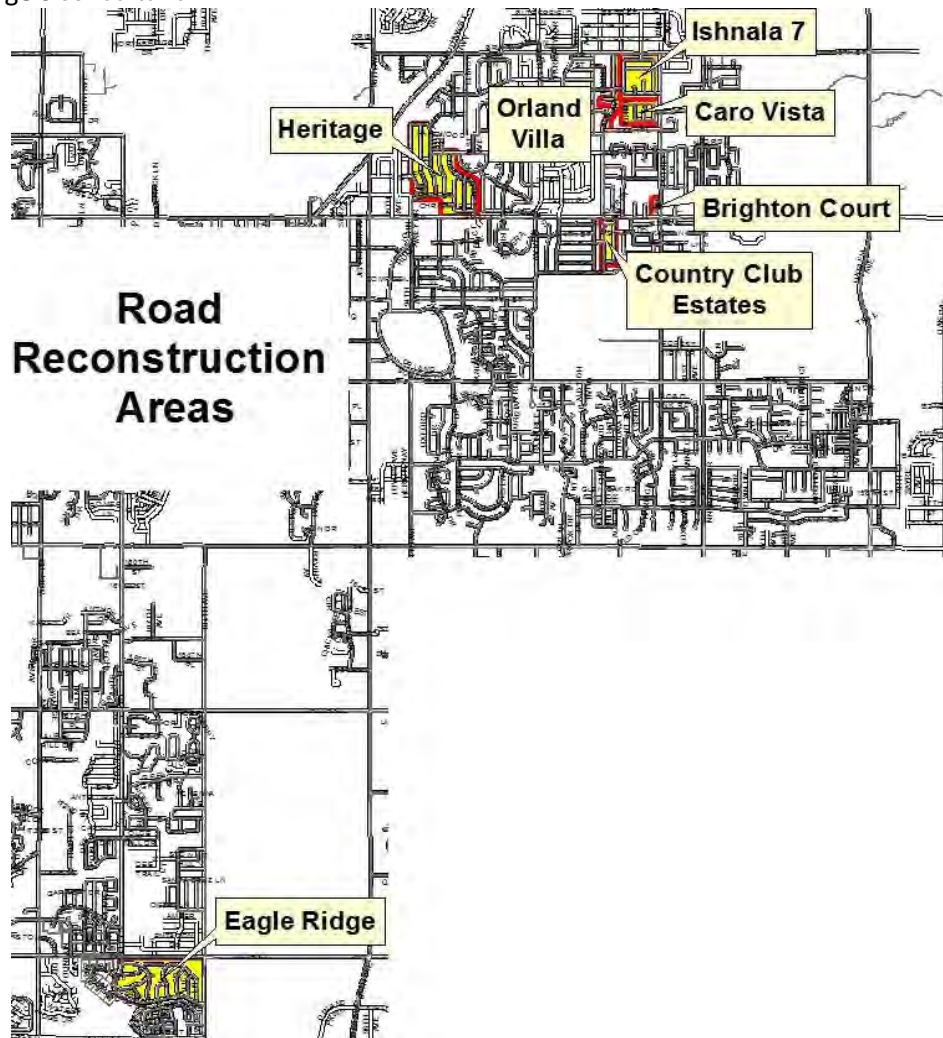
FUND: Water & Sewer Fund

FY2015 PROJECT BUDGET: \$10,121,122

OPERATING BUDGET IMPACT: The Village will be responsible for any additional Village owned storm water infrastructure and storm pipe maintenance within the improvement areas. The future maintenance costs such as mowing of ponds will be added into the Utility Division Stormwater operating budget.

ROAD RECONSTRUCTION PROGRAM

The Road Reconstruction Program is a newly formed annual program that provides for the partial reconstruction of failing Village owned roads. The basis for Road Reconstruction Program is the result of the Pavement Sufficiency Index Study (PSI) and recommendations from the Village's consultant.



FUND: Capital Improvement Fund

FY2015 PROJECT BUDGET: \$5,500,000

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



LAGRANGE ROAD – 131<sup>ST</sup> TO 179<sup>TH</sup> STREET AESTHETIC ENHANCEMENTS & VILLAGE SHARE OF ROADWAY CONSTRUCTION COSTS

In conjunction with the three phases of the LaGrange Road widening project (131<sup>st</sup> to 179<sup>th</sup>), 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's share of construction costs and increased aesthetic enhancements include bid document preparation, construction oversight and construction management.



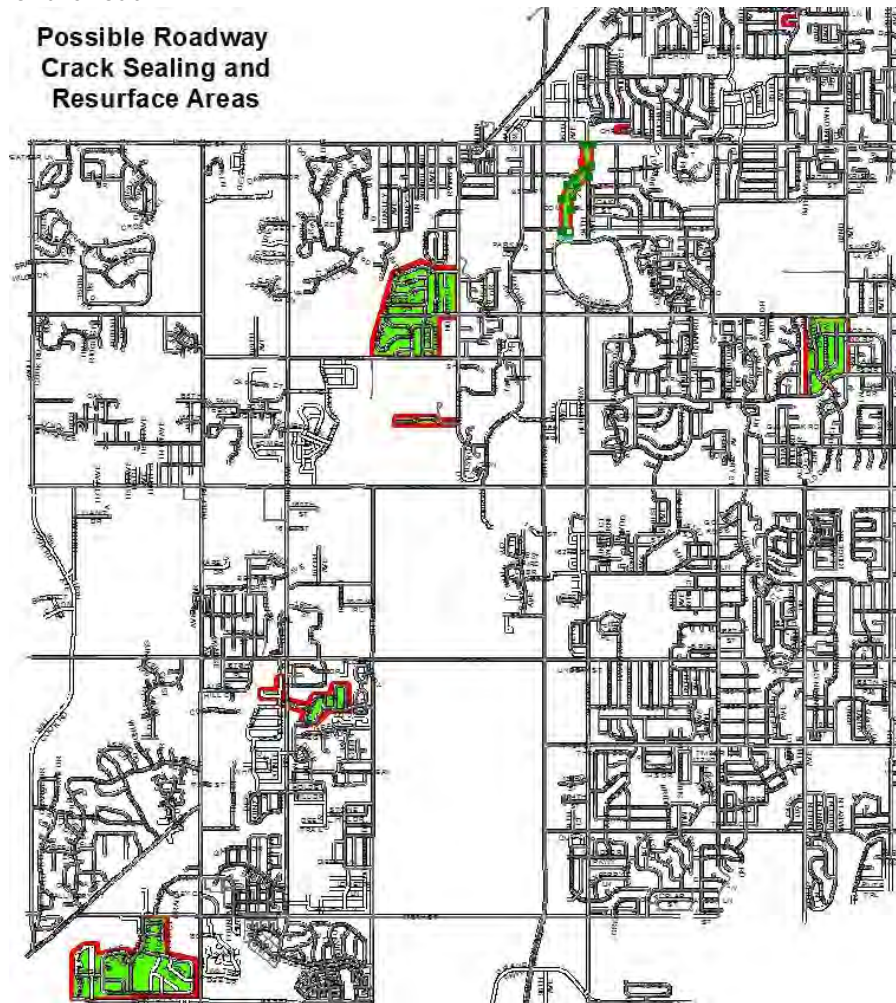
FUND: Capital Improvement Fund

FY2015 PROJECT BUDGET: \$5,149,878

OPERATING BUDGET IMPACT: After construction is complete, the Village will be responsible for the annual maintenance of the aesthetic enhancements, sidewalks, bike paths, water main, sanitary sewer, traffic signals, streetlights and ornamental railings from 131<sup>st</sup> Street to 171<sup>st</sup> Street. The maintenance costs will be added to the Public Works - Street Division roadway median maintenance capital budget.

ROADWAY MAINTENANCE PROGRAM

The Roadway Maintenance Program is an annual program that provides for the preventive maintenance and rehabilitation of Village owned roads. The basis for the Roadway Maintenance Program is the results of the Pavement Sufficiency Index Study (PSI) and recommendations from the Village's consultant. The maintenance program includes pavement crack sealing, striping, sidewalk slab raising, pneumatic curb repairs and pavement rejuvenation. The program includes the resurfacing of some roads based on the current condition and evaluation of the road.



FUND: Capital Improvement Fund

FY2015 PROJECT BUDGET: \$2,970,520

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

WATERMAIN REPLACEMENT IN CONJUNCTION WITH ROADWAY RECONSTRUCTION PROGRAM

The Village is in the process of replacing the oldest water mains throughout the Village. The water mains in the Maycliff Estates subdivision are scheduled for replacement in conjunction with the storm water improvements and Roadway Reconstruction Program.



FUND: Water & Sewer Fund

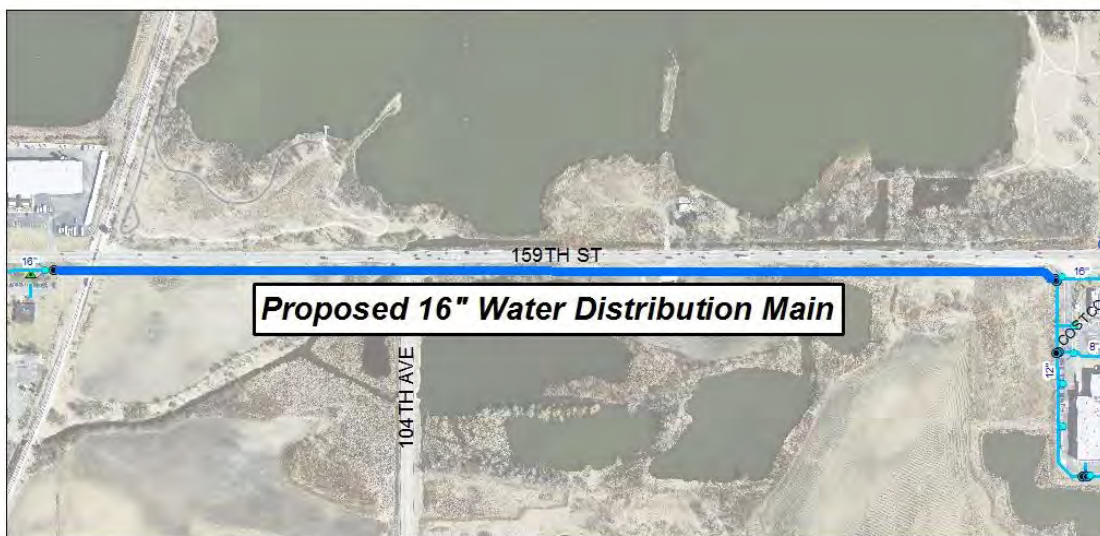
FY2015 PROJECT BUDGET: \$2,000,000

OPERATING BUDGET IMPACT: The Village will be responsible for any additional Village owned watermain within the improvement area. These will require periodic painting (nine year rotation) and will get added to the scheduled Hydrant Flow Testing and Valve Exercising programs (five year rotations). The future maintenance costs will be added into the Water and Sewer Fund - Water Division budget.



WATERMAIN INSTALLATION & UTILITY RELOCATION ON 159<sup>TH</sup> STREET – RAVINIA AVENUE TO RAIL CROSSING

Water main improvements are necessary for the village’s water distribution system. The additional water main will eliminate existing “dead ends” and improve fire-fighting capabilities. This work will be completed in conjunction with the 159<sup>th</sup> Street widening project. Funds are also included for the relocation of water main found to be in conflict with proposed infrastructure.



FUND: Water & Sewer Fund

FY2015 PROJECT BUDGET: \$1,828,000

OPERATING BUDGET IMPACT: The Village will be responsible for additional Village owned watermain throughout the 159<sup>th</sup> Street corridor improvement. These will require periodic painting (nine year rotation) and will get added to the scheduled Hydrant Flow Testing and Valve Exercising programs (five year rotations). The future maintenance costs will be added into the Water and Sewer Fund - Water Division budget.

143<sup>rd</sup> STREET ENGINEERING

The Village will be continuing with Phase II Engineering for the widening and improvement of 143rd Street between Will/Cook Road and Wolf Road. Additional Phase I Engineering is required for the segment between Wolf Road and SW Highway. Phase II Engineering for this segment is scheduled for FY2015.



FUND: Capital Improvement Fund

FY2015 PROJECT BUDGET: \$1,515,000

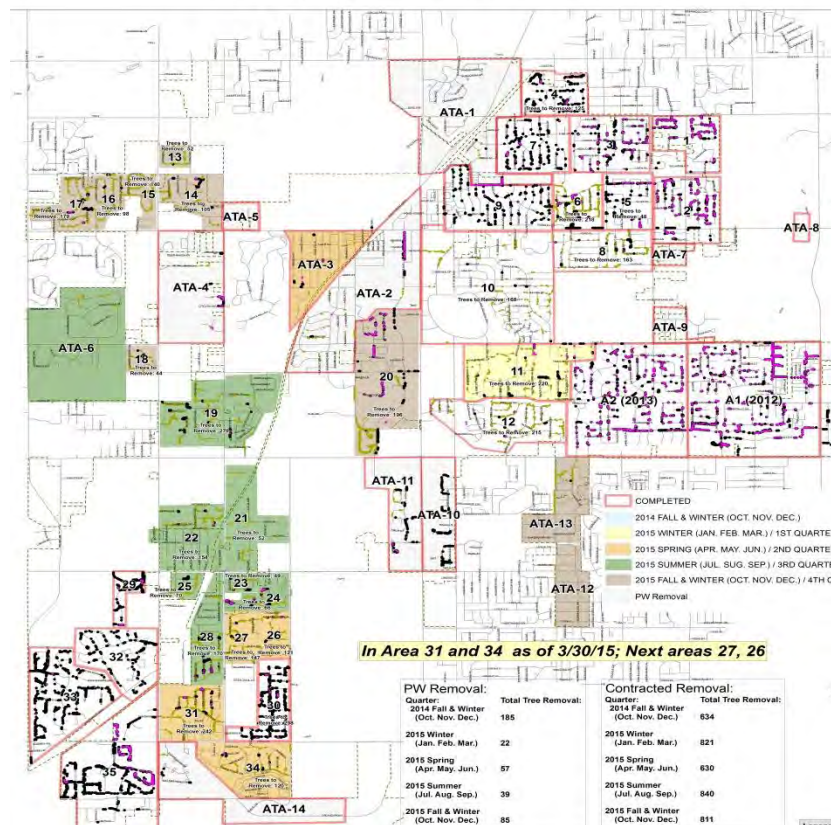
OPERATING BUDGET IMPACT: After construction is complete, the Village will be responsible for its share of the annual maintenance of the sidewalks, bike paths, water main, sanitary sewer, traffic signals, streetlights and ornamental railings from Will/Cook Road to Southwest Highway. The maintenance costs will be added to the Public Works - Street Division roadway budget.

TREE REMOVAL AND REPLACEMENT PROGRAM

The primary focus of this program is the removal of ash trees in the Village parkways and on Village owned properties and replacement with other species of trees. The Ash Tree Removal / Replacement Program (ATRRP) is a multi-year program for addressing the Village's Emerald Ash Borer (EAB) infestation of over 1/3 of parkway trees. All parkway ash trees will be removed by the end of 2015.

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

**Village of Orland Park**



FUND: Capital Improvement Fund

FY2015 PROJECT BUDGET: \$1,072,125

OPERATING BUDGET IMPACT: This is the final year of an ongoing capital program for removing EAB infested ash trees. This program augments the service provided by Village staff.



MAIN STREET TRIANGLE LAND ACQUISITION

According to the Settlement Agreement between the Village of Orland Park and Orland Park Building Corporation regarding the purchase of the Orland Plaza Shopping Center, the Village agreed 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

FY2015 PROJECT BUDGET: \$1,052,891

OPERATING BUDGET IMPACT: These costs will not have any additional impact on the Village's 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, specifically Jefferson Avenue north of 143<sup>rd</sup> Street and an east-west street from Ravinia Avenue to Jefferson Street.



FUND: Main Street Triangle TIF Fund

FY2015 PROJECT BUDGET: \$1,000,000

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



PROPERTY ACQUISITION – LAND ADJACENT TO NATURE CENTER

This property includes the majority of a wetland area that is adjacent to the Nature Center property. Control of this wetland is critical in protecting and restoring the Mill Creek environs, and in providing habitat for bird migratory patterns.



FUND: Open Lands Fund

FY2015 PROJECT BUDGET: \$500,000

OPERATING BUDGET IMPACT: These costs will not have any additional impact on the Village's operating budget. Referendum bonds will be issued to cover the acquisition.

PROPERTY ACQUISITION – LAKE SEDGEWICK

The Comprehensive Plan has targeted this Lake Sedgewick site for acquisition in order to protect Lake Sedgewick natural features and water quality, and to allow for future extension of a trail around the entire lake.

Lake Sedgewick Property



FUND: Open Lands Fund

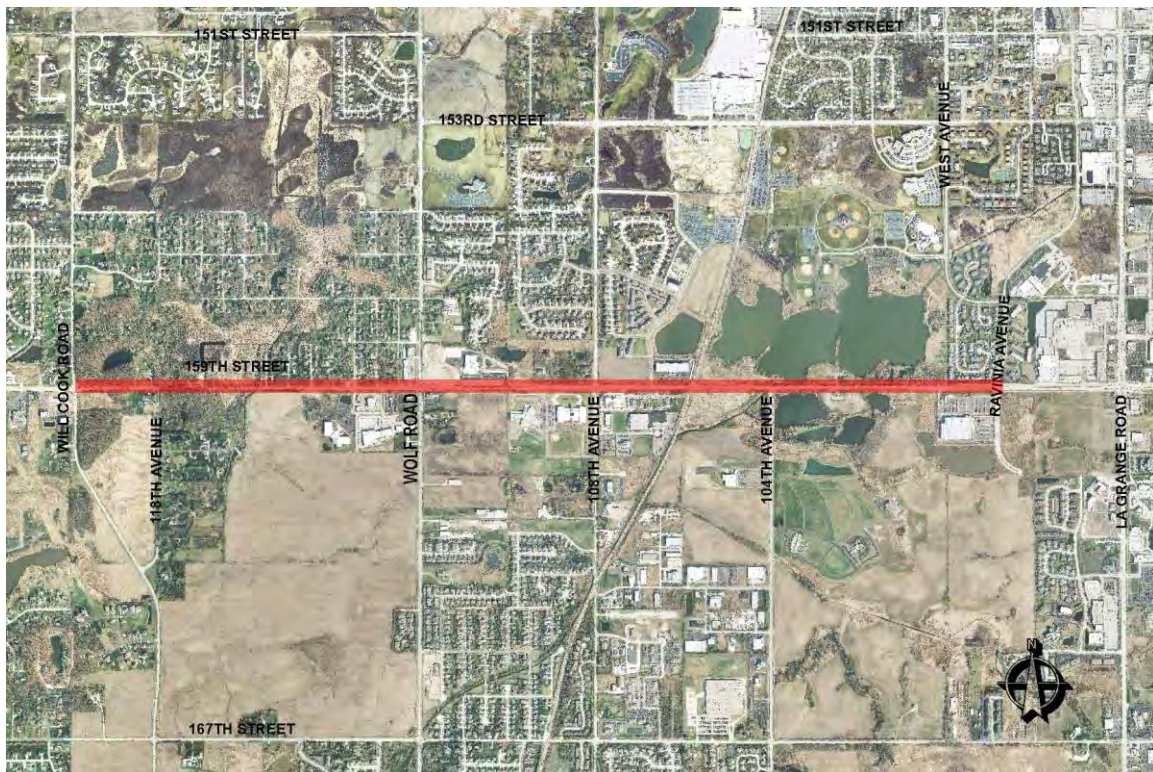
FY2015 PROJECT BUDGET: \$200,000

OPERATING BUDGET IMPACT: These costs will not have any additional impact on the Village's operating budget. Referendum bonds will be issued to cover the acquisition.



ROAD IMPROVEMENTS – 159<sup>TH</sup> STREET – RAVINIA AVENUE TO WILL-COOK ROAD – VILLAGE’S SHARE

As part of the 159<sup>th</sup> Street widening project, the Village is responsible for funding various portions of the overall construction costs, including sidewalks, bike paths, water main, sanitary sewer, traffic signals, streetlights and ornamental railings. The project costs for the Village’s share of construction costs include bid document preparation, construction oversight and construction management.



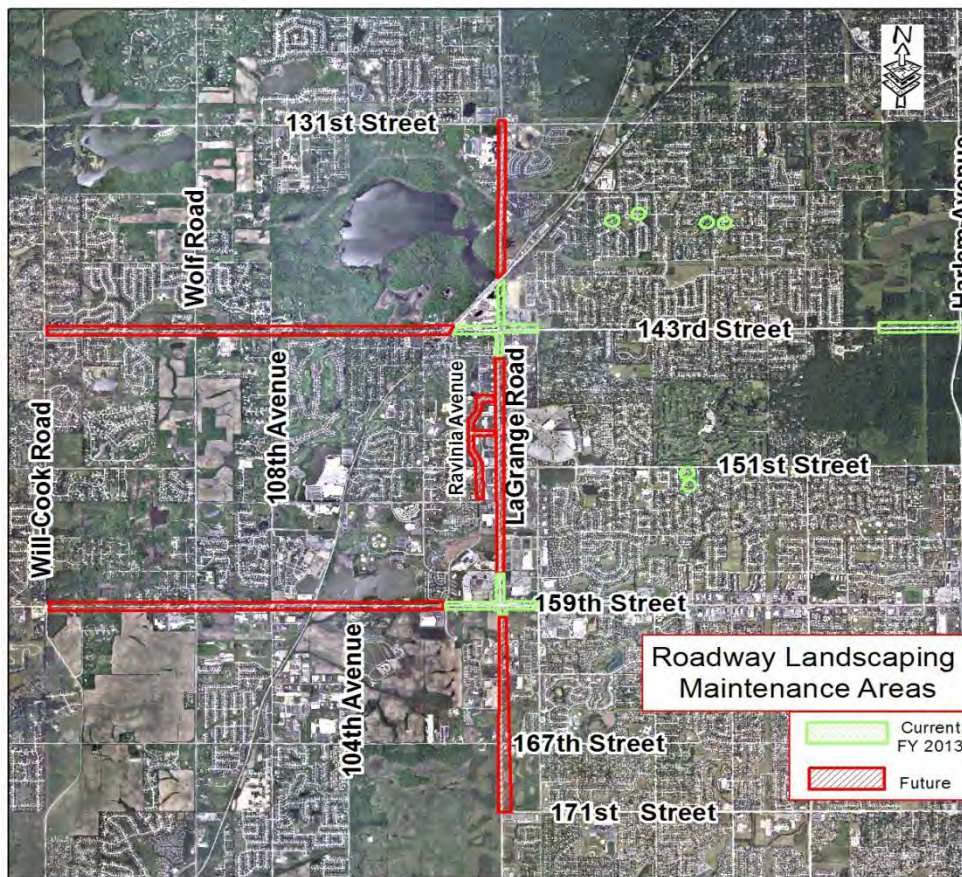
FUND: Capital Improvement Fund

FY2015 PROJECT BUDGET: \$487,071

OPERATING BUDGET IMPACT: After construction is complete, the Village will be responsible for its share of the annual maintenance of the sidewalks, bike paths, water main, sanitary sewer, traffic signals, streetlights and ornamental railings from Will/Cook Road to Ravinia Avenue. The maintenance costs will be added to the Public Works - Street Division roadway budget.

ROADWAY MEDIAN MAINTENANCE

Intersection and roadway improvements to State and Village roads require additional maintenance of landscaped medians, parkway/right of way landscaping, and decorative crosswalks. FY2015 requires maintenance of the 159<sup>th</sup> & LaGrange Road intersection, the 143<sup>rd</sup> & LaGrange Road intersection, the 143<sup>rd</sup> & Harlem intersection, 94<sup>th</sup> Avenue from 151<sup>st</sup> Street to 159<sup>th</sup> Street and landscaped traffic circles at various locations within the village. Future maintenance of the LaGrange Road corridor from 131<sup>st</sup> Street to 171<sup>st</sup> Street and 159<sup>th</sup> 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

FY2015 PROJECT BUDGET: \$400,000

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



ROAD IMPROVEMENTS – SOUTHWEST HIGHWAY & BROOK CROSSING DRIVE

The intersection improvements for Southwest Highway and Brook Crossing Drive include the installation of left turn lanes from Southwest Highway to Brook Crossing Drive. This improvement was intended to be done as part of The Crossings of Brook Hills, however the developer defaulted on the property and the Village has drawn on the Letter of Credit to complete the outstanding items.



FUND: Capital Improvement Fund

FY2015 PROJECT BUDGET: \$300,000

OPERATING BUDGET IMPACT: There is no change in the current operation and maintenance of this intersection. The improvements are along the State route which will continue to be maintained by the State.

159<sup>TH</sup> STREET UTILITIES UNDERGROUNDING

Community Honda and the two properties to the west are the remaining major properties within the Village limits on the north side of 159<sup>th</sup> Street between LaGrange Road and Harlem Avenue that have overhead electricity lines. Per an agreement between the Village and Community Honda, the Village is responsible for burying the existing overhead lines directly in front of the dealership. This will provide aesthetic improvements to the area.



PUBLIC WORKS & ENGINEERING DEPARTMENT



Village of Orland Park  
15655 Ravinia Avenue  
Orland Park, IL 60462  
(708) 403-6350

**ComEd Pole Removal**  
**Community Honda Area**



FUND: Capital Improvement Fund

FY2015 PROJECT BUDGET: \$300,000

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



BASIN BEST PRACTICE MANAGEMENT

The Village maintains numerous storm water basins. The storm water basin best practice management is a multi-year project that serves to provide higher quality water to streams and rivers.

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



FUND: Water & Sewer Fund

FY2015 PROJECT BUDGET: \$300,000

OPERATING BUDGET IMPACT: A reduction in maintenance costs is expected, along with continued monitoring and stewardship of ponds. These costs will be reflected in the Public Works – Stormwater Division.

ROAD IMPROVEMENTS – JOHN HUMPHREY DRIVE

The intersection of 143<sup>rd</sup> Street and John Humphrey Drive is starting to experience increased delays. Recent traffic counts illustrate that this intersection requires further evaluation. With the new developments planned for the downtown area, traffic will increase, ultimately decreasing the intersection level of service. John Humphrey Drive south of 143<sup>rd</sup> Street currently is a four lane road with no center left turn lane. This project will also evaluate adding a center left turn lane, street lighting, intersection improvements, storm sewer improvements, and a multi-use path. This initial phase of this project will be to complete a Phase I Engineering study. Future phases of engineering and construction will be dependent on outside funding opportunities.



FUND: Capital Improvement Fund

FY2015 PROJECT BUDGET: \$250,000

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



ROAD IMPROVEMENTS – 179TH & SOUTHWEST HIGHWAY/BROOKHILL INTERSECTION

The Illinois Department of Transportation will be reconstructing and re-aligning the intersection of Southwest Highway/179<sup>th</sup> Street and Brookhill Drive. As part of the project, the Village is responsible for funding various portions of the overall construction costs, including sidewalks, bike paths, traffic signals, and streetlights. The project costs for the Village's share of construction costs include bid document preparation, construction oversight and construction management.



FUND: Capital Improvement Fund

FY2015 PROJECT BUDGET: \$250,000

OPERATING BUDGET IMPACT: After construction is complete, the Village will be responsible for the annual maintenance of the sidewalks, bike paths, traffic signals and streetlights. The maintenance costs will be added to the Public Works - Street Division roadway budget.

WATERMAIN RELOCATION/REPLACEMENT – 179<sup>TH</sup> STREET & SOUTHWEST HIGHWAY

Water main improvements are necessary due to the re-alignment of 179<sup>th</sup> Street and Southwest Highway intersection improvement. The water main relocation is required due to conflict with a proposed storm water basin. This work will be scheduled in conjunction with the intersection improvement project.



FUND: Water & Sewer Fund

FY2014 PROJECT BUDGET: \$250,000

OPERATING BUDGET IMPACT: The Village will be responsible for the additional Village watermain for the intersection improvement. These will require periodic hydrant painting (nine year rotation) and will get added to the scheduled Hydrant Flow Testing and Valve Exercising programs (five year rotations). The future maintenance costs will be added into the Water and Sewer Fund - Utility Division water budget.



PLAY UNIT REPLACEMENT – DOGWOOD PARK

The play unit at Dogwood Park is 20 years old and out of date and in need of replacement. Due to its age replacement parts are no longer available.



FUND: Recreation & Parks Fund

FY2014 PROJECT BUDGET: \$225,000

OPERATING BUDGET IMPACT: Repair costs will be minimized in future budget years.

PARKING LOT CONSTRUCTION – POLICE FACILITY

The parking lot at the police station has failed due to contractor error and must be completely replaced. At the time of construction a 4" layer of blacktop should have been installed and only a 2' layer was actually installed.



FUND: Capital Improvement Fund

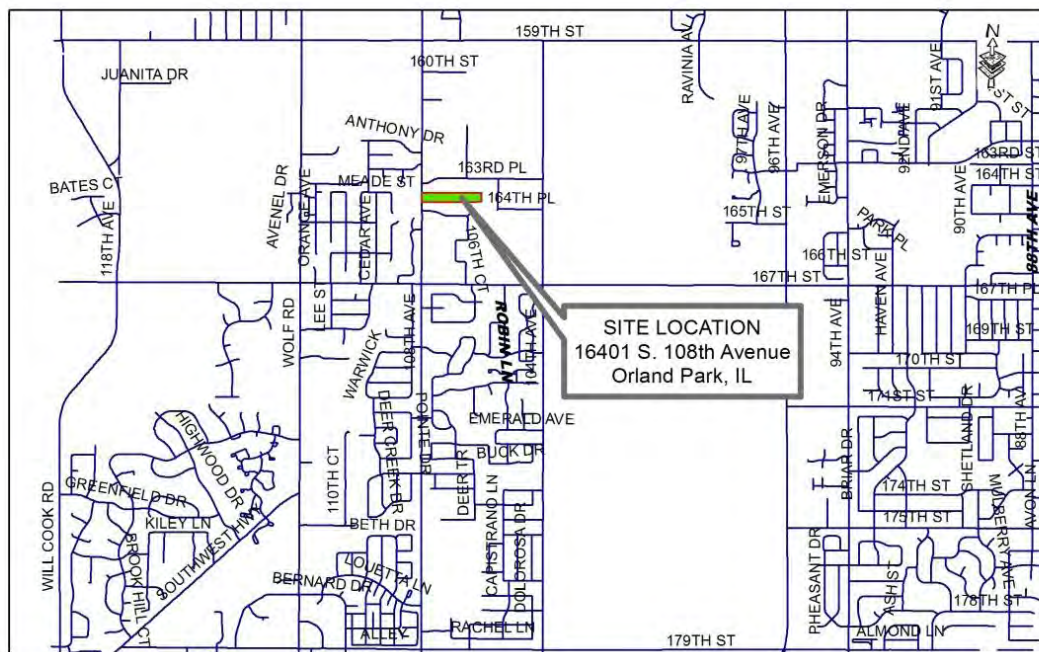
FY2015 PROJECT BUDGET: \$215,000

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

108<sup>th</sup> AVENUE BULK MATERIALS STORAGE FACILITY IMPROVEMENT

The Bulk Materials Storage Transfer Facility (BMSTF) is a relocation of the current BMSTF on the north portion of Centennial Park along 153<sup>rd</sup> Street. The site was purchased and a site plan approved in 2014. The BMSTF is a multi-year project.

The site will accommodate a linear series of concrete bins parallel to the south property line, complete with a berm to facilitate landscaping and fencing around the perimeter of the facility.



FUND: Capital Improvement Fund

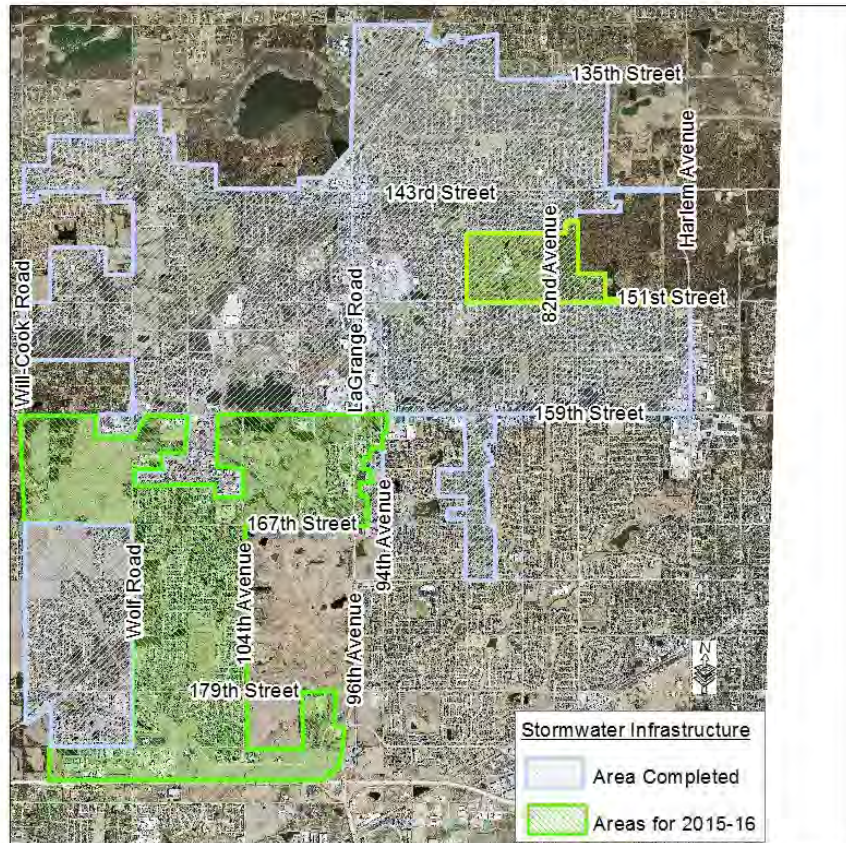
FY2015 PROJECT BUDGET: \$200,000

OPERATING BUDGET IMPACT: The Village will be responsible for ongoing site maintenance including mowing and electrical charges. These costs will be absorbed by the Public Works – Streets and Utility Division 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

FY2015 PROJECT BUDGET: \$200,000

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



151<sup>ST</sup> STREET CONSTRUCTION – LAGRANGE ROAD TO WEST AVENUE

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



FUND: Capital Improvement Fund

FY2015 PROJECT BUDGET: \$190,000

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

ROAD IMPROVEMENTS – WOLF ROAD - 143<sup>RD</sup> STREET TO 167<sup>TH</sup> STREET

Wolf Road (US Route 6) is a major north-south arterial road along the western edge of Orland Park. It is expected that a major portion of the residential and commercial growth within the Village will happen along the Wolf Road corridor. Current traffic volumes are 15,000-20,000 ADT(Average Daily Traffic) and are expected to increase to 30,000 ADT in 2040. This project will widen and reconstruct a two lane road to five lanes, to accommodate the increase in traffic volumes, and will also consist of drainage and intersection improvements. The Village has started Phase I Engineering and will continue to work with IDOT on Phase I approvals and initiating Phase II Engineering.



FUND: Capital Improvement Fund

FY2015 PROJECT BUDGET: \$170,000

OPERATING BUDGET IMPACT: After construction is complete, the Village will be responsible for its share of the annual maintenance of the sidewalks, bike paths, water main, sanitary sewer, traffic signals, streetlights and ornamental railings from 143<sup>rd</sup> Street to 167<sup>th</sup> Street. The maintenance costs will be added to the Public Works - Street Division roadway budget.



CENTENNIAL PARK AQUATIC CENTER - POOL PAINTING

The pools at Centennial Park Aquatic Center are painted every 4 years due to fading and wear and tear.



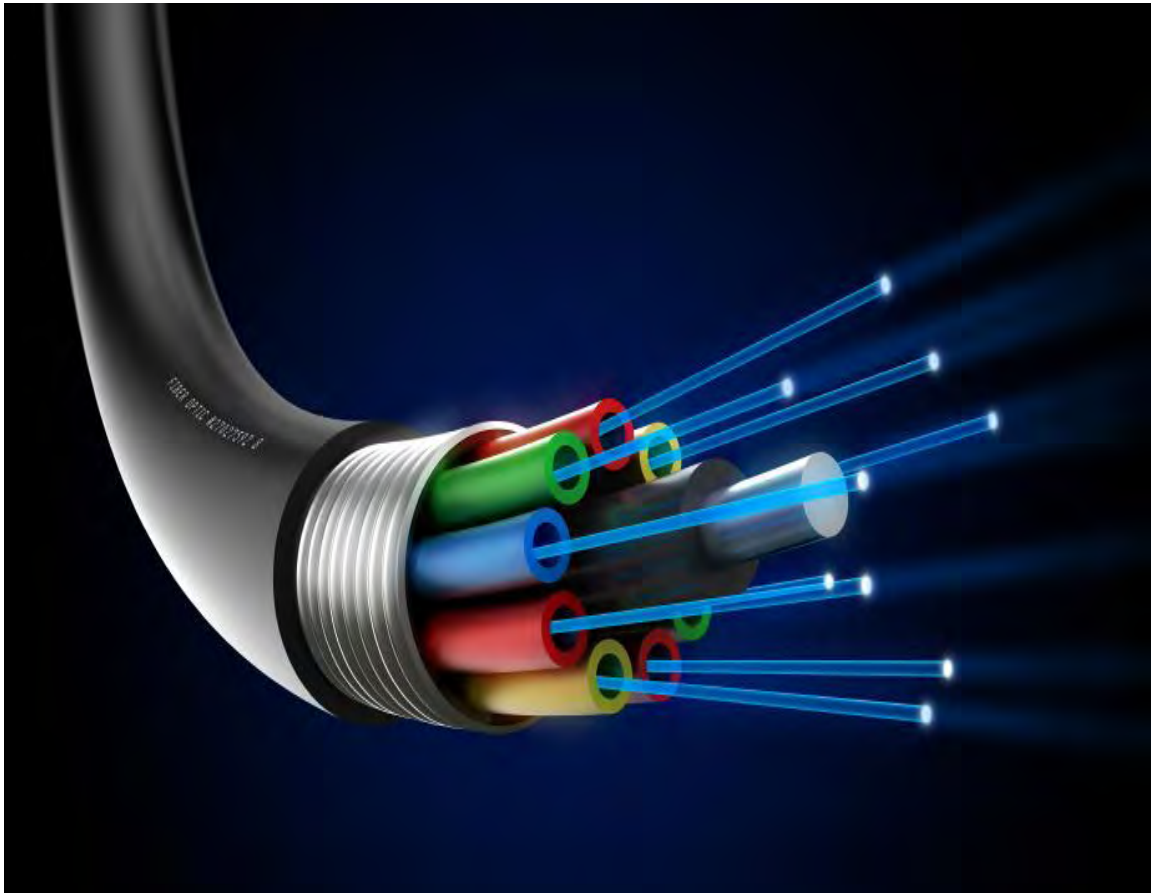
FUND: Recreation & Parks Fund

FY2015 PROJECT BUDGET: \$150,000

OPERATING BUDGET IMPACT: Painting the pool will reduce the cost of repairs in future budget years.

FIBER OPTIC INSTALLATION

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



FUND: Water & Sewer Fund

FY2014 PROJECT BUDGET: \$150,000

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

TENNIS COURT IMPROVEMENTS

The 4 tennis courts at Schussler Park are in need of reconstruction due to damage caused by the harsh winter of 2014.



FUND: Recreation & Parks Fund

FY2015 PROJECT BUDGET: \$125,000

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



104<sup>TH</sup> AVENUE BIKE PATH - INSTALLATION

This project will design and construct the remainder of the 104<sup>th</sup> Avenue bike path from 163<sup>rd</sup> Place to 159<sup>th</sup> Street. IDOT is constructing a path along 159<sup>th</sup> Street as part of the road widening project and is improving the intersection at 104<sup>th</sup> Avenue to include a traffic signal and pedestrian crossing signals. The connection will be made into Centennial Park. The current schedule is for Phase I Engineering to be underway in 2015, Phase II Engineering in 2016 with construction scheduled for 2017. This is dependent on permitting from outside agencies.



FUND: Park Development

FY2015 PROJECT BUDGET: \$123,000

OPERATING BUDGET IMPACT: Upon completion, the path will be added to the Village's path inventory. The Village will be responsible for future maintenance. These costs will be added to the Parks budget.

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

RECREATION - SPORTSPLEX

Project	Project Description	Fund	Budget
Weight Room Equipment	Repair/replace existing equipment as needed.	Recreation & Parks Fund	\$90,000
Cardio Equipment	Treadmills & Ellipticals	Recreation & Parks Fund	50,000
		TOTAL	\$140,000

RECREATION - PARKS

Project	Project Description	Fund	Budget
Parking Lot and Walking Path Repairs	Replace or repair existing parking lots and bike/walking paths.	Capital Improvement Fund	\$100,000
Centennial Park Master Plan	Create a master plan for the entire park.	Park Development Fund	50,000
Centennial Park - Backstops & Fencing Replacement	Design & engineering of backstop & fencing replacements.	Recreation & Parks Fund	50,000
Centennial Park - Baseball Field Dugout Shade Structures	Install shade structures over dugouts at Fields 6 – 9.	Recreation & Parks Fund	40,000
Zamboni for Ice Rink	Replace aging Zamboni	Recreation & Parks	30,000
Centennial Park - Baseball Field Scoreboards	Replace scoreboards at Fields 1 – 5.	Capital Improvement Fund	25,000
		TOTAL	\$295,000

RECREATION – CENTENNIAL POOL

Project	Project Description	Funding Source	Budget
T-Pool Gutters	Replace gutters in the T-Pool.	Recreation & Parks Fund	\$75,000
Lazy River Jets	Replace two jets in the lazy river.	Recreation & Parks Fund	40,000
Wood Fencing	Repair/replace all wood fencing outside CPAC locker rooms.	Recreation & Parks Fund	40,000
CPAC - Pumps	Replace pumps in the zero depth pool and the lazy river.	Recreation & Parks Fund	36,000
Shade Structures	Replace /add shade structures.	Recreation & Parks Fund	24,000
Guard House Roof	Replace rubber roof on guard house.	Recreation & Parks Fund	20,000
Concession Furniture	Replace existing concession area furniture.	Recreation & Parks Fund	10,000
Chair Sling Replacements	Replacements for broken chairs.	Recreation & Parks Fund	10,000
		TOTAL	\$255,000

DEVELOPMENT SERVICES - TRANSPORTATION

Project	Project Description	Fund	Budget
Bike/Pedestrian Path Enhancements	Design and construct additional bike and pedestrian path segments and enhancements.	Capital Improvement Fund	\$100,000
Roundabout at 151 <sup>st</sup> Street and West Avenue	Phase I Design Engineering	Capital Improvement Fund	100,000
Roundabout at 147 <sup>th</sup> & Ravinia Avenue	Acquisition of right of way.	Capital Improvement Fund	70,000
Road Improvements – 179 <sup>th</sup> & Wolf Road	Install new pedestrian traffic signal equipment.	Capital Improvement Fund	30,000
Road Improvements – 183 <sup>rd</sup> Place & Wolf Road	Engineering for a northbound left turn lane at intersection.	Capital Improvement Fund	15,000
		TOTAL	\$315,000



BUILDING MAINTENANCE

Project	Project Description	Fund	Budget
Village Hall Partial Roof Replacement	Install an energy efficient roof on Village Hall east and west terraces.	General Fund	\$50,000
Old Village Hall Roof Replacement	Replace the roof at the Old Village Hall.	Capital Improvement Fund	50,000
Old Village Hall Brick Wall Repair	Repair crumbling brick wall at the Old Village Hall.	Capital Improvement Fund	40,000
Village Center Concrete Repair & Replacement	Replace all broken and cracked concrete.	General Fund	35,000
Old Village Hall Window Replacements	Replace windows at the Old Village Hall.	General Fund	30,000
Sportsplex Gutter Maintenance	Extend existing gutter to improve drainage.	General Fund	25,000
Village Complex – Bollards Replacement	Replace all light bollards at the Village Complex.	Capital Improvement Fund	14,000
Public Works – Wash Bay Overhead Doors	Replace overhead doors in the wash bay due to corrosion.	General Fund	12,000
		TOTAL	\$256,000

MAIN STREET TRIANGLE

Project	Project Description	Fund	Budget
Consulting Services	Miscellaneous consulting services related to development projects within the TIF district.	Main Street Triangle – TIF Fund	\$100,000
Parking & Traffic Consultation	Retain consultant to assist with parking and traffic planning within the TIF district.	Main Street Triangle – TIF Fund	30,000
		TOTAL	\$130,000

PUBLIC WORKS

Project	Project Description	Fund	Budget
159 <sup>th</sup> and LaGrange Road Traffic and Light Pole Rehab	Convert existing street light poles and traffic signal poles to match new LaGrange Road Corridor poles.	Capital Improvement Fund	\$85,000
Bulk Storage for Emulsion	Provide storage area for sufficient supply of emulsion (durapatcher) for pothole patching.	Capital Improvement Fund	60,000
Streetlight Installation Program	Install streetlights in various locations to improve traffic/pedestrian safety.	Capital Improvement Fund	50,000
Sidewalk Gap and Repair Program	Install and repair sidewalks in various locations to improve pedestrian safety.	Capital Improvement Fund	50,000
Bridge Reconstruction	Reconstruct bridge at 151 <sup>st</sup> and Tinley Creek based on engineering inspection results.	Capital Improvement Fund	40,000
Bridge Reconstruction	Reconstruct bridge at Wheeler Drive and Tinley Creek based on engineering inspection results.	Capital Improvement Fund	30,000
Pavement Condition Evaluation Program	Monitor and update roadway and pavement data for the development of roadway maintenance and repair strategies and recommendations.	Capital Improvement Fund	30,000
Street Sign Replacement	Federal mandate for reflectivity - Signage must meet compliance by 2015.	General Fund	25,000
Harlem Avenue Street Lighting Wire Replacement	Replace and upgrade wiring and controller for existing unmaintainable lighting system.	Capital Improvement Fund	25,000
Security System Upgrades & Replacement	Replacement and upgrades of the current security system.	Capital Improvement Fund	20,000
Bridge Abutment	Assessment & development of engineering plans for Teebrook Drive bridge over Tinley Creek.	Capital Improvement Fund	10,000
		TOTAL	\$425,000

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
Lift Station Improvements	Improvements to facilities as determined by Public Works.	Water and Sewer Fund	100,000
Hydrant Flow Testing	Five year rotation, testing over 3 years, then none for next 2 years.	Water and Sewer Fund	70,000
Water Valve Exercising	Five year rotation, exercising over 3 years, then none for next 2 years.	Water and Sewer Fund	60,000
Water & Sewer Facility Security System Upgrades and Replacements	Replacements and upgrades of the current tower and lift station security system locks.	Water and Sewer Fund	60,000
MPS Pump Installation / Rehabilitation	Installation / rehabilitation of Pump #2.	Water and Sewer Fund	45,000
Fairway Lift Station Improvements	Increase pump efficiency, replace controls, add drives and minimize surcharge of sanitary system.	Water and Sewer Fund	40,000
Wedgewood & Teebrook Lift Station Paint Restoration	Restore paint at existing Wedgewood and Teebrook lift stations.	Water and Sewer Fund	30,000
		TOTAL	\$605,000

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In an effort to contain costs and streamline operations, an Early Retirement Program was offered to employees effective January 1, 2014. Reorganization of departments that had individuals participate in the Early Retirement Program was completed during budget year 2014. Fifteen of the sixteen positions were re-hired as full time positions. As part of the 2015 budget process, it was determined that an additional Early Retirement Program would not be offered.

The FY2015 budget places continued emphasis on community policing by adding two sworn positions to the current roster of 99 sworn police officers. One position is authorized for hire on January 1<sup>st</sup> and the other for July 1<sup>st</sup>. A total of eleven new positions were approved to be added to the FY2015 budget, including the following:

Added Positions	Department	Status
Media Assistant	Public Information	Part Time
Inspector	Development Services	Part Time
Patrol Officer (2)	Police	Full Time
Building Attendant (2)	Recreation	Part Time
Day Camp Assistant Site Director	Recreation	Part Time
Inclusion Aides (3)	Recreation	Part Time
Program Assistant	Recreation	Part Time

The Recreation Department reviews positions annually and determines optimum staffing needed to meet service needs. While several new part time positions were added as noted above, there was a net decrease in part time recreation staffing of 57 positions.

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 FY2015 medical/RX insurance renewal were based on the carriers' estimations of the Village's expected claims for the year, stop loss coverage, and run-in claims. BlueCross BlueShield of Illinois presented the most competitive proposal resulting in a 7.6% premium decrease. The BlueCross BlueShield proposal accounts for expected claims, stop loss coverage, Affordable Care Act (ACA) fees and a general health insurance reserve. The Village accepted the BlueCross BlueShield proposal and will continue maintaining the current HDHP/HSA, Silver, Gold and HMO plan designs. The total fiscal year 2015 budget for health insurance including vision, dental, and life is \$5,357,428.

Effective January 1, 2012, employees belonging to the International Union of Operating Engineers, Local 399 (IUOE) no longer participate in the Village's medical insurance plan and instead participate in the IUOE Local 399 Health and Welfare Fund. There are typically 33 employees in the IUOE bargaining unit. As outlined in the agreement, IUOE Local 399 Health and Welfare Trust Fund will invoice the Village of Orland Park on a monthly basis for covered members. The FY2015 budget includes \$328,680 for insurance expenses for the IUOE bargaining unit employees.

Effective January 1, 2015, the HDHP/HSA plan for non-union and IBEW union employees will include a \$3,250 deductible for single coverage and \$6,500 deductible for family coverage. Non-union and IBEW union employee premium contributions will continue to be based on a

percentage of the overall premium cost and participation by the employee and their spouse in the biometric screenings. These contributions are as follows for each medical plan offering: 3% for HDHP/HSA, 10% for HMO, and 10% for PPO Silver. Employees in the PPO Gold plan will contribute the difference between the cost to the Village of the PPO Silver and the PPO Gold which equates to approximately 20% for single coverage and 30% for family coverage. In addition, for those non-union and IBEW employees who do not participate in the free biometric 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.

Employees in the AFSCME, Deputy Chief and Commanders, Metropolitan Alliance of Police, and Police Supervisors groups will make employee contributions based on flat rates which are outlined in the collective bargaining agreements effective May 1, 2011 through April 30, 2015. These rates include a wellness incentive rate for those employees that participate in the biometric screening.

Department/Division	FY2013 Actual	FY2014 Current	FY2015 Budget
Village Manager	7	7	7
MIS	3	3	3
Village Clerk	5	3.25	2.75
Office of Public Information	0	1.75	1.25
Finance	9	9.5	10
Finance /Water	2	2.5	2
Officials	1	1	1
Development Services / Administration	5	6	6
Development Services / Building	7	7	7
Development Services / Planning	4	4	4
Development Services / Transportation & Engineering	1	3	3
Building Maintenance	7.8	8.8	8.8
ESDA	1.5	1.5	1.5
Recreation /Administration	18.75	20.75	20.75
Recreation / Parks	13.95	13.95	13.6
Recreation / Centennial Pool	0.5	0.5	0.85
Recreation / Special Recreation	1	1	1
Public Works / Administration	1.75	1.65	2.25
Public Works / Streets	22	22	22
Public Works / Transportation	2	2	1
Public Works / Vehicle and Equipment	7	7	7
Public Works / Water and Sewer	22.25	21.35	21.75
Police	125.5	125.5	128.5
Civic Center	2	1	1
TOTAL ALL DEPARTMENTS/DIVISIONS	270	275	277



Village of Orland Park

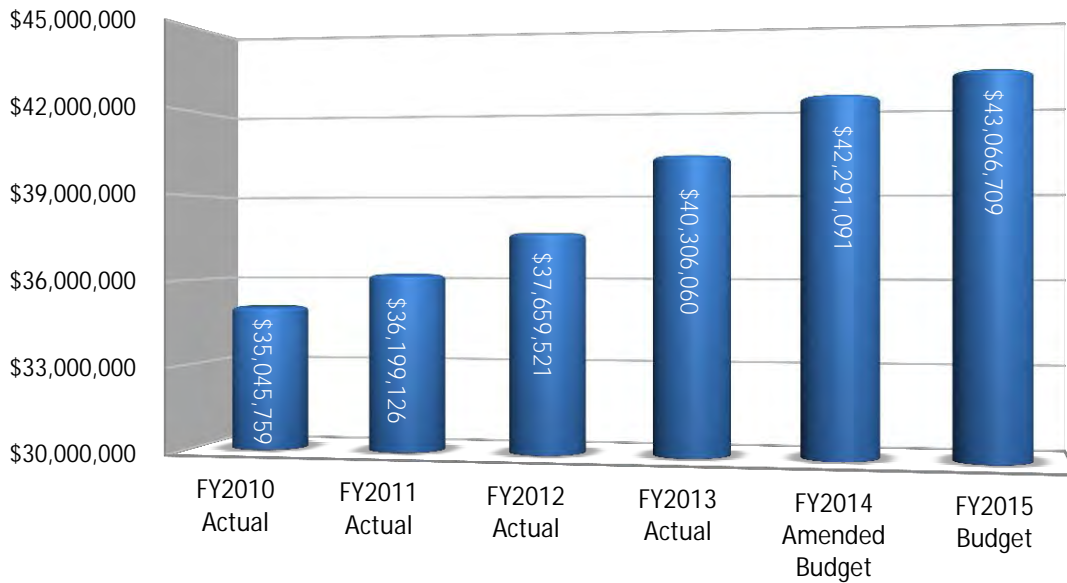
Part Time Personnel Schedule

Fiscal Year 2015

Department/Division	FY2013 Actual	FY2014 Current	FY2015 Budget
Village Manager	4	4	3
MIS	1	3	3
Village Clerk	1	1	2
Office of Public Information	0	1	2
Finance	2	4	9
Finance /Water	4	4	4
Officials	11	10	12
Development Services / Administration	1	0	0
Development Services / Building	5	8	9
Development Services / Planning	3	2	2
Development Services / Transportation & Engineering	1	1	1
Building Maintenance	4	7	5
Recreation /Administration	38	35	45
Recreation / Programs	138	135	98
Recreation / Parks	62	68	71
Recreation / Centennial Pool	215	218	212
Recreation / Sportsplex	116	103	98
Recreation / Special Recreation	108	98	76
Public Works / Administration	2	1.6	2
Public Works / Streets	13	13	10
Public Works / Transportation	3	2.4	4
Public Works / Water and Sewer	14	19	19
Police	60	61	76
Civic Center	10	11	12
TOTAL ALL DEPARTMENTS/DIVISIONS	816	810	775

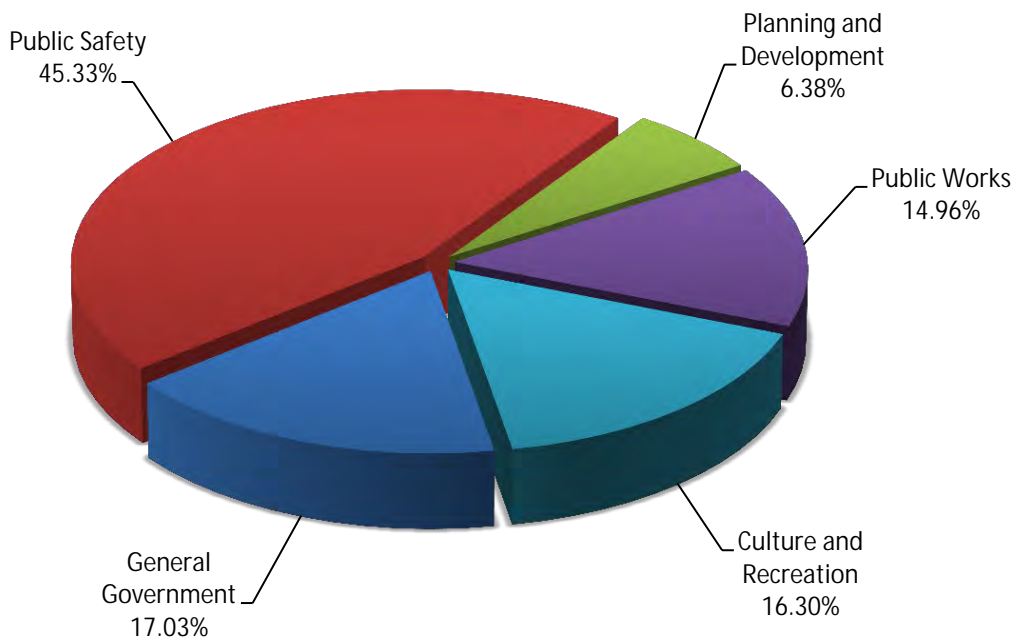
The following graph illustrates the Village's total salary and benefit costs for FY2010 - FY2015.

### Total Salary and Benefit Costs



The following chart depicts the percentage of total salary and benefits by function for FY2015.

### Salary and Benefit Costs by Function FY2015



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# General Fund

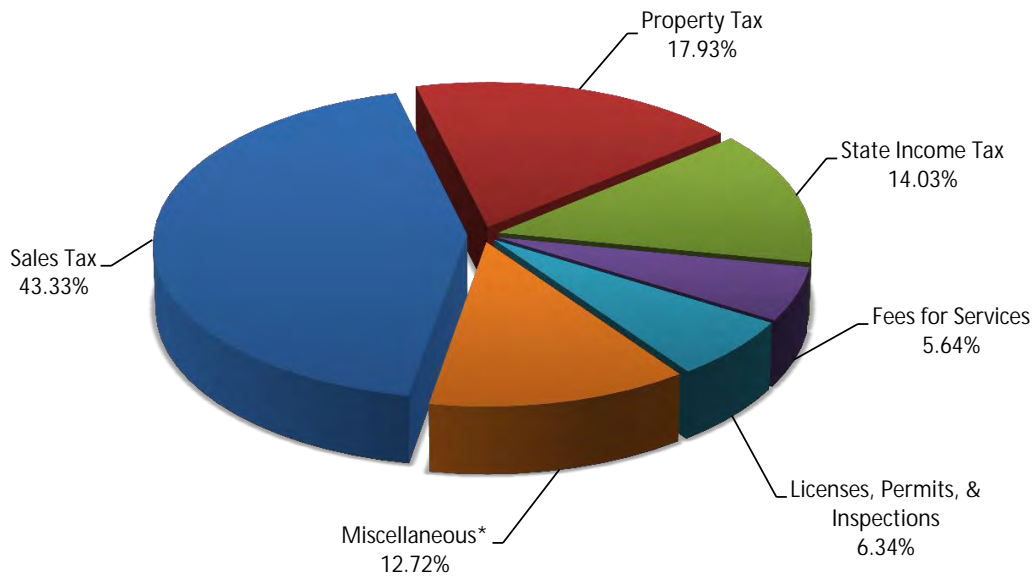
Budget  
Fiscal Year 2015

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The General Fund reflects the operations of the following ten departments:

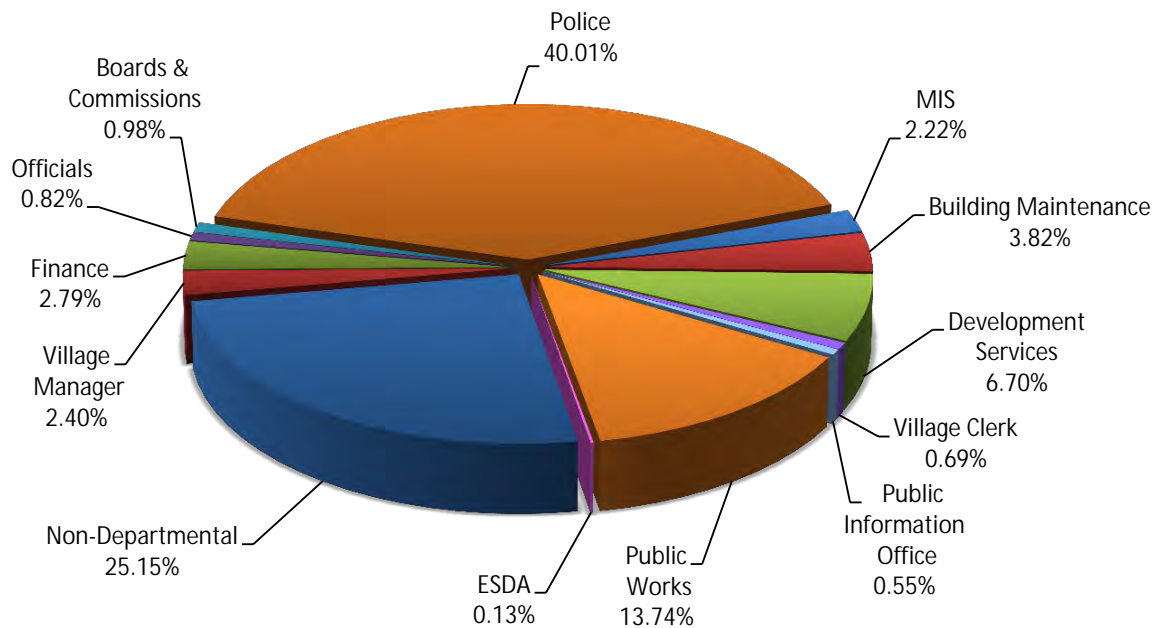
1. Village Manager
2. Village Clerk/Public Information Office
3. Finance
4. MIS
5. Officials
6. Development Services
7. Building Maintenance
8. Emergency Services and Disaster Agency
9. Public Works
10. Police

The General Fund contributes \$45,424,569 or 31.01%, to the Village of Orland Park's total \$146,477,678 revenue budget and accounts for approximately \$49,005,335, or 31.18%, of the total \$157,188,756 expenditure budget.

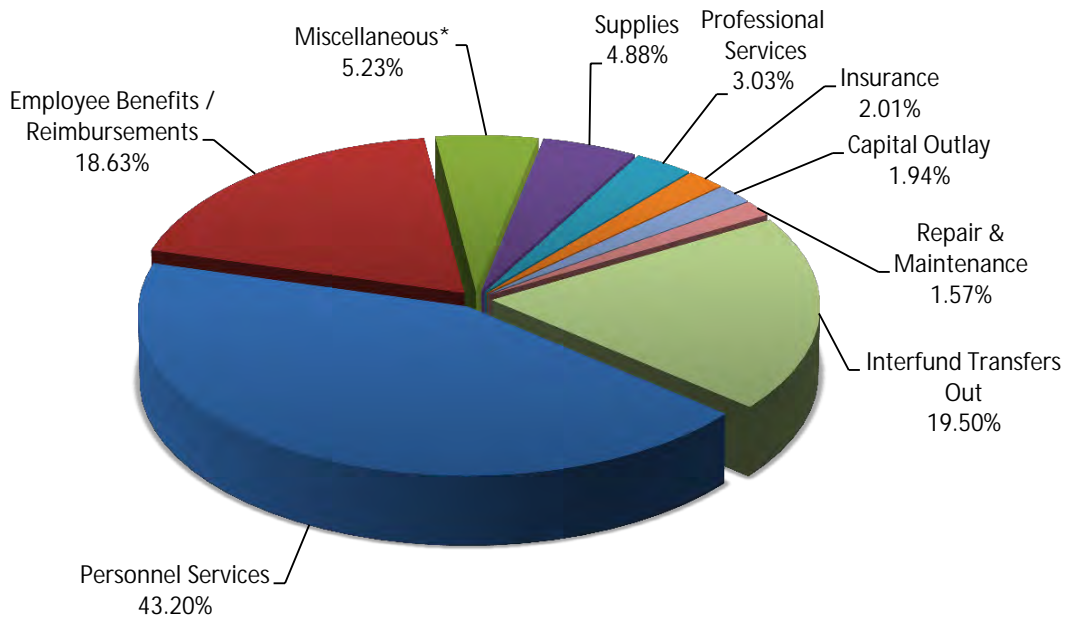


\*Miscellaneous category includes Fines & Penalties, Interest Income, Road & Bridge Tax, Fees by Agreement, Miscellaneous Events, Other Income, Personal Property Replacement Tax, Transfer from Other Funds, Grants/Intergovernmental and Other Taxes.

	FY2012 Actual	FY 2013 Actual	FY2014 Amended Budget	FY2015 Budget
Sales Tax	\$ 18,388,975	\$ 19,228,819	\$ 18,868,727	\$ 19,682,101
Property Tax	7,371,718	8,155,920	8,102,817	8,146,109
State Income Tax	6,261,061	6,325,038	6,441,560	6,372,114
Fees for Services	2,224,114	2,391,438	2,455,292	2,563,703
Grants/Intergovernmental	346,392	325,771	316,471	351,226
Other Taxes	526,611	1,594,403	1,631,000	1,631,060
Licenses	1,709,763	1,721,375	674,775	1,733,545
Permits	383,975	438,997	402,276	594,778
Inspections	330,907	424,255	350,500	553,000
Fines and Penalties	1,185,489	1,254,636	1,140,100	1,200,000
Interest Income	646,685	610,182	105,748	128,754
Road and Bridge Tax	359,149	375,651	403,675	402,749
Fees by Agreement	3,018	46,700	28,600	54,500
Miscellaneous Events	169,529	180,135	167,050	203,410
Other Income	385,095	591,081	369,839	400,139
Personal Property Replacement Tax	46,845	46,083	45,000	41,000
Transfer from Home Rule Fund	-	134,174	-	-
Transfer from Motor Fuel Tax Fund	1,474,289	1,349,547	1,314,409	1,366,381
Transfer from Water & Sewer Fund	22,716	-	-	-
Transfer from Insurance Fund	200,000	25,045	-	-
<b>Total Revenue</b>	<b>\$ 42,036,329</b>	<b>\$ 45,219,250</b>	<b>\$ 42,817,839</b>	<b>\$ 45,424,569</b>



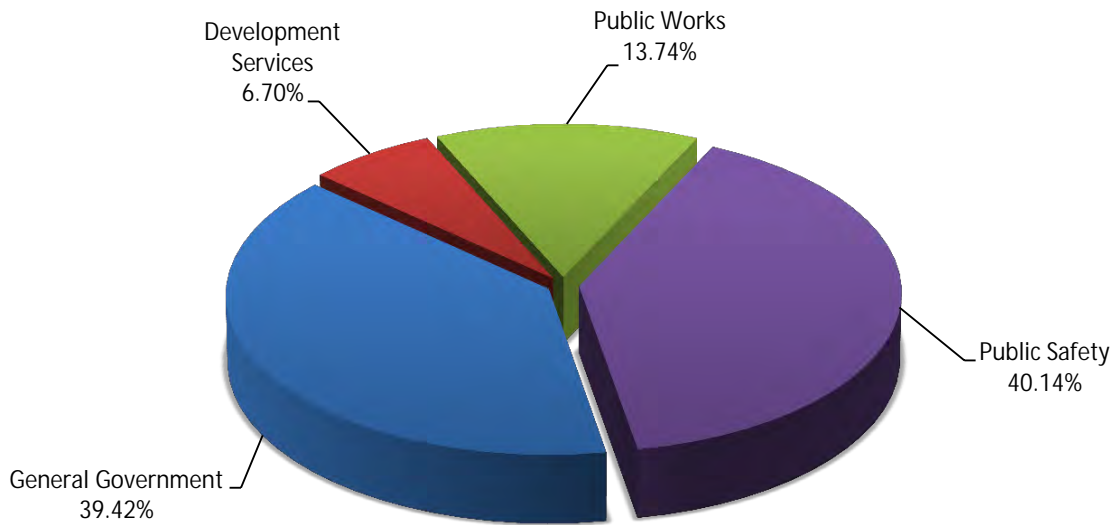
	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Non-Departmental	\$ 7,773,660	\$ 7,271,884	\$ 9,130,483	\$ 12,322,744
Village Manager	1,051,245	1,116,638	1,211,592	1,177,742
Finance	1,140,462	1,357,611	1,251,307	1,369,149
Officials	299,432	322,384	367,979	401,911
Boards & Commissions	388,016	405,040	498,675	482,213
Police	17,630,529	18,570,938	19,699,082	19,605,010
MIS	915,237	876,343	1,277,807	1,086,342
Building Maintenance	1,579,282	1,901,783	2,046,113	1,869,955
Development Services	2,714,975	3,089,046	3,261,869	3,282,849
Village Clerk	516,167	361,466	325,002	338,089
Public Information Office	-	299,609	306,864	270,183
Public Works	6,006,754	6,219,875	7,430,960	6,733,768
ESDA	68,937	73,295	65,551	65,380
<b>Total Expenditures</b>	<b>\$ 40,084,697</b>	<b>\$ 41,865,912</b>	<b>\$ 46,873,284</b>	<b>\$ 49,005,335</b>



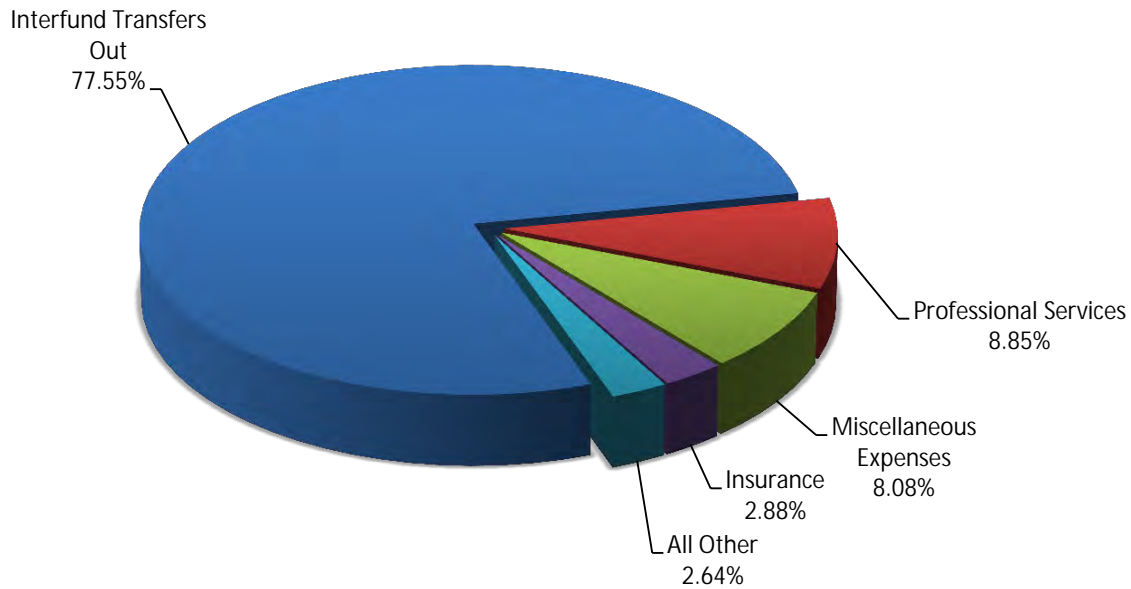
\*Miscellaneous category includes Credit, Collection & Bank Charges, Rent, Recreation Program Expense, Miscellaneous Expense, Utilities and Purchased Services.

	FY 2012 Actual	FY 2013 Actual	FY 2014 Amended Budget	FY 2015 Budget
Personnel Services	\$ 18,527,844	\$ 20,207,924	\$ 21,150,508	\$ 21,172,475
Employee Benefits	8,202,362	8,613,995	8,826,061	8,808,997
Employee Reimbursements	266,427	260,341	326,940	321,395
Credit, Collection & Bank Charges	276,241	33,196	29,248	28,945
Professional Services	1,200,789	1,112,616	1,371,462	1,483,063
Utilities	377,860	431,313	490,893	621,427
Purchased Services	351,306	420,313	522,544	619,108
Repair & Maintenance	709,913	978,925	1,005,906	767,156
Rent	43,159	46,914	51,852	60,097
Insurance	1,159,740	1,105,063	931,984	985,595
Supplies	2,160,878	2,096,482	2,425,912	2,392,163
Capital	719,668	545,777	1,821,969	953,000
Miscellaneous	768,430	778,194	941,514	1,204,068
Recreation Program Expense	23,459	25,685	27,560	31,700
Interfund Transfers Out	5,296,620	5,209,174	6,948,931	9,556,146
<b>Total Expenditures</b>	<b>\$ 40,084,697</b>	<b>\$ 41,865,912</b>	<b>\$ 46,873,284</b>	<b>\$ 49,005,335</b>





	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
General Government	\$ 13,663,502	\$ 13,912,758	\$ 16,415,822	\$ 19,318,328
Development Services	2,714,975	3,089,046	3,261,869	3,282,849
Public Works	6,006,753	6,219,875	7,430,960	6,733,768
Public Safety	17,699,466	18,644,233	19,764,633	19,670,390
<b>Total Expenditures</b>	<b>\$ 40,084,697</b>	<b>\$ 41,865,912</b>	<b>\$ 46,873,284</b>	<b>\$ 49,005,335</b>



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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Professional Services	\$ 896,896	\$ 808,404	\$ 920,732	\$ 1,090,800
Employee Reimbursements	28,206	26,437	35,102	37,255
Interfund Transfers Out	5,296,620	5,209,174	6,948,931	9,556,146
Insurance	449,657	349,780	377,127	355,292
Utilities	112,338	128,650	107,942	162,650
Miscellaneous Expenses	712,879	715,530	710,201	995,108
Purchased Services	572	130	1,200	60,048
Supplies	252	583	-	36,500
Credit, Collection and Bank Charges	276,241	33,196	29,248	28,945
<b>Total Expenditures</b>	<b>\$ 7,773,660</b>	<b>\$ 7,271,884</b>	<b>\$ 9,130,483</b>	<b>\$ 12,322,744</b>

## 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 Village operations are functioning at an exceptional level.

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

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

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

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

## STRATEGIC PLAN GOAL: Quality of Life

1. Oversee a fiscally responsible government delivering best in class services with **outstanding, ethical employees. Ensure that the Village Board's adopted service goals are met or exceeded, and that costs do not exceed budget restrictions.**
  - OBJECTIVE - Ensure that all departments adhere to the 2015 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 follows 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, 2015
  - OBJECTIVE – Successfully negotiate collective bargaining agreements with MAP, IUOE, IBEW, AFSCME and Police Supervisors.
    - PURPOSE – To provide the Village with the guidelines for compensation and work environment for employee groups represented by unions.
    - COMPLETION DATE – June 1, 2015
  - OBJECTIVE - Guide the preparation and adoption of the 2016 Budget and a comprehensive multi-year capital improvement plan, beginning with the Village Board formulating a new strategic plan to guide the budget process. Following the strategic plan adoption, meet with all Department Directors to prepare appropriate budget submittals in accordance with the established budget calendar.
    - PURPOSE – To produce a balanced budget for the Village of Orland Park.
    - COMPLETION DATE – December 15, 2015
  - 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, 2015

- OBJECTIVE - Enhance services to Village stakeholders through the use of all available technologies. Support the implementation of the Innoprise Payroll, HR, and Work Orders applications and the upgrades to the Village's website.
    - PURPOSE – To improve the efficiency of Village operations.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE - Implement the ICMA Performance Management process with an upload of all collected data by March 2015. Identify opportunities to improve performance and reduce costs through the performance Management process. Report progress to the Village Board when data is complete and available through ICMA's Center for Performance Management.
    - PURPOSE – To improve the efficiency and effectiveness of Village operations.
    - COMPLETION DATE – August 31, 2015
2. Update the comprehensive Strategic Plan for the Village with goals and objectives established by the Village Board and supported by the goals and objectives of all Village Departments by April 1, 2015.
- OBJECTIVE – Update the 2014 Plan revising the goals outlined in the multi-year plan.
    - PURPOSE – To strengthen the Board of Trustee's 3-5 year vision for the community and further its use as the basis of strategic planning.
    - COMPLETION DATE – March 15, 2015
  - OBJECTIVE - Confirm that all departmental goals and objectives set in the FY2015 budget support the direction of the Village Board's strategic plan.
    - PURPOSE – To ensure each department's strategic plan is in line with accomplishing the Board's vision for the community.
    - COMPLETION DATE – April 1, 2015
3. Enhance the excellent quality of life in Orland Park through programs and projects of the Village of Orland Park.
- OBJECTIVE: Promote the Centennial Park West concert venue by hosting two or more high quality community events in 2015. Planning for the performances in Centennial Park West will begin by January 15, 2015.
    - PURPOSE - To continue to provide Village residents with high quality entertainment and recreational opportunities.
    - COMPLETION DATE – September 15, 2015
  - OBJECTIVE: Oversee the installation of new equipment in parks and the Aquatic Center.
    - PURPOSE – To develop and maintain the parks and facilities of the Village.
    - COMPLETION DATE – November 15, 2015

- OBJECTIVE: Provide convenient access to Village information as well as feedback opportunities through spot surveys and the Village's website. Maintain 100% compliance with the Illinois Policy Institute's Transparency Checklist.
  - PURPOSE – To develop and implement methods to communicate in “one clear voice” to the community.
  - COMPLETION DATE – December 31, 2015, on-going

STRATEGIC PLAN GOAL: Downtown Development

4. Build a better community in infrastructure and development.

- OBJECTIVE - Advance the creation of the next phases of development in the Main Street Area furthering the goal of providing a new and inspirational downtown for Orland Park. Provide support, monitoring, and oversight of high quality design and construction in this area.
  - PURPOSE – To enhance the synergy of downtown Orland Park by creating a connection between Old Orland, Orland Crossing and the Civic Corridor.
  - COMPLETION DATE – December 31, 2015, on-going

STRATEGIC PLAN GOAL: Economic Development

- OBJECTIVE - Ensure appropriate aesthetic improvements are included in the IDOT LaGrange Road Widening Project.
  - PURPOSE – To ensure the LaGrange corridor is consistent with the Village's high quality building, design, and aesthetic standards.
  - COMPLETION DATE – December 31, 2015, on-going
- OBJECTIVE – Further the recommendation made in the Village Transportation Plan to provide “way finding” signage, branding and other enhancements throughout the community.
  - PURPOSE - To assist residents and visitors to Orland Park.
  - COMPLETION DATE – December 31, 2015, on-going



DEPARTMENT MISSION:

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

DIVISION FUNCTIONS:

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

The Human Resources Division is comprised of the Human Resources (HR) Director and the Human Resources Generalist. In addition, the HR Director oversees the work of a part-time HR Assistant, a part-time Clerk, and a full-time 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, including health, life, dental, vision and leave; provides training, organizational development and employee relations; and maintains labor relations and employee records.
- Acts as the "first-stop" for contact with the Village. Responds to telephone calls and in-person visits to address inquiries and concerns from citizens, residents, businesses and other agencies.

STRATEGIC PLAN GOAL: Quality of Life

1. Review overall Human 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 final draft and submit draft of Employee Manual to the Village Manager no later than March 31, 2015.
    - PURPOSE – An updated, well written and informative manual will ensure supervisors and employees understand Village policies, implement them properly, reduce risks, and reduce the number of employee questions directed to their supervisors or Human Resources.
    - COMPLETION DATE – April 30, 2015
  - OBJECTIVE – Analyze the current safety programs and develop a plan to revitalize them. Emphasis will be placed on programs to reduce exposure to disability and worker's compensation liability. Establish risk management performance measures and submit recommendations to the Village Manager by August 30, 2015.
    - PURPOSE – Proactively address risks thus reducing safety incidents and related expenses.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Establish risk management performance measures. Submit risk management recommendations to the Village Manager.
    - PURPOSE – Proactively address risks thus reducing safety incidents and related expenses.
    - COMPLETION DATE – August 31, 2015
  - OBJECTIVE – Facilitate transition to a new Occupational Health Provider: Ingalls Occupation Health Program. Evaluate administering the Occupational Health Program as ASO or fully insured rather than our current system of advice to pay (ATP).
    - PURPOSE – Proactively address risks thus reducing safety incidents and related expenses.
    - COMPLETION DATE – February 28, 2015
  - OBJECTIVE – Select new short-term disability administrator. Evaluate administering the program as ASO or fully insured rather than our current system of advice to pay (ATP). Facilitate transition to the new administrator.
    - PURPOSE – Proactively address risks thus reducing safety incidents and related expenses.
    - COMPLETION DATE – April 30, 2015
2. Provide for a human resources/payroll software implementation of the Innoprise system working in conjunction with the Finance Department.

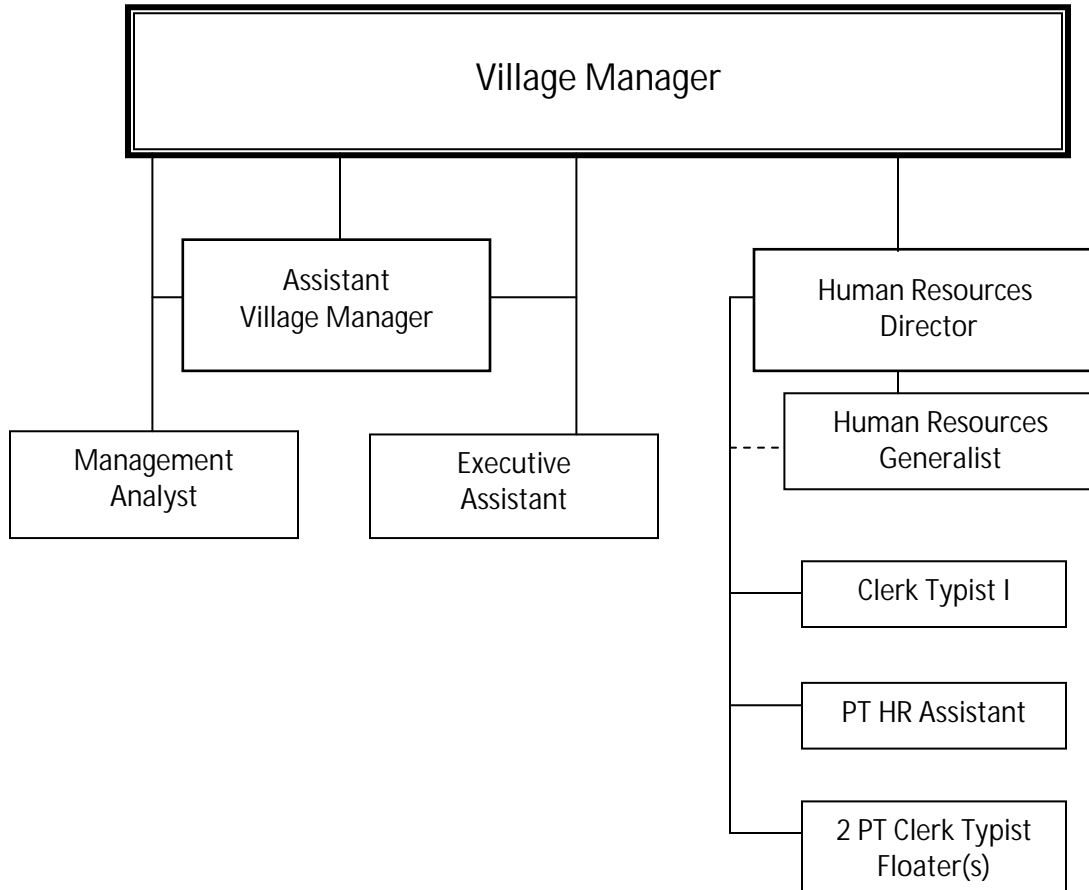
- OBJECTIVE – Fully implement the HR/Payroll system. Review policy, processes and current systems to understand conversion needs. Work with Finance, IT and Innoprise to convert system. Prepare documentation for end users outlining the HR and Payroll procedures. Train end users on VOP processes and how to implement in Innoprise.
  - PURPOSE – An HR/payroll system will provide, in the short term, human resources, payroll personnel, 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 – Workflow (timesheets and PAFs) to be fully implemented by April 30, 2105; HR implementation of Applicant Tracking by April 30, 2015; Benefits and Leave Management implementation by December 31, 2015.
  
- 3. Prepare broad goals and objectives for collective bargaining in 2015.
  - OBJECTIVE – Develop strategies to present during collective bargaining to achieve future budget and operational goals, and to mitigate the rising cost of health care. Implement percent based employee premium share consistent with non-union employees.
    - PURPOSE – Well planned negotiations will provide for better opportunities to achieve budget goals and operational goals, and to have all union groups accept the Village's health care proposal to reduce cost exposure to the Village and maintain parity where possible.
    - COMPLETION DATE – December 31, 2015
  
- 4. Maintain positive and productive labor relations.
  - OBJECTIVE – Limit grievance arbitrations to no more than three per year.
    - PURPOSE – Reduced number of negative interactions with unions and continue to educate groups on health and wellness issues.
    - COMPLETION DATE – December 31, 2015
  
  - OBJECTIVE - Conduct at least two Health and Wellness Advisory Committee meetings.
    - PURPOSE – To coordinate and promote activities related to health and wellness.
    - COMPLETION DATE – December 31, 2015

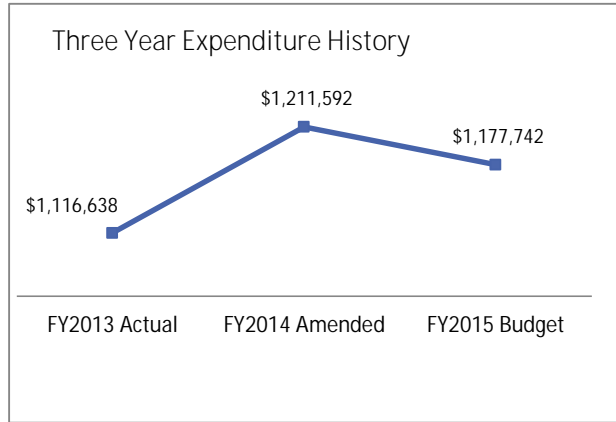
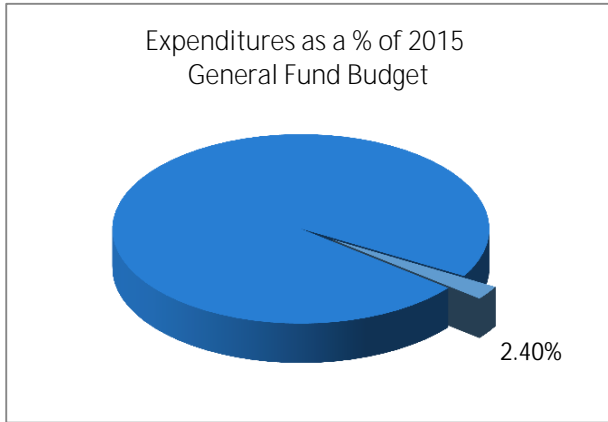
Village of Orland Park

Village Manager's Office-Human Resources Division  
Performance Measures

Fiscal Year 2015

MEASURE	FY2013 Actual	FY2014 Estimate	FY2014 Actual	FY2015 Estimate
Employment Paperwork Processed	443	450	477	450
Virgin Health Miles Program Participants	90	100	107	110
Employee Health Screening Participants	236	250	305	305
HSA Participants	72	80	81	90
Average Number of Working Days from Position Requisition to Conclusion of the Testing/Interview Process - External Candidates	61	60	60	60
Average Number of Working Days from Position Requisition to Conclusion of the Testing/Interview Process - Internal Candidates	31	30	30	30

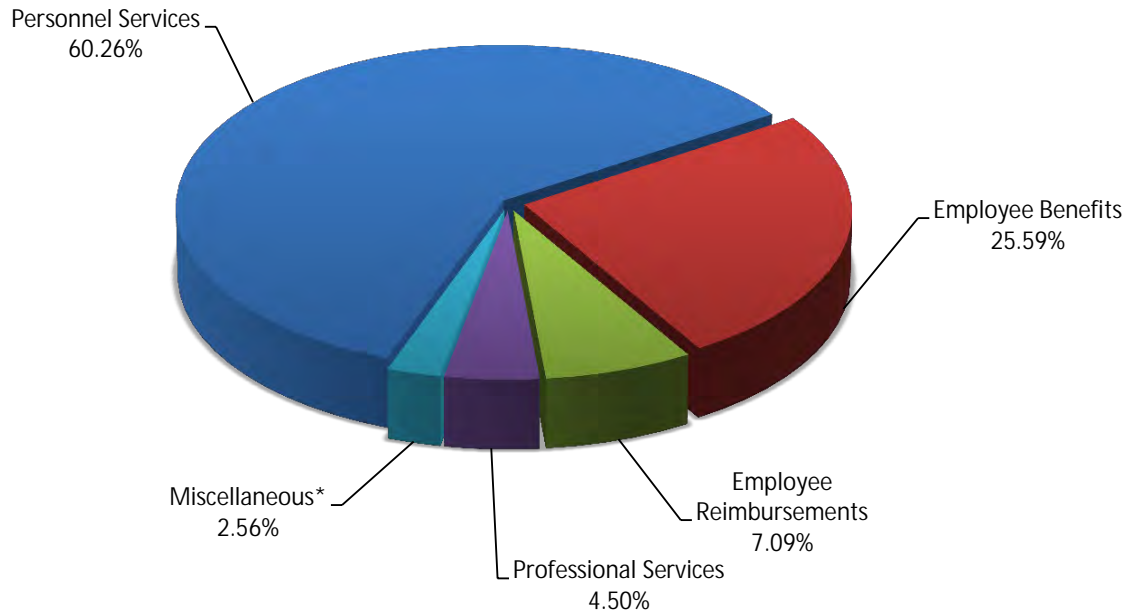




VILLAGE MANAGER BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
Village Manager	1	1	1
Assistant Village Manager	1	1	1
Human Resource Director	1	1	1
HR Generalist	1	1	1
Executive Assistant to Village Manager	0	1	1
Management Analyst	0	1	1
Clerk Typist I	1	1	1
Assistant to the Village Manager	1	0	0
Administrative Assistant	1	0	0
<b>TOTAL FULL TIME PERSONNEL</b>	<b>7</b>	<b>7</b>	<b>7</b>
PART TIME POSITION TITLE			
Clerk Typist Floater	2	1	1
Clerk Typist	1	1	1
Human Resources Intern	1	1	0
Human Resources Assistant	0	1	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>4</b>	<b>4</b>	<b>3</b>





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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ 576,318	\$ 646,886	\$ 702,153	\$ 709,738
Employee Benefits	276,025	306,390	336,982	301,358
Employee Reimbursements	61,630	72,683	94,216	83,460
Professional Services	80,838	59,161	55,000	53,000
Utilities	8,578	6,532	6,484	5,889
Purchased Services	95	86	-	-
Repair and Maintenance	446	746	1,011	5,310
Insurance	11,043	12,639	6,426	6,617
Supplies	35,867	11,456	9,320	12,370
Miscellaneous Expenses	406	59	-	-
<b>Total Expenditures</b>	<b>\$ 1,051,245</b>	<b>\$ 1,116,638</b>	<b>\$ 1,211,592</b>	<b>\$ 1,177,742</b>

## 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 Village departments by sharing information and resources. Act as the local election official, keeper of the records and certifying officer of all Village documents, and maintain the Office of Special Services as a resource center for all Village residents in order to serve their diverse needs.

## 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 solicitations, raffle permits and going-out-of-business licenses; processes Freedom of Information requests; updates the Village Code and Land Development Code; produces Board of Trustee and Board Committee agendas and copies; maintains legislative tracking software; accepts voter registration, conducts early voting, sends absentee applications to handicapped persons, students, and residents; and is the local election official for municipal and general elections.

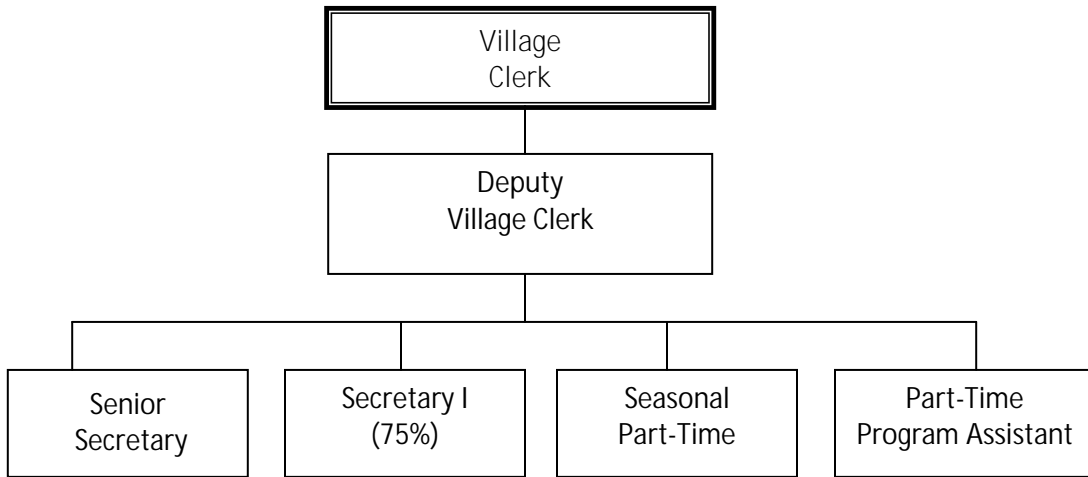
## STRATEGIC PLAN GOAL: Quality of Life

1. Continue to maintain the Citizen 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 to the Illinois Policy Institute (IPI) grading rubric scores.
    - PURPOSE – Provide current information for citizens when researching the Village's website.
    - COMPLETION DATE – December 31, 2015
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 – Place all Village Ordinances, Resolutions, and Board and Committee Minutes from 2008 to present, including all exhibits/attachments to those documents on CD-ROM. Store in accordance with the Illinois State Archival Statute.
    - PURPOSE – To eliminate the cost of microfilming.
    - COMPLETION DATE – December 31, 2015

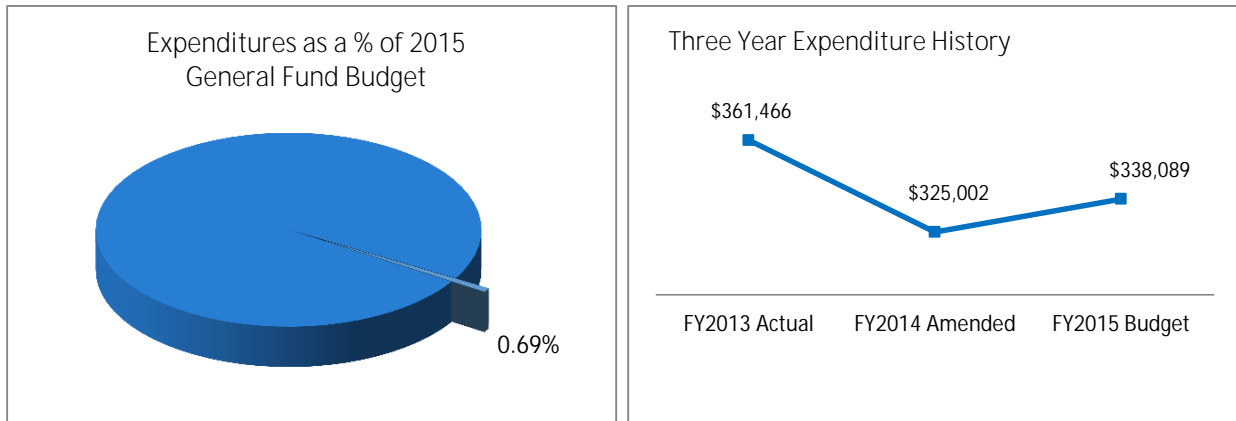
3. Ensure that the Village's records are intact and comply with the guidelines set forth by the Secretary of State Local Records Commission of Cook County.
  - OBJECTIVE – Continue to identify and mark all records that meet the requirements set forth by the State of Illinois Archival Local Record Unit and place on CD-ROM in a PDF format.
    - PURPOSE – Dispose of all expired documents and make room in the storage area for future documents.
    - COMPLETION DATE – August 31, 2015
  - OBJECTIVE – Research and identify a company with the ability to place permanent Village records that have been microfilmed on CD-ROM in a PDF Format.
    - PURPOSE – To stay current with technology and prepare for the eventual deterioration of microfilmed records.
    - COMPLETION DATE – December 31, 2015
4. **Work towards making the Clerk's Office the central library for** Village records.
  - OBJECTIVE – Work with departments to ensure that copies of all important Village records are given to the Clerk's office to be filed.
    - PURPOSE – To have a centralized location where Village records can be found in the event that they may need be referenced.
    - COMPLETION DATE – December 31, 2015
5. Support residents' needs.
  - OBJECTIVE – Continue to upgrade the implementation and expansion of technology.
    - PURPOSE – To provide residents with the resources needed to easily access Village information.
    - COMPLETION DATE – December 31, 2015
6. Provide excellent Village services.
  - OBJECTIVE – Provide resources necessary to engage and cultivate employees.
    - PURPOSE – To provide employees with:
      - Ongoing training
      - Evaluation of current technology and upgrades as needed
      - Evaluation of staff levels
      - Identification of increased service areas needed
    - COMPLETION DATE – December 31, 2015

7. Respond to the needs of seniors and other populations in the community by organizing events of interest to them.
  - OBJECTIVE – Conduct quarterly informational programs for the public beginning in March.
    - PURPOSE – Provide an opportunity for seniors from the community to gather together in a casual social setting and listen to a keynote speaker.
    - COMPLETION DATE – November 30, 2015
8. Redesign the Commissions area within the Village website by adding all Commissions that appear in the Meeting Schedules.
  - OBJECTIVE – Create an area on the Village website dedicated to all Commissions which will provide public access to agendas, notices and approved minutes.
    - PURPOSE – Provide public access to agendas, notices and approved minutes for all Commissions rather than only having the three that are currently listed on the website (Board of Fire & Police, Plan and Veterans’).
    - COMPLETION DATE – August 31, 2015

MEASURE	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate
Number of Absentee Applications Processed	186	460	200
Number of Ordinances Processed	75	95	85
Number of Resolutions Processed	20	13	20
Number of Minutes Processed (Board and Committees)	103	101	100
Agendas Processed (Board and Committees)	103	101	90
Number of Intersection Solicitation Permits	7	9	10
Number of Raffle Permits	14	26	30
Passports Processed	880	707	750
Voter Registrations	96	147	120
Number of FOIA Request Received	1,182	1,334	1,200
Number of FOIA Requests referred to Citizen's Information Center on Village Website	6	59	100

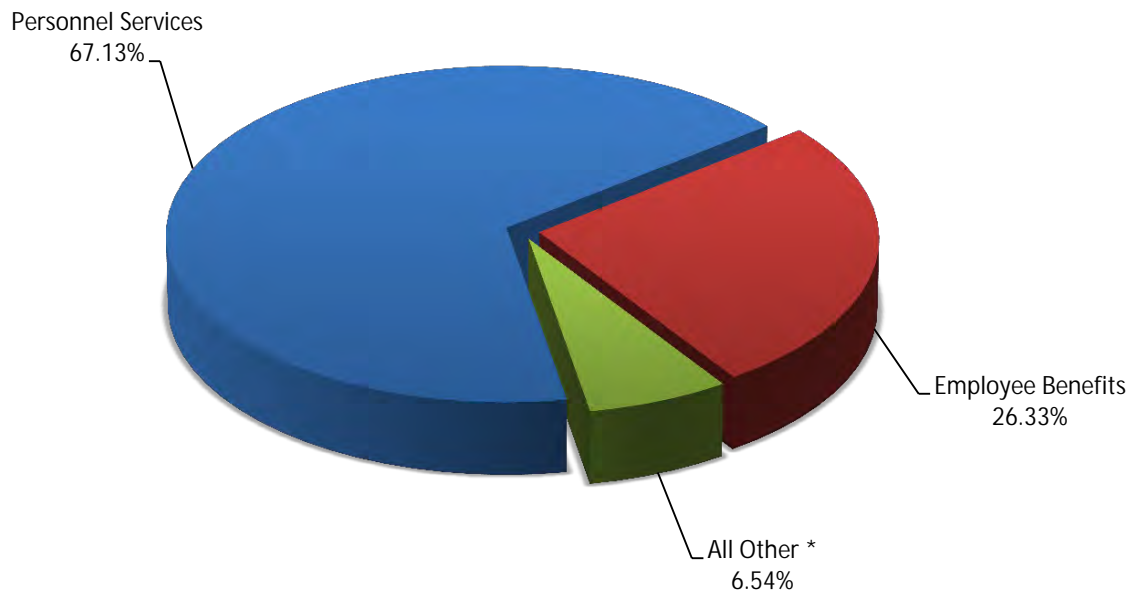






VILLAGE CLERK BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
Deputy Village Clerk	1	0.5	1
Senior Secretary	1	1	1
Admin Assistant - Special Services	1	0	0
Secretary I	2	0.75	0.75
<b>TOTAL FULL TIME PERSONNEL</b>	<b>5</b>	<b>2.25</b>	<b>2.75</b>
PART TIME POSITION TITLE			
Seasonal	1	1	1
Program Assistant	0	1	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>



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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ 348,691	\$ 243,895	\$ 206,762	\$ 226,950
Employee Benefits	135,899	94,147	98,955	89,016
Employee Reimbursements	724	489	660	1,560
Professional Services	5,349	-	-	100
Utilities	6,269	2,715	3,685	2,243
Purchased Services	3,494	9,226	5,000	6,500
Repair & Maintenance	3,938	2,963	2,506	3,006
Insurance	3,608	3,072	1,936	1,475
Supplies	8,196	4,959	5,498	7,239
<b>Total Expenditures</b>	<b>\$ 516,167</b>	<b>\$ 361,466</b>	<b>\$ 325,002</b>	<b>\$ 338,089</b>

## DEPARTMENT MISSION:

To facilitate and maintain effective two-way communication within the community through written, oral, digital and visual media communications that are utilized to deliver the Village's messages and to enhance the overall image of the community. Actively encourage stakeholders' participation in the communication process through involvement in 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 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. The Public Information Office oversees the Village's main social media avenues, including but not limited to Facebook, Twitter and Pinterest. Additionally, the office organizes all Village related public events, including ground breakings and grand openings for Village projects and provides marketing/public information support to all Village departments and programs.

## STRATEGIC PLAN GOALS:

1. Develop and coordinate three town hall phone meetings and two webinars for the Village of Orland Park.
  - OBJECTIVE – Continue efforts to utilize all means possible to communicate with the stakeholders of the Village.
    - PURPOSE – Establishing a new means of two-way communication between elected officials and the citizens they serve will enable residents to share feedback, voice concerns and ask questions. The phone meetings and webinars will enable residents to participate from the comfort of their own homes via the Internet, making it more enticing for people to participate.
    - COMPLETION DATE – December 31, 2015
2. Coordinate the **Village's participation in the three year Mayors' Campaign to End Bullying**, created by the U.S. Conference of Mayors.
  - OBJECTIVE – Serve as the Village's liaison, working in partnership with The Bridge Teen Center to create a community wide anti-bullying initiative.
    - PURPOSE – Bullying continues to be a hot issue in schools at all levels. The Office of Public Information will work with Bridge staff to create public awareness campaigns and events for a unified community-wide initiative against bullying at all levels.
    - COMPLETION DATE – December 31, 2015

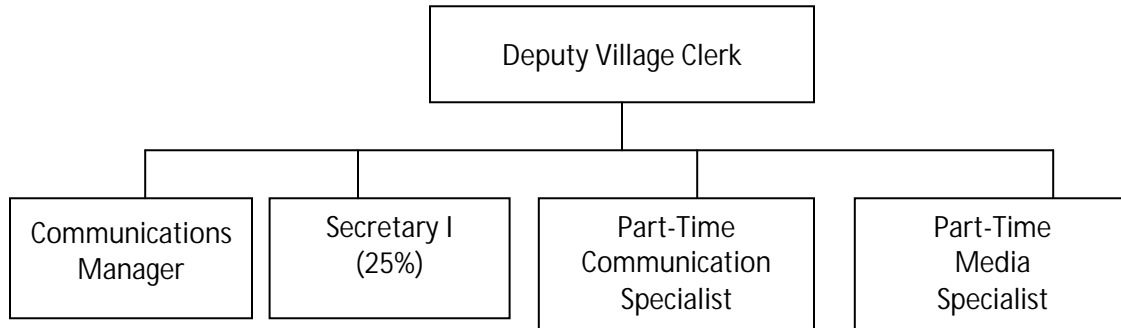
3. Develop and coordinate the **Village's participation in the Bonding Point "In My Community" Rewards Program.**
  - OBJECTIVE – Serve as the Village's liaison with Bonding Point to promote citizen involvement in community events, programs and initiatives.
    - PURPOSE – Improve communication with the Village's stakeholders and get residents more involved in local government.
    - COMPLETION DATE – December 31, 2015
4. Continue to develop and implement methods to identify the Office of Public Information as the primary source of information for the Village of Orland Park.
  - OBJECTIVE – Continue efforts to direct all media and general inquiries to the Office of Public Information, where the Village will communicate in one clear voice.
    - PURPOSE - By establishing a protocol for a centralized source for all Village related information, a single concise voice will be recognized for the entire Village organization, its elected officials, departments and services, to both internal and external audiences. It will also strengthen the Village's profile locally, regionally, and nationally through the consistent use of a single, strong Village-wide voice.
    - COMPLETION DATE – June 1, 2015
  - OBJECTIVE – Continue to formulate Village information and marketing materials and create a brand image/corporate identity for all facets of Village government by overseeing the creation of a new Village slogan.
    - PURPOSE - By creating a brand image/corporate identity, a single concise image will be recognized for the entire Village organization, its elected officials, departments and services, to both internal and external audiences. It will also strengthen the Village's profile locally, regionally, and nationally through the consistent use of a single, strong Village-wide corporate logo.
    - COMPLETION DATE – June 1, 2015
  - OBJECTIVE – Create a Village of Orland Park Style Guide to be used by all departments, outlining proper usage of village logos and colors and 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 – August 1, 2015
5. Continue to increase programming on the Village's Orland Park Comcast Channel 4 and AT&T U-Verse Channel 99 to increase the number of Village programming viewers.
  - OBJECTIVE – Produce four quarterly 30-minute "Village of Orland Park In-Focus" television shows featuring Village departments, services and programs airing during the following months: March, June, September, and December. Produce shorter, specialty programs highlighting Village events and activities.

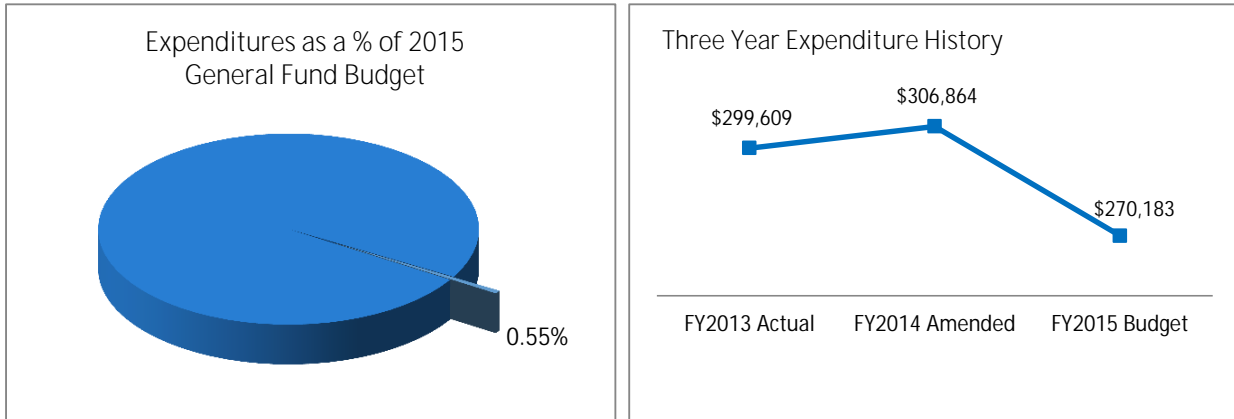
- PURPOSE – Continue to air all Village programming on the Village's YouTube Channel with a link from the Village's Facebook page airing during the following months: March, June, September, and December.
  - COMPLETION DATE - December 31, 2015
  - OBJECTIVE – Produce six 15-20 minute public service announcements highlighting past or upcoming Village events and programs to be scheduled bi-monthly beginning January 31st.
    - PURPOSE – To educate and inform the community.
    - COMPLETION DATE - December 31, 2015
  - OBJECTIVE – Air at least five submitted programs from local youth groups, sports associations or other local government agencies.
    - PURPOSE – To provide information on local Village organizations.
    - COMPLETION DATE - December 31, 2015
6. 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.
    - PURPOSE – To ensure that every home and business receives current information about what is happening in Village government.
    - COMPLETION DATE - December 31, 2015
7. 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, 2015
8. Continue to 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, and 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, 2015
- OBJECTIVE – Prepare two “touch-points” per month, incorporating accomplishments and facts about the Village to be distributed to the aforementioned contact database.
  - PURPOSE –Provide timely and relevant information about the Village to key segments of the community.
  - COMPLETION DATE – January 31, 2015
- OBJECTIVE – Produce a Village blog to be included on and complement the Village website.
  - PURPOSE – Highlight activities and events in the Village, allow for timely and immediate communication to residents and reach segments of the population that rely on electronic communication.
  - COMPLETION DATE – December 31, 2015



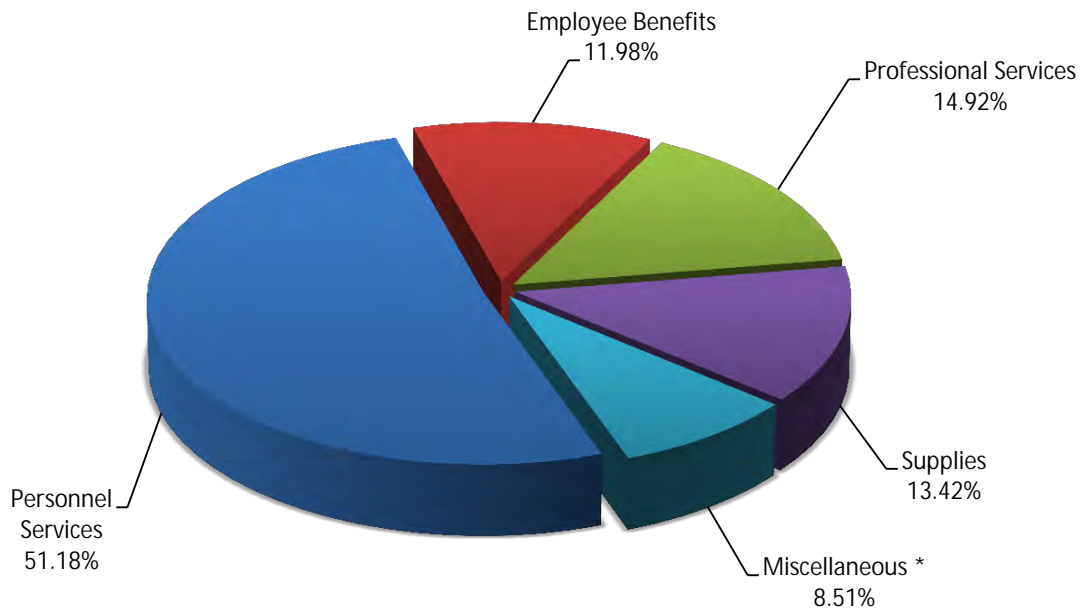
MEASURE	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimates
Number of Facebook Subscribers	1,328	1,500	2,500
Number of Facebook Users Reached	6,000	6,000	8,000
Number of Facebook Posts	700	1,000	1,500
Number of Twitter Subscribers	750	1,500	1,800
Number of Twitter Retweets	50	72	50
Number of Twitter Tweets	1,084	2,000	2,500
Number of YouTube Views	6,000	6,500	7,000
Number of Uploaded Videos to YouTube	57	75	80
Number of News Releases	82	100	150
Number of Placed Stories	137	150	200
Number of Cable Television Slides	525	600	625
Number of Cable PSAs	12	15	20
Number of Short Segments	25	50	60
Number of 30-min Programs	58	60	65





OFFICE OF PUBLIC INFORMATION BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
Deputy Village Clerk	0	0.5	0
Communications Manager	0	1	1
Secretary I	0	0.25	0.25
<b>TOTAL FULL TIME PERSONNEL</b>	<b>0</b>	<b>1.75</b>	<b>1.25</b>
PART TIME POSITION TITLE			
Communication Specialist	0	1	1
Media Assistant	0	0	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>0</b>	<b>1</b>	<b>1</b>



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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ -	\$ 155,950	\$ 165,846	\$ 138,270
Employee Benefits	-	50,106	52,961	32,371
Employee Reimbursements	-	913	900	900
Professional Services	-	39,021	48,683	40,308
Supplies	-	35,036	26,634	36,254
Utilities	-	17,548	11,200	21,400
Insurance	-	1,035	640	680
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 299,609</b>	<b>\$ 306,864</b>	<b>\$ 270,183</b>

## 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 Village residents, 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 payroll for Village employees and monthly payroll for police pensioners,
- administering the Village's purchasing program,
- reviewing all Village contracts,
- maintaining the Village's general ledger,
- reconciling the Village's bank accounts,
- providing for titles and licensing of all Village vehicles,
- compiling the Village's annual operating and capital budgets,
- managing the Village's funds through sound cash management and investment programs,
- adjusting various auto physical damage and property damage claims,
- directing the annual financial statement audit,
- participating in the issuance of general obligation bonds, and
- preparing the Comprehensive Annual Financial Report (CAFR) and the Distinguished Budget Award Document, as well as any other regulatory financial reports that must be 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 processing and distribution of accurate water/sewer/refuse bills to approximately 22,000 water/sewer/refuse customers. The customer base consists of residential and commercial, incorporated and unincorporated customers. This Division is also responsible for providing friendly and prompt customer service to Village residents at the cashier's window while receiving and processing a variety of payments, such as PACE bus passes, METRA commuter lot daily and permit parking fares,

vehicle stickers, business licenses, liquor licenses, water bills, and police fines. Money owed to the Village from other agencies is also processed through the cashiers' window. This Division answers phone calls and provides customer information on an as needed basis. This Division is also responsible for notifying the Department of Public Works of any irregularities concerning water meters or meter readings.

STRATEGIC PLAN GOAL: Economic Development

1. Provide analysis and support to staff and the Village Board in order to meet the **Village's economic development goals, including attracting corporate office, restaurant and entertainment development, incentivizing professional services and improving the Village's legacy shopping centers.**
  - OBJECTIVE – Manage the Economic Development Loan Program.
    - PURPOSE – To attract targeted beneficiaries.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Develop financial incentive tools and programs, including the identification of funding sources.
    - PURPOSE – To provide tools and programs to support the goal of attracting and incentivizing business development.
    - COMPLETION DATE – December 31, 2015

STRATEGIC PLAN GOAL: Downtown Development

2. Provide analysis and support to staff and the Village Board in order to develop a long term master plan for the area designated as Downtown Orland Park.
  - OBJECTIVE – Manage project and infrastructure financing options without the existence of substantial revenue sources.
    - PURPOSE – To enable fiscally responsible development.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Track and analyze the financial impact of the Ninety 7 Fifty redevelopment agreement.
    - PURPOSE – To provide information to evaluate the Ninety 7 Fifty project.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Analyze development specific financial effects on the Village's tax base, infrastructure demands and operating budget.
    - PURPOSE – To understand and communicate each development's impact on the Village's finances and operations.
    - COMPLETION DATE – December 31, 2015

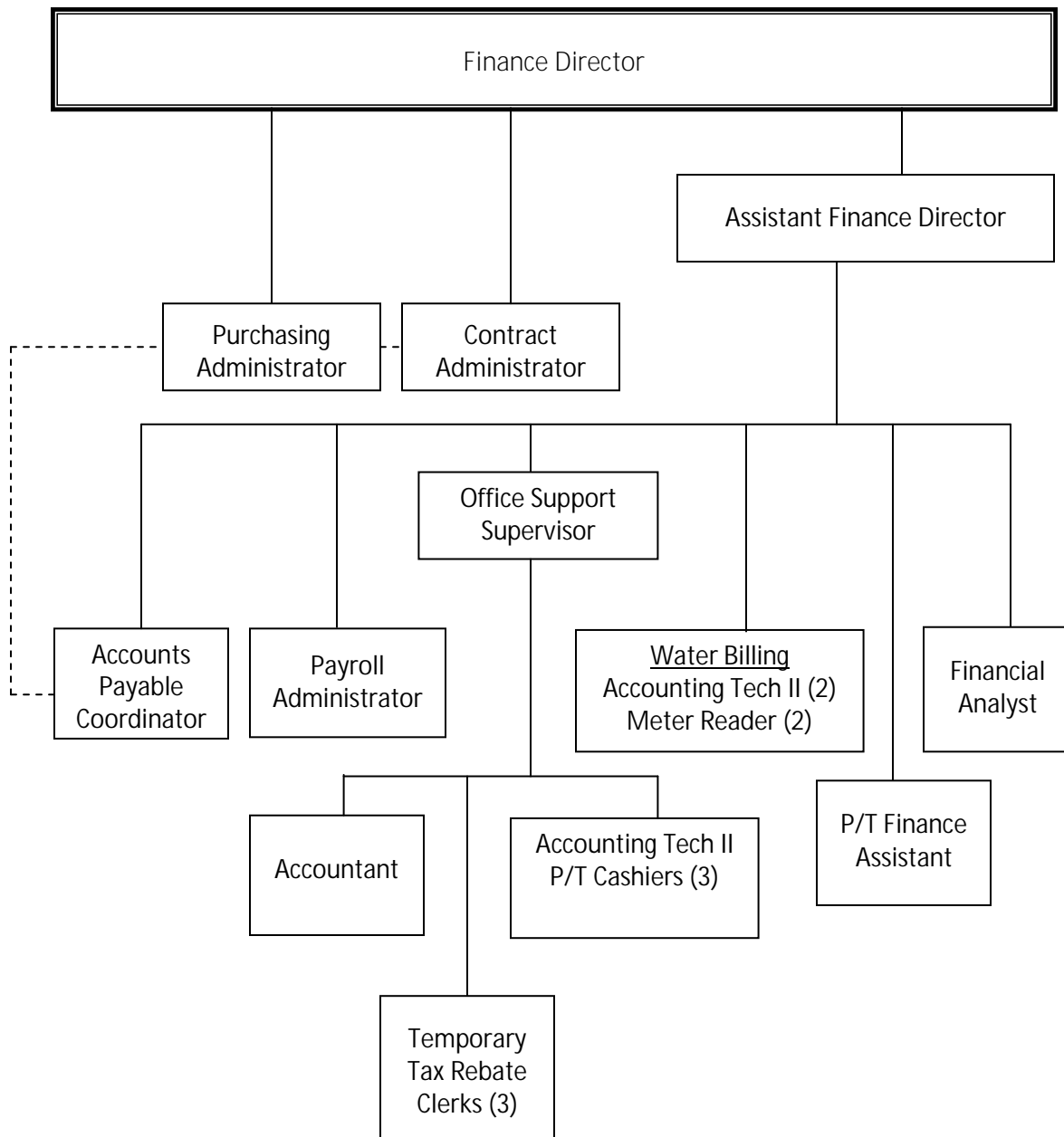


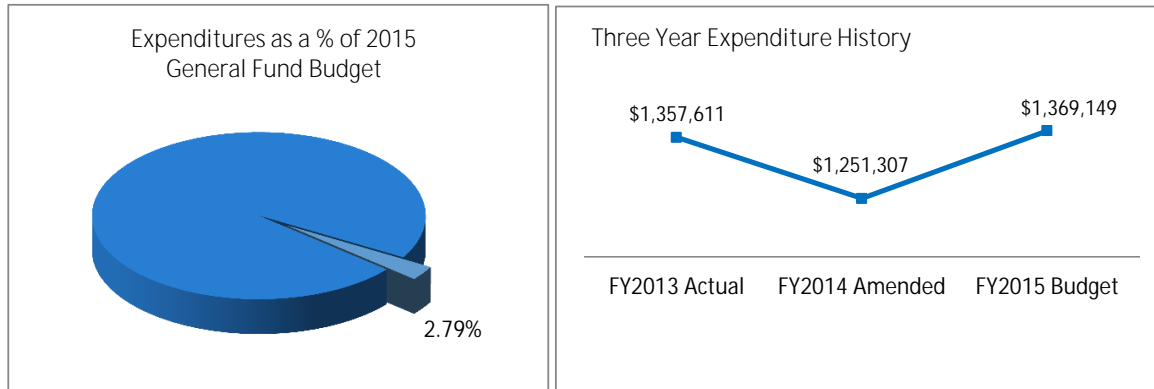
## STRATEGIC PLAN GOAL: Quality of Life

3. Provide services and support to Board members, Village employees and Village stakeholders in order to enhance core services, public events, open lands, intra-Orland Park transportation and two-way communication between the Village and its citizens and stakeholders.
  - OBJECTIVE – Implement Innoprise Work Management.
    - PURPOSE – To enhance the tracking, reporting and costing of internally and externally generated work orders, and of the Village’s capital assets.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Develop transparent, easy-to-read snapshots of the Village’s finances to provide to Village stakeholders.
    - PURPOSE - To enhance knowledge and understanding of the Village’s financial health.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Develop a long-term financial plan to identify the Village’s financial capacity.
    - PURPOSE - To continue funding operations at or above current levels, as well as to fund future capital improvement projects.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Receive the GFOA Distinguished Budget Presentation Award which is recognized nationally as a policy document, financial plan and communication device for stakeholders.
    - PURPOSE – To provide Village stakeholders with a document that communicates the Village’s operational and financial plans and policies.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Prepare the CAFR (Comprehensive Annual Financial Report).
    - PURPOSE – To provide Village stakeholders with detailed information concerning the financial condition and performance of the Village.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Implement Innoprise HR and Payroll system.
    - PURPOSE – An HR/payroll system will provide, in the short term, 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. In the long term, a comprehensive tool will provide Village management the ability to make data supported decisions regarding organizational structure opportunities, gaps and employee costs.

- COMPLETION DATE – Workflow (timesheets and PAFs) to be fully implemented by April 30, 2015; Benefits and Leave Management implementation by December 31, 2015.

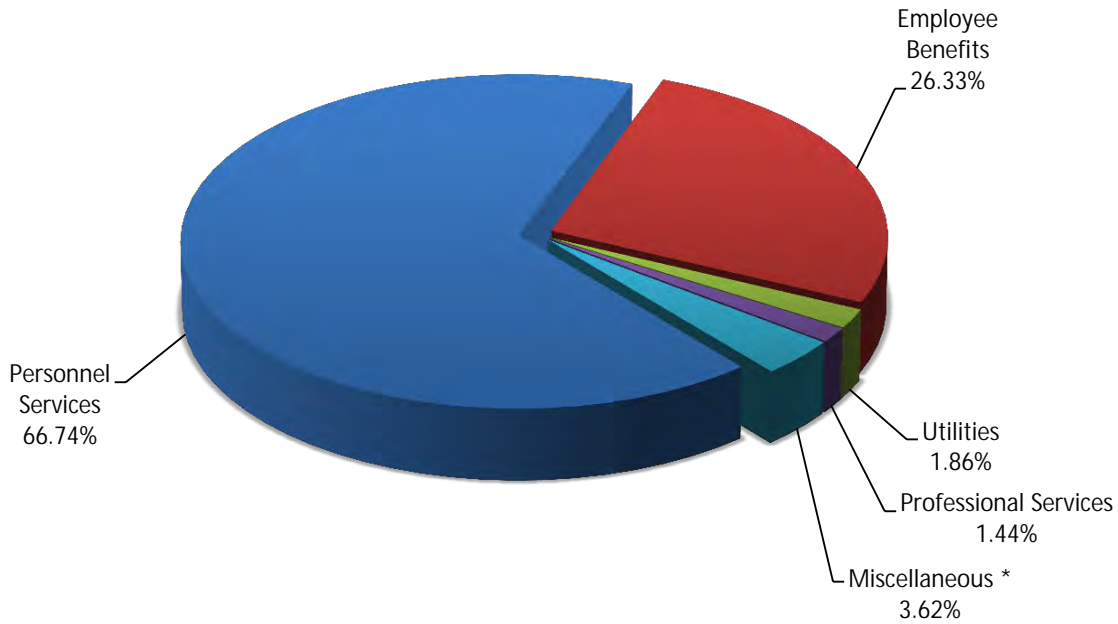
MEASURE	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate
Number of water/sewer/refuse bills produced	139,422	140,419	142,000
Number of vehicle stickers sold	41,279	4,714	41,000
Number of payroll checks issued	909	1,187	1,128
Number of payroll direct deposits issued	16,248	15,798	16,588
Percent of time that bank statements are reconciled to general ledger cash balances within 30 days of receipt of the bank statements	50%	42%	75%
Number of purchase orders created	3,755	3,565	3,600
Number of accounts payable checks issued	3,635	3,892	4,000
Number of Tax Rebate checks issued	16,181	15,455	15,000
Number of accounts payable direct deposits issued	2,069	1,897	2,000





FINANCE BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
Director of Finance	1	1	1
Assistant Finance Director	1	1	1
Water Billing Supervisor	0.5	0	0
Office Support Supervisor	0	1	1
Contract Administrator	1	1	1
Revenue Accountant	0.5	0	0
Financial Analyst	0	1	1
Purchasing Administrator	1	1	1
Accountant	1	1	1
Accounts Payable Coordinator	1	1	1
Accounting Technician II	1	1	1
Payroll Administrator	1	1	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>9</b>	<b>10</b>	<b>10</b>
PART TIME POSITION TITLE			
Financial Analyst	2	0	0
Finance Assistant	0	1	1
Clerical/Cashier	0	3	4
Seasonal Part Time	0	0	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>2</b>	<b>4</b>	<b>6</b>



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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ 758,698	\$ 915,957	\$ 842,089	\$ 913,738
Employee Benefits	307,001	344,707	343,163	360,505
Employee Reimbursements	10,634	11,259	11,044	11,594
Professional Services	19,118	24,275	20,665	19,774
Utilities	9,002	22,712	11,265	25,502
Purchased Services	2,852	2,731	2,986	3,397
Repair & Maintenance	2,455	1,019	3,981	858
Rent	4,892	7,136	4,800	7,932
Insurance	8,162	9,213	5,440	5,367
Supplies	17,408	18,438	5,874	20,482
Miscellaneous Expenses	240	164	-	-
<b>Total Expenditures</b>	<b>\$ 1,140,462</b>	<b>\$ 1,357,611</b>	<b>\$ 1,251,307</b>	<b>\$ 1,369,149</b>

DEPARTMENT MISSION:

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

DIVISION FUNCTIONS:

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

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

STRATEGIC PLAN GOAL: Quality of Life

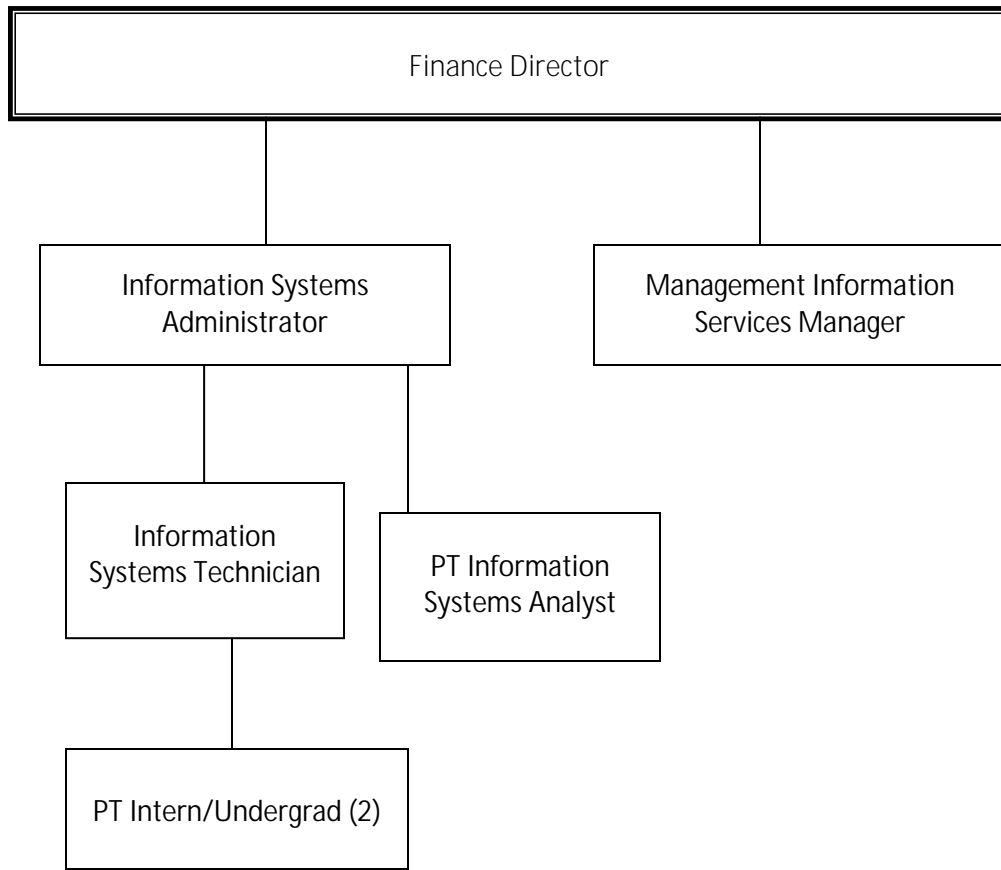
1. To provide a highly reliable and robust technology infrastructure that supports Village technology related applications used by both the community and staff.
  - OBJECTIVE – Configure and replace 40 desktop computer workstations with updated hardware and software.
    - PURPOSE – This will allow faster processing times for applications and more reliable, stable and secure personal computing for staff.
    - COMPLETION DATE – October 31, 2015
  - OBJECTIVE –Improve Village Hall computer network infrastructure.
    - PURPOSE – Replace outdated computer switching equipment with current technology that will better support high bandwidth applications.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Implement an Email Archiving and Discovery System.
    - PURPOSE – The Microsoft Online Archiving and Discovery system will allow the Village to better comply with State of Illinois e-mail retention policies. A cloud based system will better serve e-mail retention and discovery needs as well as streamline FOIA request work.
    - COMPLETION DATE – June 30, 2015

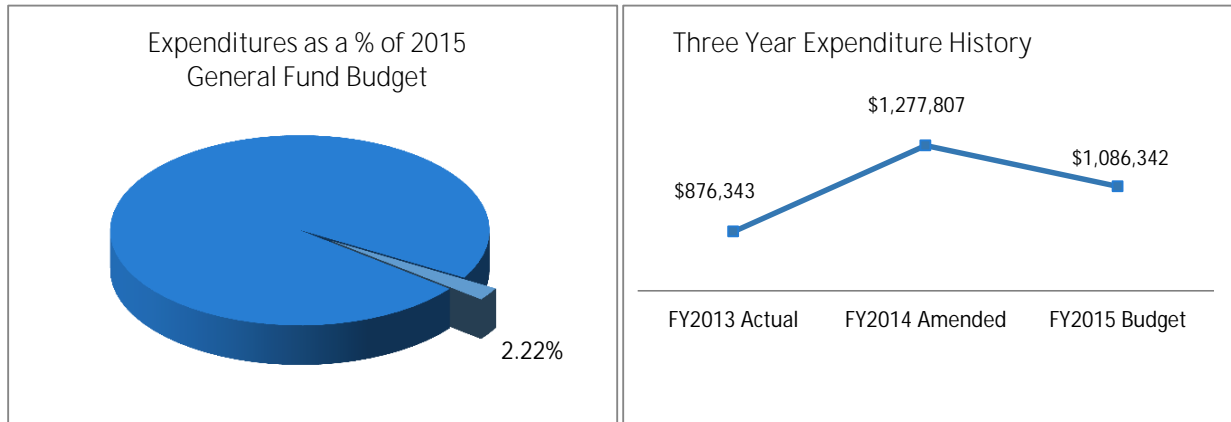


- OBJECTIVE – Perform a security audit of computer systems.
  - PURPOSE – To audit, test and scan for vulnerabilities in the Village’s computer systems with the goal of validating PCI compliance by an Approved Scanning Vendor (ASV certification).
  - COMPLETION DATE – August 31, 2015
- 2. Ensure software systems are integrated, adaptable and user friendly, and they support efficient and effective business processes and service delivery.
  - OBJECTIVE – Complete the implementation of the Innoprise Payroll and Work Order modules.
    - PURPOSE – Configure the Innoprise system Payroll and Work Order applications, convert the existing ERP system and transfer data to the new Innoprise system.
    - COMPLETION DATE – September 30, 2015
- 3. Provide residents and staff with proven, leading-edge municipal information technology that enhances communication and collaboration.
  - OBJECTIVE – Implement the Go Mobile device application.
    - PURPOSE – To provide residents with an additional method to pay utility bills and access their account information.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Update the Village’s website.
    - PURPOSE – To support the Village’s re-branding efforts by making applicable updates to the Village’s website.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Implement a new Village Website Mobile Application.
    - PURPOSE – To provide easier and faster access to the Village website using a tablet or smart phone.
    - COMPLETION DATE – December 31, 2015

STRATEGIC PLAN GOAL: Downtown Development

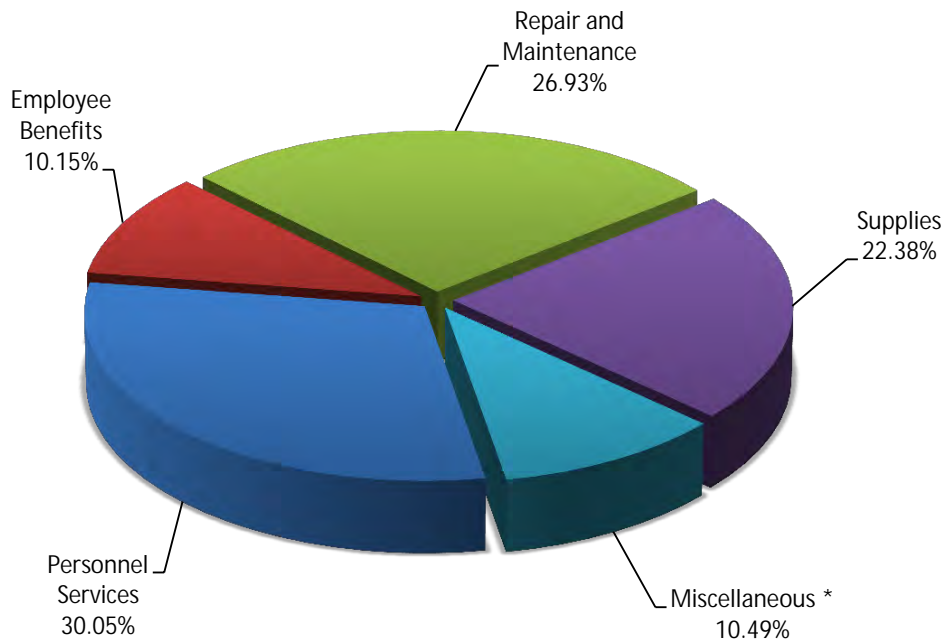
- 1. Provide residents and staff with proven, leading-edge municipal information technology that enhances communication and collaboration.
  - OBJECTIVE – Update the Downtown Orland Park Website.
    - PURPOSE – To create a Downtown Orland Park section on the Village’s website with a unique look to differentiate it from the main Village website.
    - COMPLETION DATE – October 31, 2015





MIS DIVISION BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
MIS Manager	1	1	1
Information System Administrator	1	1	1
Information Systems Technician	1	1	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>3</b>	<b>3</b>	<b>3</b>
PART TIME POSITION TITLE			
Intern / Undergrad	1	2	2
Information Systems Analyst	0	1	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>1</b>	<b>3</b>	<b>3</b>



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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ 264,516	\$ 279,605	\$ 317,987	\$ 326,480
Employee Benefits	94,756	99,500	111,561	110,227
Employee Reimbursements	33,309	4,459	10,000	4,113
Professional Services	200	13,414	3,500	30,500
Utilities	3,841	2,813	1,943	2,626
Purchased Services	58,527	48,054	79,350	74,840
Repair and Maintenance	231,097	259,616	296,276	292,557
Insurance	3,836	4,260	1,780	1,884
Supplies	225,156	164,622	455,410	243,115
<b>Total Expenditures</b>	<b>\$ 915,237</b>	<b>\$ 876,343</b>	<b>\$ 1,277,807</b>	<b>\$ 1,086,342</b>

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 operate under a Committee structure. Each Committee consists of three Board members with one Board member acting as chairperson. The committees are focused on the following areas:

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

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

During FY2015, the following strategic goals and objectives continue to be priorities as defined by the Village Board of Trustees:

STRATEGIC PLAN GOAL: Economic Development

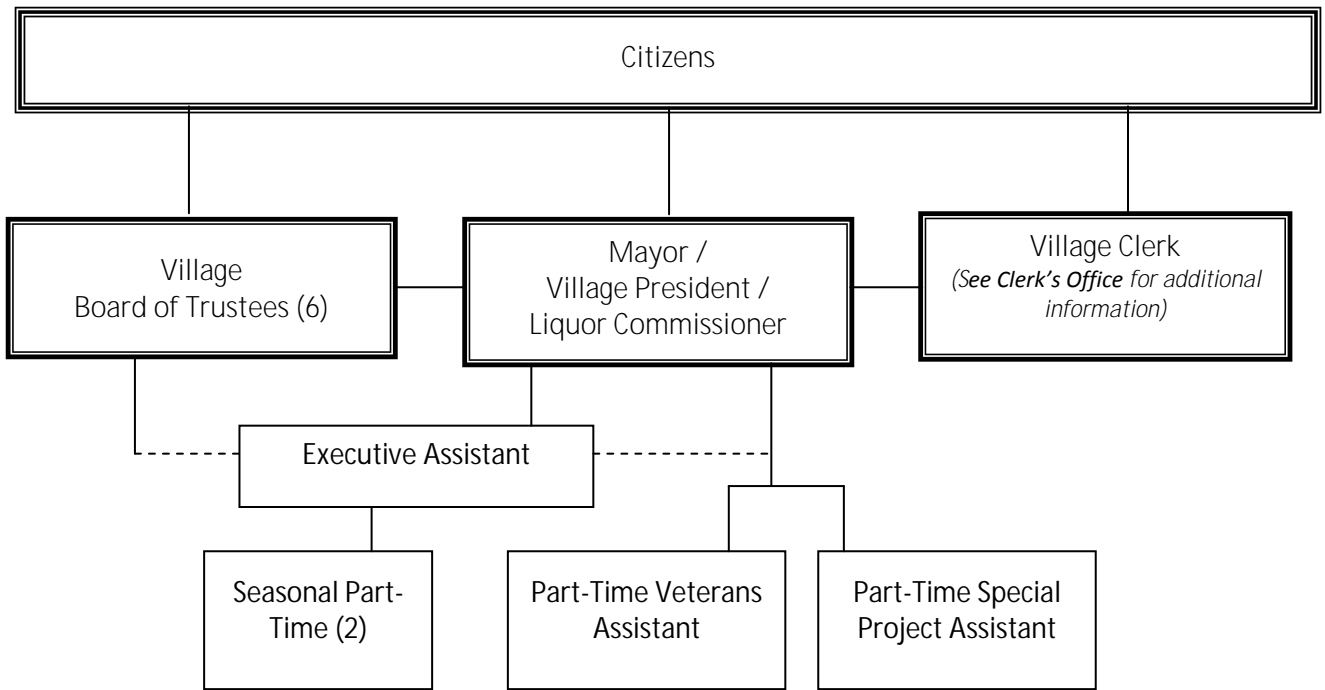
1. Support the formation of an I-80 Development Initiative.
2. Recruit targeted professional services, restaurants and entertainment businesses to the Village of Orland Park.
3. Develop a program for the revitalization of legacy retail centers in Orland Park.

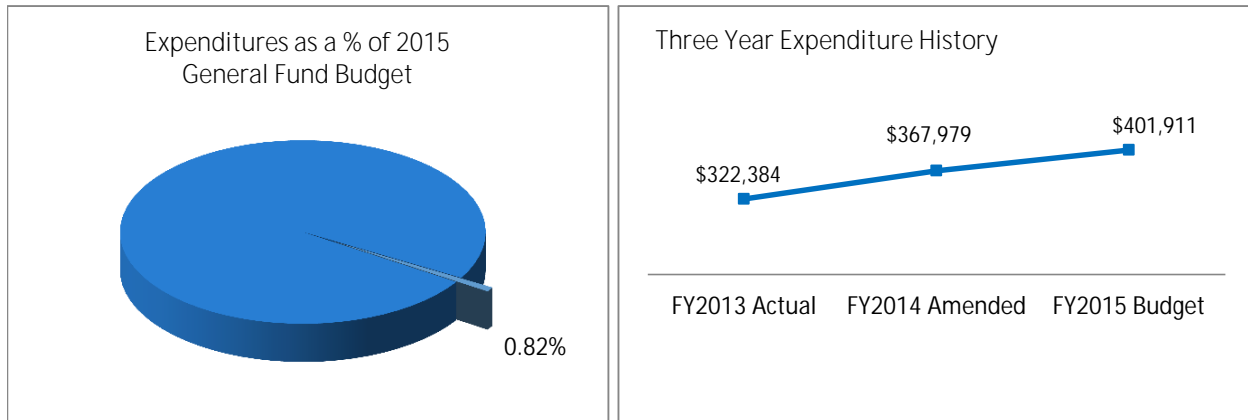
STRATEGIC PLAN GOAL: Downtown Development

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

STRATEGIC PLAN GOAL: Quality of Life

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

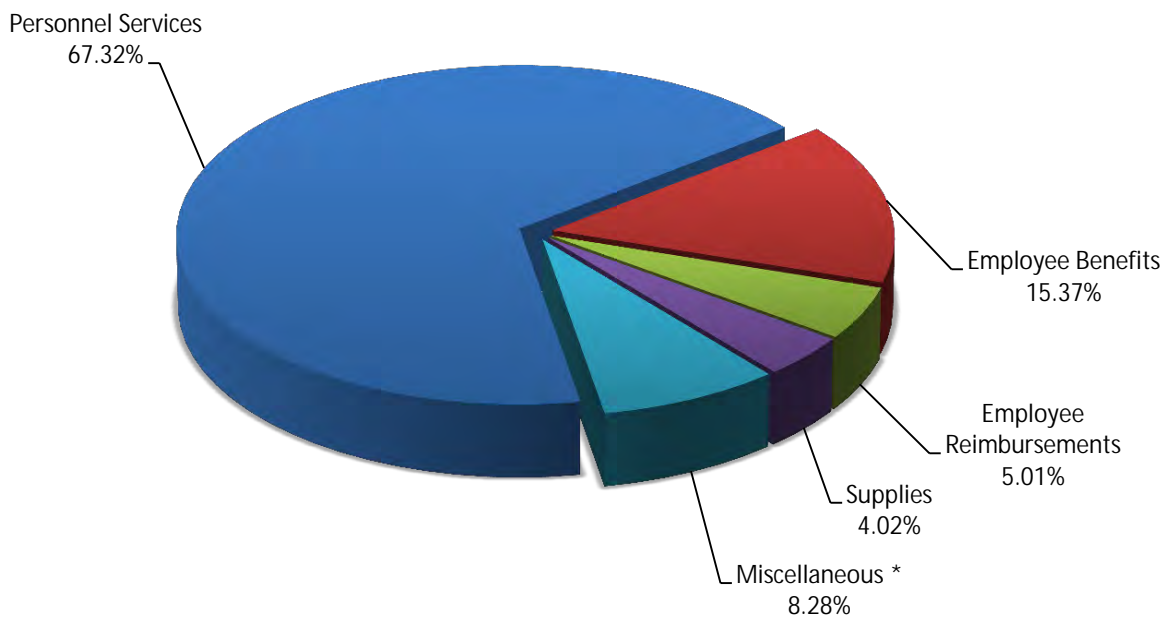




OFFICIALS BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
Administrative Assistant	1	1	0
Executive Assistant to Mayor	0	0	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>
PART TIME POSITION TITLE			
Mayor	1	1	1
Village Clerk	1	1	1
Trustees	6	6	6
Temporary Administrative Assistant	2	1	0
Intern/Undergrad	1	1	0
Seasonal Part Time	0	0	2
Special Project Assistant	0	0	1
Veteran's Assistant	0	0	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>11</b>	<b>10</b>	<b>12</b>





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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ 217,696	\$ 231,494	\$ 257,734	\$ 270,553
Employee Benefits	50,433	52,667	58,987	61,781
Employee Reimbursements	11,337	11,616	19,124	20,128
Professional Services	3,540	1,874	2,500	2,500
Utilities	1,258	1,053	1,000	1,600
Repair and Maintenance	53	40	160	40
Insurance	2,128	2,749	2,929	3,084
Supplies	4,800	9,657	10,475	16,155
Miscellaneous Expenses	8,187	11,234	15,070	26,070
<b>Total Expenditures</b>	<b>\$ 299,432</b>	<b>\$ 322,384</b>	<b>\$ 367,979</b>	<b>\$ 401,911</b>

- *Board of Fire and Police Commission*

The Board of Fire and Police Commission oversees the testing and interviewing of all potential police 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 Commission consists of three members that are appointed by the Mayor 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.
- *Plan Commission*

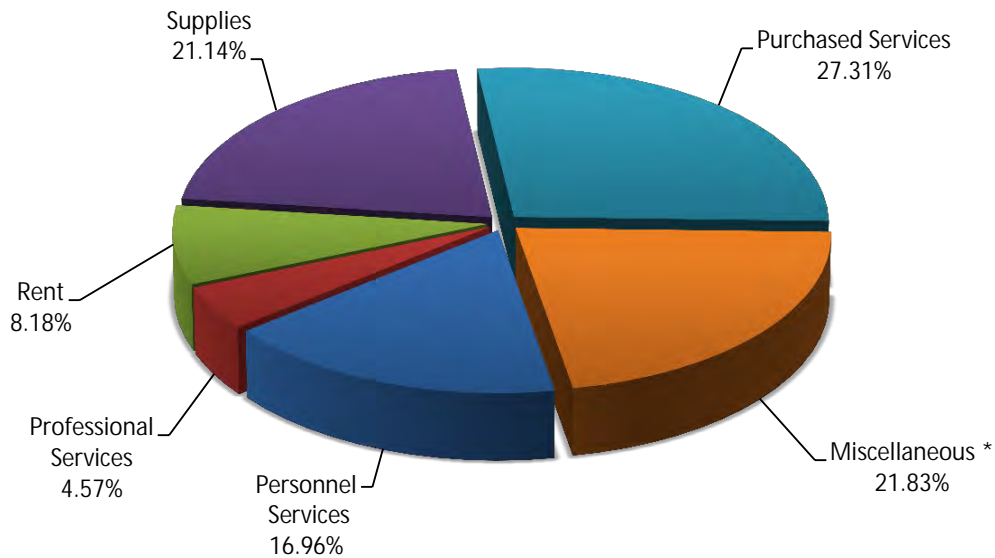
The Plan Commission is responsible for submitting to the Village Board recommendations relative to development review and land use planning. The Commission also hears reviews and makes recommendations to the Village Board regarding approval or disapproval of applications for major special use permits. 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 about the equipment, facilities, personnel, programs and activities in the operation and maintenance of the Village's recreation system. The Board is also responsible for recommendations to the Village Board about the location of new parks, playgrounds, swimming pools, and other recreational facilities. The Board consists of nine members who serve for one year terms.
- *Veterans Commission*

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

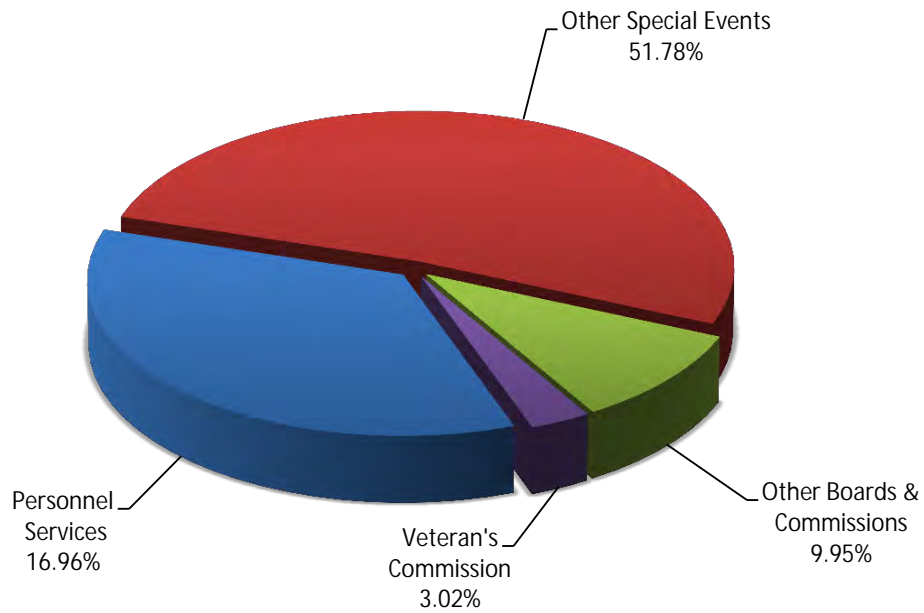
- *Zoning Board of Appeals*  
The Zoning Board of Appeals is responsible for holding hearings and making decisions in regards to applications for variances and appeals. The Board consists of four Hearing Officers who serve for one year terms.
- *Taste of Orland*  
The Taste of Orland is an annual three day event held on the Village center grounds during the late summer. The community event brings together area restaurants, entertainment, and the residents of Orland Park and surrounding communities. The event is organized with the assistance of Village Trustees and various Village departments.
- *Special Events*  
This division accounts for community wide special events such as the July 4<sup>th</sup> festivities, the Farmer's Market, Centennial Park West concerts, Art in the Park, as well as many other seasonal events. This includes all expenses related to those events, such as advertisement, marketing, supplies, and personnel costs.



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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ 51,733	\$ 67,035	\$ 76,819	\$ 81,775
Employee Benefits	6,388	8,788	10,028	12,175
Employee Reimbursements	6,579	12,755	7,925	7,925
Professional Services	30,340	18,054	26,476	22,040
Utilities	16,838	14,366	18,190	13,325
Purchased Services	91,962	128,523	161,224	131,706
Rent	35,019	34,272	34,352	39,465
Insurance	4,899	5,085	5,085	5,300
Supplies	95,155	66,370	97,039	101,962
Miscellaneous Expenses	49,104	49,794	61,537	66,540
<b>Total Expenditures</b>	<b>\$ 388,016</b>	<b>\$ 405,040</b>	<b>\$ 498,675</b>	<b>\$ 482,213</b>

The Boards, Commissions and Special Events department expenditures equal 0.98% of the total 2015 General Funds budget.



DEPARTMENT MISSION:

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

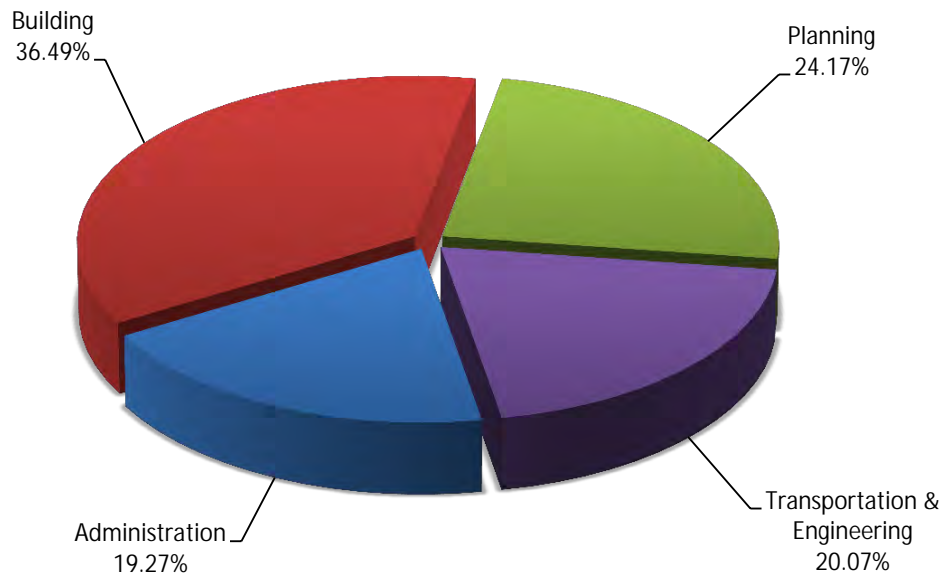
Foster and support economic growth by encouraging neighborhood investment, business expansion, business retention and community revitalization.

DEPARTMENT FUNCTIONS:

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

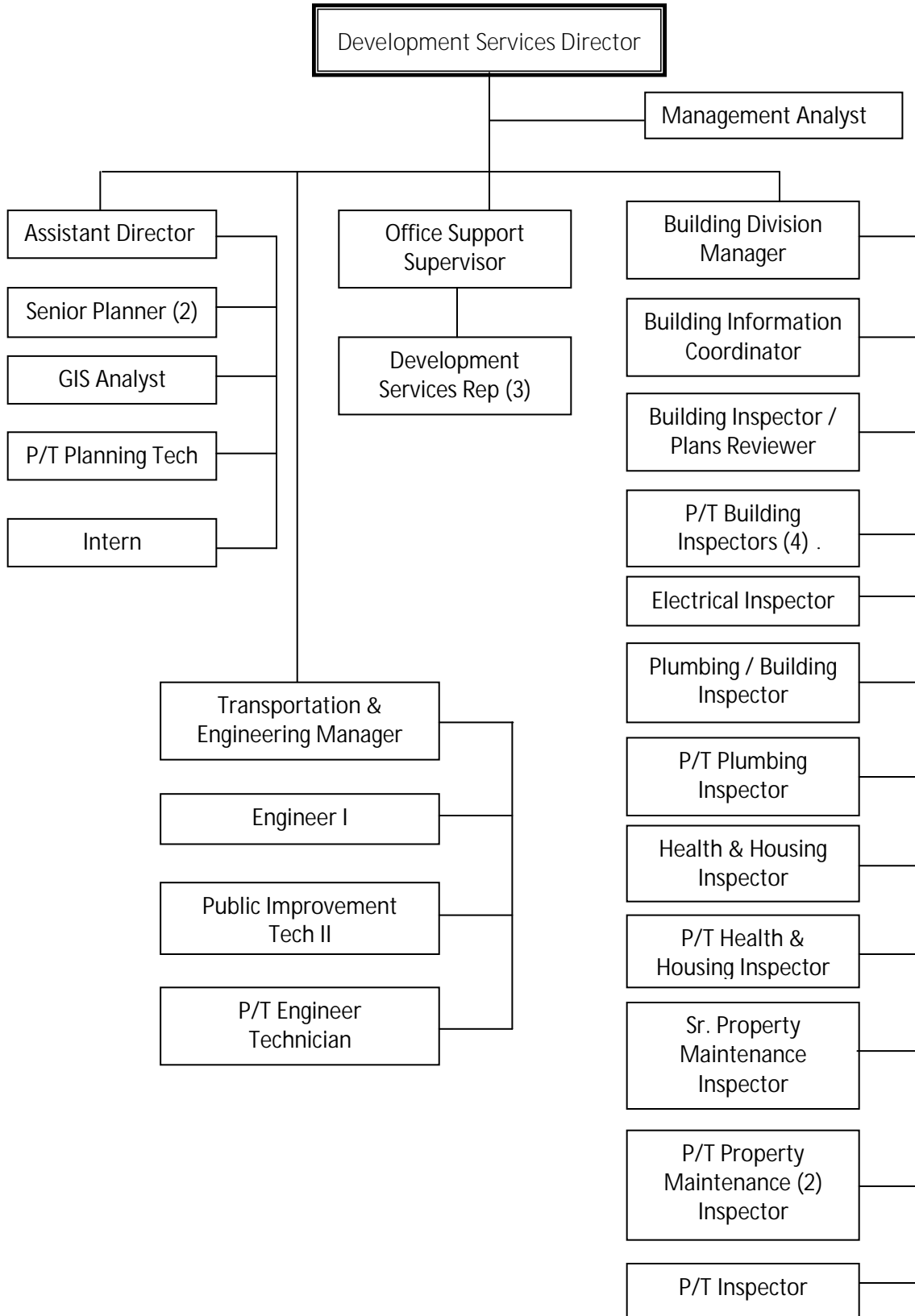
The Department is charged with providing design review, code enforcement, long-term strategic planning and coordinated and balanced customer service to residents and the business community. The Department strives to provide professional advice, technical expertise and quality customer service to achieve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

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



	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Administration	\$ 673,939	\$ 756,146	\$ 611,428	\$ 632,690
Building	1,102,642	1,186,483	1,092,666	1,198,032
Planning	936,488	619,954	837,568	793,331
Transportation & Engineering	1,907	526,463	720,207	658,796
	<u>\$ 2,714,976</u>	<u>\$ 3,089,046</u>	<u>\$ 3,261,869</u>	<u>\$ 3,282,849</u>





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, and staff in the various Village departments.

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.

ECONOMIC DEVELOPMENT ACTIVITIES

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

STRATEGIC PLAN GOAL: Quality of Life

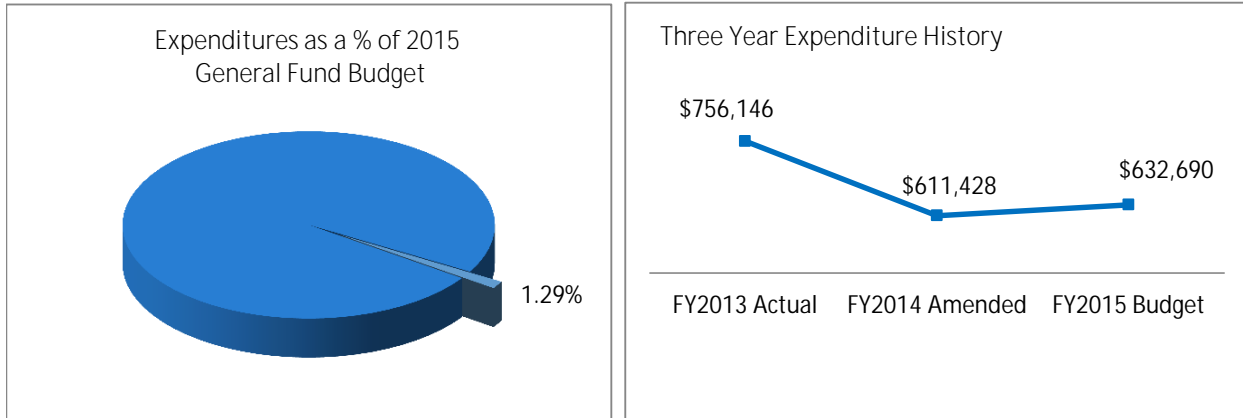
1. Provide a comprehensive, technically supported software program to track all departmental tasks.
  - OBJECTIVE – Complete revisions and thorough analysis of newly implemented Innoprise software to ensure that Development Services modules are being used to their fullest potential.
    - PURPOSE – Allow departments to have information available electronically to better perform tasks, improve communication between departments, and provide the most updated information and access to development projects. Provide for efficient and effective performance of job responsibilities across divisions.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Implement a paperless health inspection process.
    - PURPOSE – Provide better business service, reduce duplicity and improve staff efficiency.
    - COMPLETION DATE – December 31, 2015

- OBJECTIVE – Complete the setup of the Projects Module of the Innoprise System for tracking all new projects from conception to issuance of the Final Certificate of Occupancy.
    - PURPOSE – Provide easy access to all data regarding new projects and accurate tracking of all required processing steps.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Complete the annual collection of ICMA performance measures for the Development Services Department.
    - PURPOSE – Provide for efficient and effective performance of job responsibilities across departments.
    - COMPLETION DATE – December 31, 2015
2. Update and expand a comprehensive departmental operating procedure manual to enhance/improve consistency and customer service.
- OBJECTIVE – Expand a complete source of information outlining procedures for all duties of the department. 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, and to initiate cross training.
    - COMPLETION DATE – December 31, 2015
3. Continue to improve and enhance the Development Services section of the **Village's** website.
- OBJECTIVE – Develop new ways to reach out to the community. Create new applications of uses for Village website, such as interactive forms and permit submittals. Start by accepting sign permit applications online by the third quarter 2015.
    - PURPOSE – To provide better service to our residents, developers, and contractors.
    - COMPLETION DATE – December 31, 2015, on-going

STRATEGIC PLAN GOAL – Economic Development

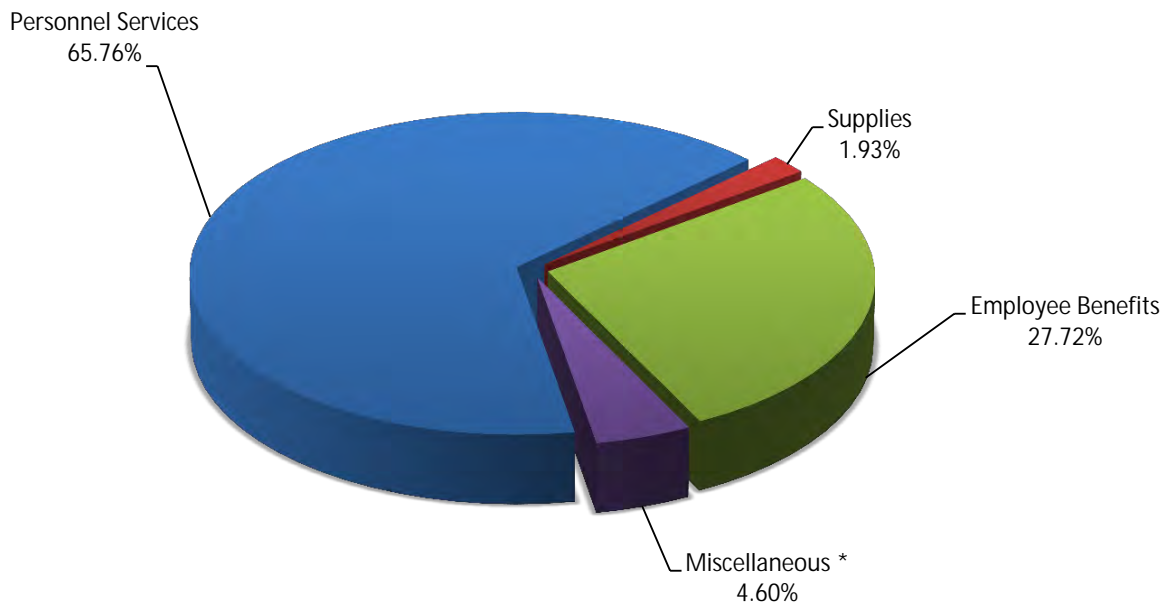
4. Better refine and **update demographic and shopping statistics of the Village's** estimated trade area as needed.
- OBJECTIVE – Obtain subscription to Co-Star.
    - PURPOSE- To market/attract top tier targeted restaurants and entertainment businesses to locate in Orland Park.
    - COMPLETION DATE – December 31, 2015

5. Enable existing businesses to be successful in the Village of Orland Park by identifying and removing barriers.
  - OBJECTIVE – Conduct the Village’s Business Retention Program in-house and complete 30 retention visits in 2015.
    - PURPOSE – To provide an understanding of the business climate; specifically the challenges, needs, and opportunities of commercial offices and industries.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Complete a report of the 2014 Business Retention Visits.
    - PURPOSE – To gain a full understanding of the data collected in order to gauge Orland Park’s current business climate. Review results to determine how the program can be improved.
    - COMPLETION DATE – December 31, 2015
6. Complete the Village-wide Wayfinding and Branding Plan.
  - OBJECTIVE – Finalize a branding program that captures Downtown Orland Park and each of the four other districts in conjunction with the Village-wide branding and wayfinding project.
    - PURPOSE - Develop a 'new downtown' mixed-use, pedestrian friendly district where residents can live, work, shop, and be entertained.
    - COMPLETION DATE – December 31, 2015
7. Provide staff support and assistance to the Economic Development Advisory Board.
  - OBJECTIVE – In conjunction with the Village Board of Trustees, evaluate the function and focus of the Economic Development Advisory Board.
    - PURPOSE – To provide support and guide the direction of the Economic Development Advisory Board.
    - COMPLETION DATE – December 31, 2015



DEVELOPMENT SERVICES (ADMINISTRATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
Development Services Director	1	1	1
Office Support Supervisor	1	1	1
Management Analyst	0	1	1
Development Services Representative	2	3	3
Development Services Representative II	1	0	0
<b>TOTAL FULL TIME PERSONNEL</b>	<b>5</b>	<b>6</b>	<b>6</b>
PART TIME POSITION TITLE			
Intern / Masters (Seasonal)	1	1	0
<b>TOTAL PART TIME PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>0</b>



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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ 403,163	\$ 528,595	\$ 392,201	\$ 416,027
Employee Benefits	164,523	185,764	179,242	175,368
Employee Reimbursements	9,488	8,698	10,070	15,220
Professional Services	71,500	1,256	-	-
Utilities	392	1,162	2,660	1,714
Repair & Maintenance	1,847	1,456	3,081	9,794
Insurance	3,664	4,065	2,524	2,357
Supplies	19,350	24,385	21,650	12,210
Miscellaneous Expenses	12	765	-	-
<b>Total Expenditures</b>	<b>\$ 673,939</b>	<b>\$ 756,146</b>	<b>\$ 611,428</b>	<b>\$ 632,690</b>

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 businesses, 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.
- 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 damage resulting from fires, vehicle accidents, weather and storm damage, and fire sprinkler activations. Evaluates damages to determine occupancy approval.
- Inspect and license new and existing rental housing units and buildings to conform to the Village's Rental Housing Code in Title 5 Chapter 8 of the Village Code.
- Track monthly permits for amounts and values.

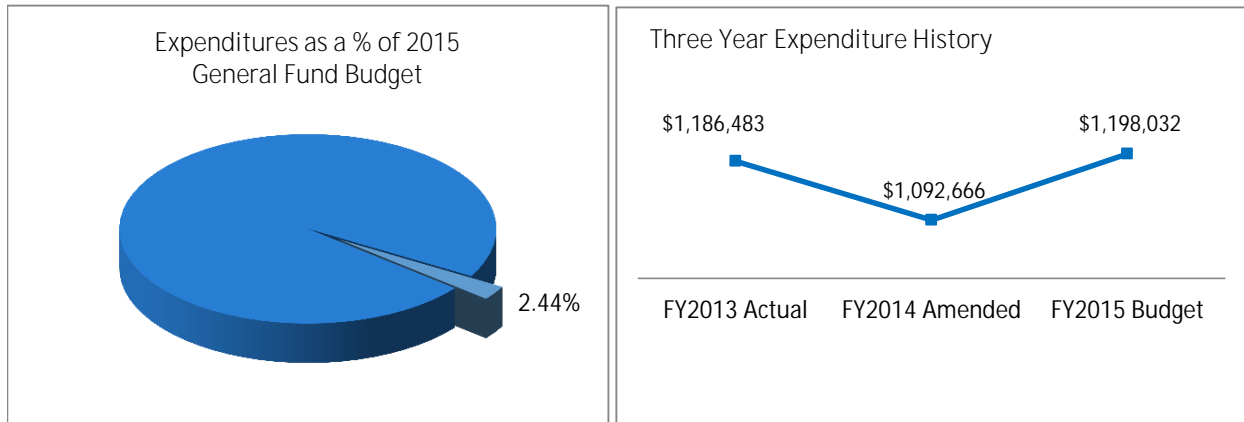


STRATEGIC PLAN GOAL: Quality of Life

1. Update current National Model Codes and State of Illinois Codes for Adoption as referenced in Title 5 of the Village Code.
  - OBJECTIVE – Ensure that the Building Division is operating under the most current code provisions using the 2015 edition published by the International Code Council (ICC) including existing Village amendments.
    - PURPOSE – To promote high quality development, ensure the safety of Orland Park residents and business owners, and maintain Village quality standards.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Update the existing plumbing code with amendments permitted by the State of Illinois mandated amendments.
    - PURPOSE - Improve plumbing regulations for public welfare and benefits to existing and future land owners within the Village.
    - COMPLETION DATE – April 1, 2015
  - OBJECTIVE - Update the Mechanical Code to the 2015 editions published by the ICC with Village amendments (Village Code 5-6).
    - PURPOSE – Unify the adopted codes for a legal cross-reference of amendments in the Village Code Title 5’s chapters.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Update the Rental Housing Code (Village Code 5 - 8).
    - PURPOSE - Support and insure the well-being of families who rent residential units within the Village. Unify rules with the Property Maintenance Code noted below.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Review the 2015 International Property Maintenance Code for possible future adoption (Village Code 5-7).
    - PURPOSE – Unify the adopted codes for a legal cross-reference of existing Village Code amendments.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE - Revise the fee ordinance for construction permits issued (Village Code 5-2).
    - PURPOSE - Maintain required staff personnel to enforce adopted codes.
    - COMPLETION DATE – December 31, 2015
2. Enhance methods **for public access to pending building permit’s status**, and improve tracking of residential and commercial plan reviews through Innoprise.

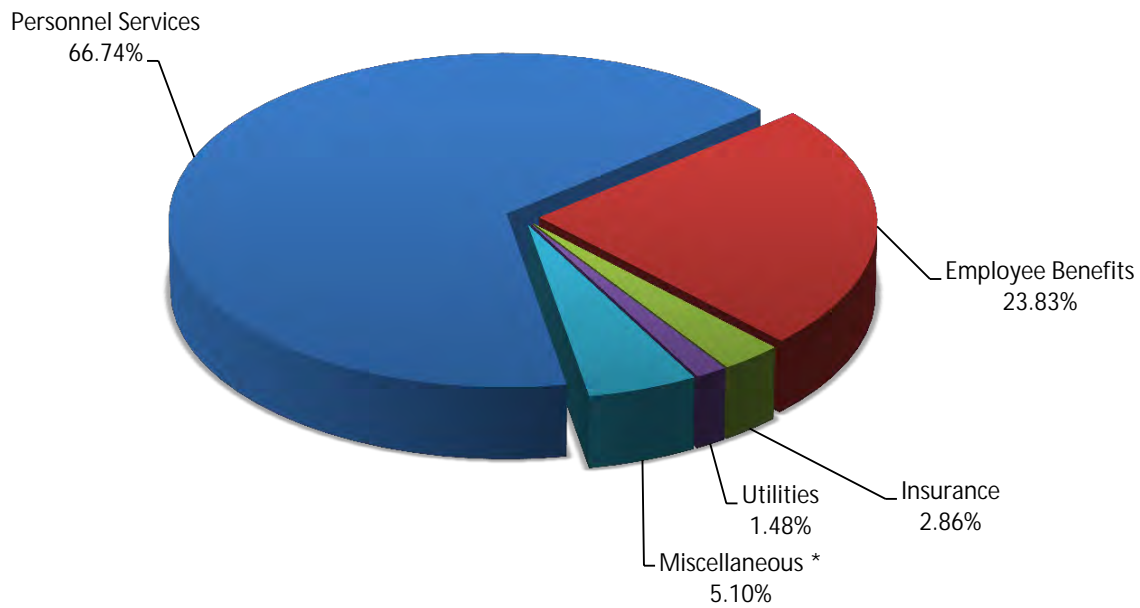
- OBJECTIVE – Provide online computer access to review the status of residential permit applications.
    - PURPOSE – Support requests for pending permit application questions through computer access by using an application number or other means of private/public access.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Enhance computer tracking of residential/commercial plan reviews for new buildings, additions, remodeling and renovations, including permit application information and plans.
    - PURPOSE – To improve the methods of tracking residential permit applications.
    - COMPLETION DATE – December 31, 2015
3. Revise the Orland Fire District intergovernmental agreement.
- OBJECTIVE - Monitor inspection records of the Orland Fire District for the actual amount of business license/property maintenance inspections performed in the 2015 calendar year.
    - PURPOSE – Provide better tracking for services rendered in 2015.
    - COMPLETION DATE – December 31, 2015
4. Train staff to review permits and log results using Innoprise.
- OBJECTIVE - Establish a better process for the completion of active/inactive minor permit files for transfer into Village archives.
    - PURPOSE - To complete inactive final inspections when permit addresses are near scheduled daily inspection requests. Archive old permits for cost effective use of time.
    - COMPLETION DATE – December 31, 2015
5. Improve staff cross training for code specialties and for performing additional duties.
- OBJECTIVE – Continue staff training for multiple code certifications in construction trades.
    - PURPOSE – Increase the number of trained inspectors who are capable of backing up other code specialists, i.e. employees with multiple code certifications.
    - COMPLETION DATE – December 31, 2015
6. Instruct inspectors about the legal aspects of code administration.
- OBJECTIVE – Educate inspectors about legal requirements for interacting with land owners before enforcement proceedings can begin.
    - PURPOSE - Protect the Village of Orland Park from future liabilities.
    - COMPLETION DATE – December 31, 2015, on-going

MEASURE	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate
Number of single-family permits issued (Detached)	39	33	36
Number of multi-family permits issued (Townhomes and Condominiums)	26	23	30
Number of single family additions/remodels	21	79	17
Number of new commercial building permits	6	1	n/a
Commercial permits other than new	223	220	230
Code enforcement issues handled	1,134	1,132	1,200
Demolition permits	24	10	15
Business license inspections	2,176	1,190	2,200
Health inspections	862	804	900
Permit related inspections	9,359	8,276	8,817
Hearing officer cases	245	247	239
Rental registrations	735	800	767
Rental housing inspections	256	138	197
Fire protection reviews	135	131	133



DEVELOPMENT SERVICES (BUILDING DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
Building Division Manager	1	1	1
Senior Property Maintenance Inspector	1	1	1
Building Inspector & Plan Reviewer	1	1	1
Electrical Inspector	1	1	1
Building Information Coordinator	1	1	1
Plumbing / Building Inspector	1	1	1
Health / Housing Inspector	1	1	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>7</b>	<b>7</b>	<b>7</b>
PART TIME POSITION TITLE			
Plumbing Inspector	1	1	1
Property Maintenance Inspector	0	2	2
Building Inspector	3	4	4
Health / Housing Inspector	1	1	1
Inspector	0	0	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>5</b>	<b>8</b>	<b>9</b>



\*Miscellaneous category includes Employee Reimbursements, Professional Services, Repair & Maintenance, Purchased Services and Supplies.

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ 638,198	\$ 762,165	\$ 727,455	\$ 799,530
Employee Benefits	235,189	267,443	290,229	285,450
Employee Reimbursements	6,607	5,450	6,955	12,155
Professional Services	17,537	15,380	15,500	15,500
Utilities	13,069	17,354	17,389	17,759
Purchased Services	3,841	7,320	8,000	30,000
Insurance	186,578	108,480	-	34,238
Repair & Maintenance	-	45	24,138	-
Supplies	1,624	2,846	3,000	3,400
<b>Total Expenditures</b>	<b>\$ 1,102,642</b>	<b>\$ 1,186,483</b>	<b>\$ 1,092,666</b>	<b>\$ 1,198,032</b>

#### DIVISION FUNCTIONS:

The Planning Division of the Development Services Department is charged by the Village Board with providing professional guidance in achieving the Village's long-term vision of guiding growth in its neighborhoods, while protecting and enhancing Orland Park's natural and physical environment. This is achieved by value-added design review, initiation of key capital improvement projects and targeted grant funding for projects, comprehensive plan 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. In 2013, the Board adopted a new Comprehensive Plan, completed in house by current staff. This effort saved the Village over \$200,000. Implementing Comprehensive Plan objectives will be a continued focus in coming years.

#### DEVELOPMENT REVIEW ACTIVITIES

Planning Division staff plays an active role in reviewing and processing all new developments proposed in the Village. Review of all projects includes not only checking for code compliance, but also understanding site design and architecture to ensure 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.

#### 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 Village's cultural heritage and history 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 serves as the basis for preservation code and policy. The RAI Survey continues to assist in the re-evaluation of the Historic District comprehensively nearly 20 years after it was first established. In 2014, the Village updated its Historical Preservation Program to decommission the Historic Preservation Review Committee and assign its duties and obligations to the community's expert development group, the Plan Commission. This action will help streamline the review process and ensure comprehensive planning of the downtown area.

#### ORLAND PARK ENTERPRISE GEOGRAPHIC INFORMATION SYSTEM (GIS)

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

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

#### OPEN LANDS CORPORATION

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

#### STELLWAGEN FAMILY FARM FOUNDATION

This foundation strategizes and coordinates fundraising, plans site improvements and activities, and oversees historic interpretation. Staff provides support for bi-monthly meetings, work meetings, research, grant administration, and coordination activities. In 2015, a consultant will be hired to complete a master plan for the farm.

#### GRANTS AND FUNDING SOURCES

Staff will continue to research and apply for various grants and alternative funding sources and will be involved in their administration and implementation. This will include overseeing consultants, design work and strategizing for each project.

#### STRATEGIC PLAN GOAL: Economic Development

1. Guide and manage development and redevelopment in the Village.
  - OBJECTIVE – Conduct detailed reviews of pre-concept development and redevelopment plans.
    - PURPOSE - To guide Orland Park development and redevelopment in the context of Board policy, the Land Development Code and the Comprehensive Plan.
    - COMPLETION DATE – December 31, 2015, on-going



- OBJECTIVE – Process petitioned developments in a timely and comprehensive manner, leading the project through internal reviews, necessary commissions/committees, Board approvals and follow up ordinances, plats and agreements. Using Innoprise, track the time it takes for each approval. Analyze results to determine reasons for delay and possible solutions to improve the process.
  - PURPOSE - To guide Orland Park development and redevelopment in the context of Board policy, the Land Development Code and the Comprehensive Plan.
  - COMPLETION DATE – December 31, 2015 (on-going)
  
- OBJECTIVE – Evaluate the status of the tree mitigation account, and complete a list and timeline of target projects including the Teppco plantings.
  - PURPOSE - Effectively use the tree mitigation account to plant additional trees in public spaces throughout the Village, maintaining Orland Park's status as a Tree City USA.
  - COMPLETION DATE – December 31, 2015
  
- 2. Formulate an I-80 Development initiative.
  - OBJECTIVE – Complete a draft of the I-80 Corridor District Zoning Code.
    - PURPOSE – Provide guidance and regulation for the unique area along Orland Parkway near I-80 and other employment centers throughout Orland Park.
    - COMPLETION DATE – December 31, 2015
  
  - OBJECTIVE – Complete a targeted industry study to determine which businesses are most likely to locate in the Village, and which areas would each industry find most attractive.
    - PURPOSE – Encourage and attract new businesses and expand employment opportunities for Orland Park.
    - COMPLETION DATE –December 31, 2015
  
- 3. Develop a program for the recruitment of targeted professional services, restaurants & entertainment businesses in Orland Park.
  - OBJECTIVE – Attend at least three trade shows to promote Orland Park.
    - ICSC Retail Conventions
    - Chamber Events & Shows
    - Southwest Conference of Mayors Municipal Expo
    - WEN (Will County Economic Tradeshow)
    - Chicago Industrial Partnership Industrial Summit
    - IDC Site Selectors Forum
    - Midwest Idea Exchange
  - PURPOSE – To market Orland Park as a premier location for industry, employment, restaurant and entertainment businesses.
  - COMPLETION DATE – December 31, 2015
  
- 4. Market and oversee the Appearance Improvement Grant program for legacy retail centers and support the redevelopment of transitioning properties in Orland Park.

- OBJECTIVE – Identify legacy shopping centers for renovation through the Appearance Improvement Grant program and meet with property owners to present ideas and reinvestment opportunities.
  - PURPOSE – To maintain and improve the appearance of existing retail centers throughout the Village.
  - COMPLETION DATE – December 31, 2015
- 5. Use **the Village’s Comprehensive Plan to** draft implementation chapters for the future of Orland Park that follows the mission of Quality Places / Natural Spaces.
  - 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, 2015

STRATEGIC PLAN GOAL: Downtown Development

- 6. Use economic development tools to encourage commercial redevelopment and revitalization, specifically along existing corridors and within Downtown Orland Park.
  - OBJECTIVE – Develop Phase II work plan for Downtown Orland Park, including site plans, road improvements and density studies.
    - PURPOSE – Develop a 'new downtown' mixed-use, pedestrian friendly district where residents can live, work, shop and be entertained.
    - COMPLETION DATE – December 31, 2015
  - 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, 2015
  - OBJECTIVE – Complete 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, 2015
- 7. Create a long term plan for the development of the downtown.
  - OBJECTIVE – Complete plans for approval for the University of Chicago Medical Center Project.
    - PURPOSE - Develop a 'new downtown' mixed-use, pedestrian friendly district where residents can live, work, shop, and be entertained.
    - COMPLETION DATE - December 31, 2015

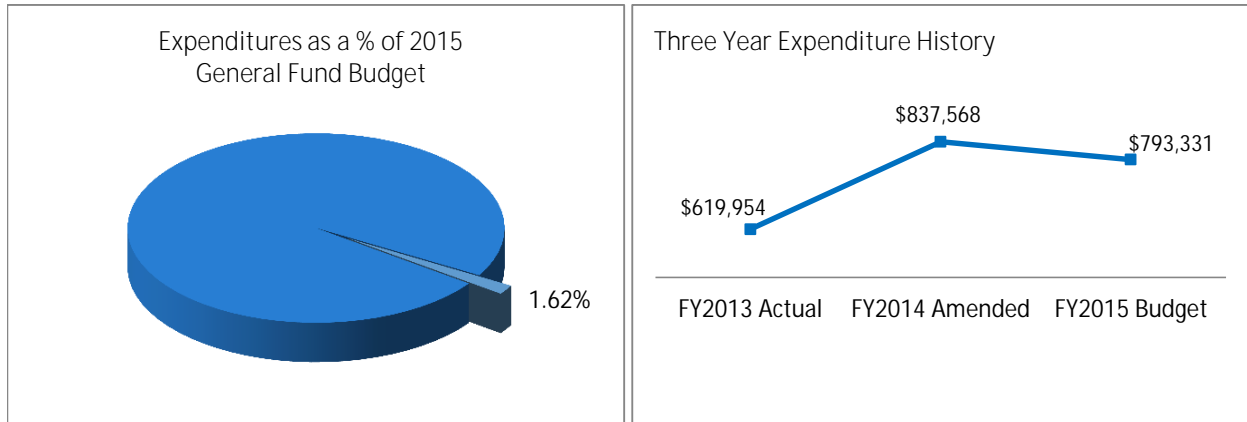
- OBJECTIVE – Utilize Zoom Prospector software to create a Downtown business directory.
  - PURPOSE - Develop a 'new downtown' mixed-use, pedestrian friendly district where residents can live, work, shop, and be entertained.
  - COMPLETION DATE – December 31, 2015

STRATEGIC PLAN GOAL: Quality of Life

8. Enhance Core Services.
  - OBJECTIVE – Improve use of Innoprise for tracking planning items. Utilize Innoprise at the end of the year to determine how many inquiries/pre-concept meetings resulted in actual projects.
    - PURPOSE – To effectively track progress of planning projects and help improve efficiency.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Evaluate the development and engineering review process. Interview key employees and provide a flow chart of the proposed process.
    - PURPOSE – To provide a more streamlined review process.
    - COMPLETION DATE – June 30, 2015
9. Update the Land Development Code in order to clarify code requirements, reflect currently accepted planning standards, consider the changing development market, and promote a more legible format.
  - OBJECTIVE – Complete two bulk clarification revisions of the Land Development Code.
    - PURPOSE – To update, correct and clarify the Land Development Code.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Complete a full review and update of the Village’s Landscape Code.
    - PURPOSE – To clarify current code requirements.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Complete a full review and update of the Village’s Signage Code.
    - PURPOSE – To clarify current code requirements.
    - COMPLETION DATE – December 31, 2015
10. Improve the level of transparency and property information digital sharing.
  - OBJECTIVE – Train and educate employees with “How To” training materials regarding GIS functions.
    - PURPOSE – To coordinate efforts and optimize interdepartmental reliability and provide training and support to other departments for optimal GIS utilization.
    - COMPLETION DATE – December 31, 2015

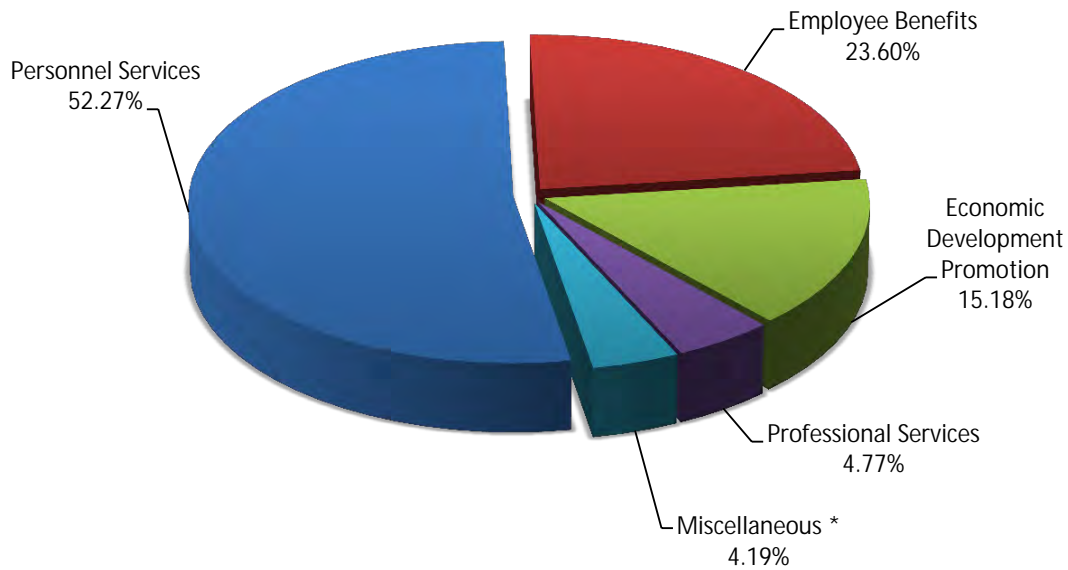
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11. Provide staff support and assistance to the Plan Commission, Open Lands Corporation, Stellwagen Family Farm Foundation and the Economic and Development Advisory Board.
    - OBJECTIVE – Assist the Open Lands Corporation to facilitate the completion of a master plan for the Pebble Creek Nursery property.
      - PURPOSE – To thoughtfully guide the redevelopment of the Pebble Creek Nursery site into a nature center.
      - COMPLETION DATE – December 31, 2015

MEASURE	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate
Total number of pre-application meetings held with petitioners	120	136	128
Total new cases reviewed	79	87	83
Total number of Plan Commission staff reports prepared	22	16	19
Development Review meetings prepared for and run	7	5	7
Resolutions prepared	8	8	8
Ordinances reviewed and coordinated	15	25	25
Plats of subdivision, vacation, easements, reviewed and processed	8	7	10
Development / annexation agreements reviewed and processed, including agreement expirations	9	14	12
Zoning sign-off approvals	293	247	275
Landscape plan reviews and inspections	8/13	6/14	7/14
New Annexations (acres)	0	4	2
New Residential (no. of units)	234	18	75
New Retail Area (square feet)	72,725	10,000	25,000
New Office Area (square feet)	5,379	125,000	125,000
New Industrial/Manufacturing Area (square feet)	0	0	0
Freedom of Information requests fulfilled	364	370	367
Final plans distributed	3	9	6



DEVELOPMENT SERVICES (PLANNING DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
Assistant Director	1	1	1
Senior Planner	1	1	2
Planner I	1	1	0
GIS Analyst	1	1	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>4</b>	<b>4</b>	<b>4</b>
PART TIME POSITION TITLE			
Engineering Technician	1	0	0
Planning Technician	1	1	1
Intern / Masters	1	1	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>3</b>	<b>2</b>	<b>2</b>



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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ 568,620	\$ 374,861	\$ 412,820	\$ 414,645
Employee Benefits	283,755	192,168	201,577	187,207
Employee Reimbursements	9,129	10,999	11,725	11,500
Professional Services	56,045	20,635	36,538	37,865
Utilities	2,238	1,095	320	203
Purchased Services	3,474	4,124	1,000	4,000
Insurance	5,550	5,178	2,722	2,511
Supplies	627	463	-	-
Economic Development Promotion	6,920	10,429	170,866	120,400
Miscellaneous	130	-	-	15,000
<b>Total Expenditures</b>	<b>\$ 936,488</b>	<b>\$ 619,954</b>	<b>\$ 837,568</b>	<b>\$ 793,331</b>



DIVISION FUNCTIONS:

The function of the Transportation 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 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. Staff also responds to inquiries from residents, potential developers and/or project engineers regarding engineering-related issues associated with new developments within the Village. The regulation of required parcel plats (subdivision/consolidation, easement, dedication, etc.) is managed by the engineers and Village legal counsel.

GRANTS AND FUNDING SOURCES

Surface Transportation Program (STP) Funds

147<sup>th</sup> Street and Ravinia Avenue:

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

2015: The Village will continue to administer the STP funds in order to implement the Phase I engineering for the proposed roundabout.

143<sup>rd</sup> Street – Will/Cook Road to Wolf Road:

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

2015: The Village will continue to administer the STP funds in order to implement the Phase I engineering for the proposed improvements.

143<sup>rd</sup> Street – Wolf Road to Southwest Highway:

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

2015: The Village will continue to administer the STP funds in order to implement the Phase II engineering for the proposed improvements.

151<sup>st</sup> Street Ravinia Avenue to West Avenue:

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

2015: The Village will continue to administer the STP funds in order to implement the Phase I engineering for the proposed improvements

STRATEGIC PLAN GOAL: Economic Development

1. Engineering Review Process – Manage and track the engineering review process for redevelopments and new construction.
  - OBJECTIVE – Interview key employees and provide a flow chart of the correct process. Develop recommendations and present to the Directors and Managers.
    - PURPOSE – To improve the engineering review process.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Evaluate the public improvement and development inspection process.
    - PURPOSE – To improve the public improvement and development inspection process.
    - COMPLETION DATE – December 31, 2015

STRATEGIC PLAN GOAL: Downtown Development

2. Create a long term plan for the development of the downtown.
  - OBJECTIVE – Continue to work with IDOT to have the entire 143<sup>rd</sup> Street improvement project (Wolf to SW Highway) programmed for construction in its Multi-Year Program.
    - PURPOSE – To improve transportation infrastructure in and around the downtown area.
    - COMPLETION DATE – December 31, 2015.

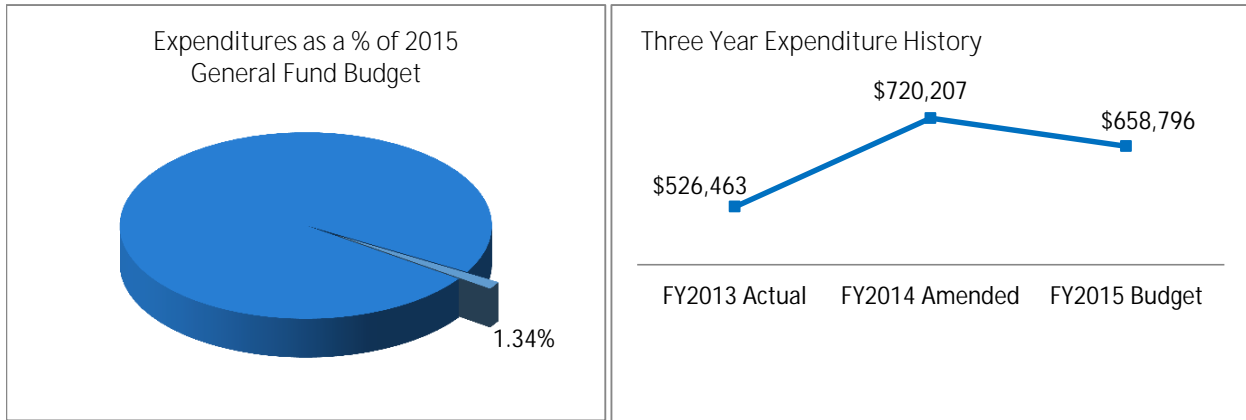
STRATEGIC PLAN GOAL: Quality of Life

3. Review and improve current Orland Park engineering codes and standards.
  - OBJECTIVE – Initiate the redevelopment of the subdivision section of the Land Development Code.
    - PURPOSE – To update code section to reflect Village policy and best practices.
    - COMPLETION DATE – December 31, 2015
4. Enhance Core Services.
  - OBJECTIVE – Facilitate and assist recently hired consultants with the development of an ADA transition plan.
    - PURPOSE – To update Village codes to be in compliance with Federal regulations.
    - COMPLETION DATE – December 31, 2015, on-going

5. Maintain or Enhance Intra-Orland Park Transportation.
  - OBJECTIVE - Provide open lines of communication with neighboring communities as well as with IDOT, Cook County and Will County through the Outside Agency Transportation Coordination process.
    - PURPOSE – Improve inter-agency communication for regional transportation projects.
    - COMPLETION DATE – December 31, 2015, on-going
  - OBJECTIVE – Continue to manage and coordinate with IDOT the LaGrange Road corridor improvements.
    - PURPOSE – To ensure appropriate improvements are completed throughout the corridor.
    - COMPLETION DATE – December 31, 2015, on-going
  - OBJECTIVE – Continue to coordinate with IDOT’s Public Relations team to distribute project information to businesses along the corridor and various media outlets.
    - PURPOSE – To educate residents and businesses about the LaGrange Road construction project.
    - COMPLETION DATE – December 31, 2015, on-going
  - OBJECTIVE – Continue to provide input pertaining to the maintenance of traffic and minimize traffic interruptions as much as possible.
    - PURPOSE – To mitigate negative impacts of the LaGrange Road widening project.
    - COMPLETION DATE – December 31, 2015, on-going
  - OBJECTIVE – Initiate the management and coordination of the Phase II engineering of 143<sup>rd</sup> Street from Will-Cook Road to Wolf Road.
    - PURPOSE – To improve transportation options throughout the Village of Orland Park.
    - COMPLETION DATE – December 31, 2015, on-going
  - OBJECTIVE – Initiate the management and coordination of the Phase I engineering of 143<sup>rd</sup> Street from Wolf Road to Southwest Highway.
    - PURPOSE – To improve transportation options throughout the Village of Orland Park.
    - COMPLETION DATE – December 31, 2015, on-going
  - OBJECTIVE – Initiate the management and coordination of the Phase I engineering of 151<sup>st</sup> Street from Ravinia Avenue to West Avenue.
    - PURPOSE – To improve transportation options throughout the Village of Orland Park.
    - COMPLETION DATE – December 31, 2015, on-going

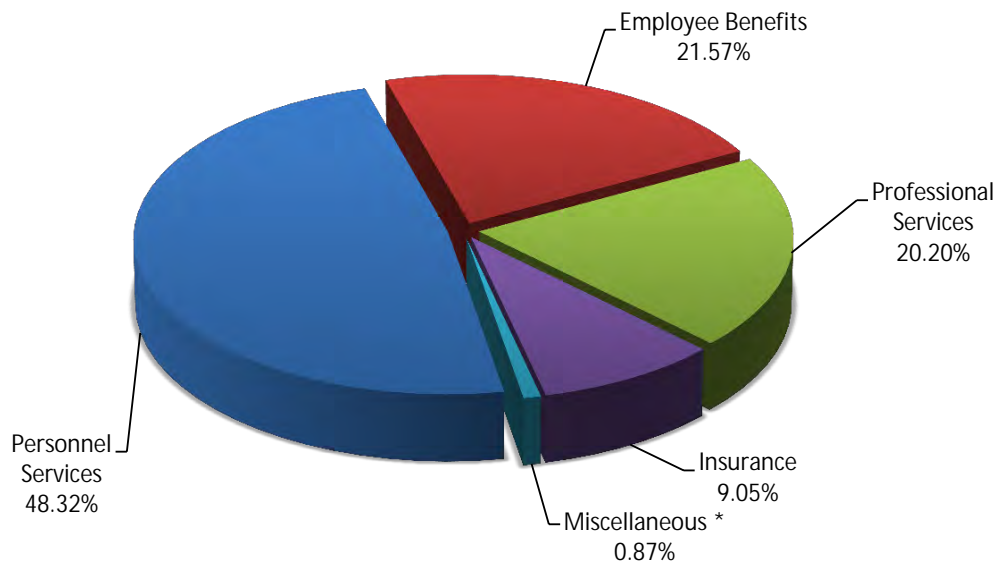
- OBJECTIVE – Continue to coordinate with IDOT relating to 159<sup>th</sup> Street Project.
  - PURPOSE – To enhance transportation options throughout the Village.
  - COMPLETION DATE – December 31, 2015, on-going
  
- OBJECTIVE – Discuss with Mokena the potential interchange at I-80 and Wolf Road.
  - PURPOSE – To determine the feasibility of adding an interchange at this location.
  - COMPLETION DATE – December 31, 2015
  
- OBJECTIVE – Create an annual traffic count program.
  - PURPOSE – To determine the high traffic areas and better plan for future roadway improvements.
  - COMPLETION DATE – December 31, 2015, on-going
  
- OBJECTIVE – Continue coordination efforts with the Cook County Highway Department (CCHD) relating to the widening and reconstruction of 108<sup>th</sup> Avenue from 159<sup>th</sup> Street to south of the railroad tracks. This project includes the construction of a path from 167<sup>th</sup> Street to 159<sup>th</sup> Street.
  - PURPOSE – To improve inter-agency communication.
  - COMPLETION DATE – December 31, 2015, on-going
  
- OBJECTIVE – Initiate Phase I engineering for the 147<sup>th</sup> Street and Ravinia Avenue roundabout.
  - PURPOSE – To improve transportation options throughout the Village.
  - COMPLETION DATE – December 31, 2015
  
- OBJECTIVE – Coordinate with IDOT for the construction of a multi-use path along 159<sup>th</sup> Street from Will/Cook Road to Ravinia Ave. This includes a connection to Centennial Park at 104<sup>th</sup> Avenue.
  - PURPOSE – To improve transportation options throughout the Village.
  - COMPLETION DATE – December 31, 2015, on-going

MEASURE	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate
Cell Tower Reviews	8	6	9
Soil Erosion Inspections/Encroachments	64/1	9/0	50/0
Development Reviews	9	33	12
Grading Plans	172	170	170
Tree Removal Permits	36	48	35
Landscape Plan Review / Inspections	8/13	6/14	7/14
Plats – Reviews - Recordings	8	7	10
Development / annexation agreements reviewed and processed, including agreement expirations	9	14	12
Letters of Credit	20	14	17
Transportation Related Projects	8	9	9



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

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
Transportation & Engineering Manager	0	1	1
Engineer I	1	1	1
Public Improvement Tech II	0	1	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>1</b>	<b>3</b>	<b>3</b>
PART TIME POSITION TITLE			
Engineering Technician	1	1	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>



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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ 1,581	\$ 300,767	\$ 317,856	\$ 318,124
Employee Benefits	326	132,909	142,169	141,996
Employee Reimbursements	-	2,535	4,750	3,850
Professional Services	-	84,500	220,758	133,000
Utilities	-	1,489	1,880	1,863
Supplies	-	-	-	400
Insurance	-	4,264	32,794	59,563
<b>Total Expenditures</b>	<b>\$ 1,907</b>	<b>\$ 526,463</b>	<b>\$ 720,207</b>	<b>\$ 658,796</b>



## DEPARTMENT MISSION:

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

## DEPARTMENT FUNCTIONS:

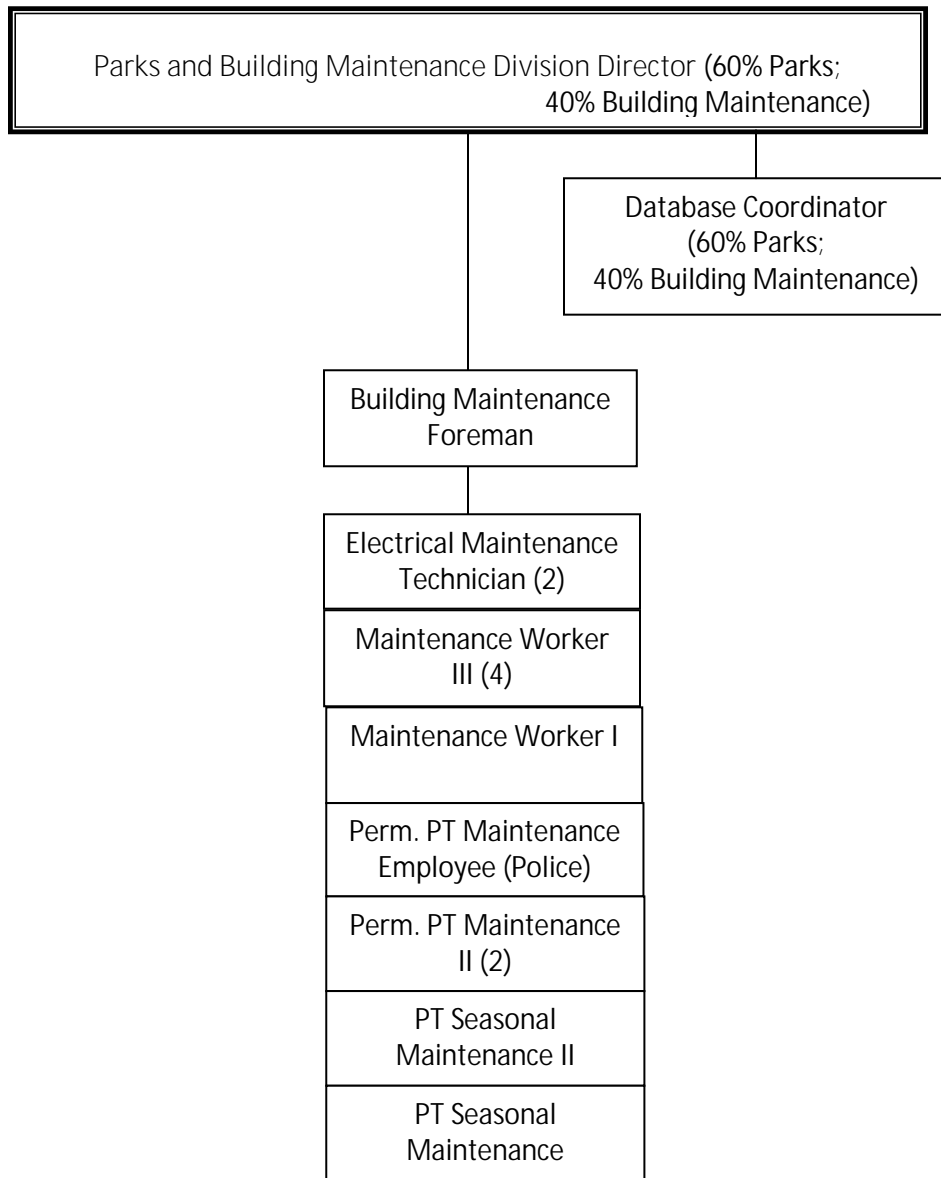
The Building Maintenance Department is responsible for maintaining approximately 720,000 square feet of Village owned facilities. The department provides maintenance services in a number of locations, as well as lawn and grounds maintenance. These services include: new construction and remodeling, plumbing, carpentry, painting, electrical and mechanical installations and repair, and snow removal.

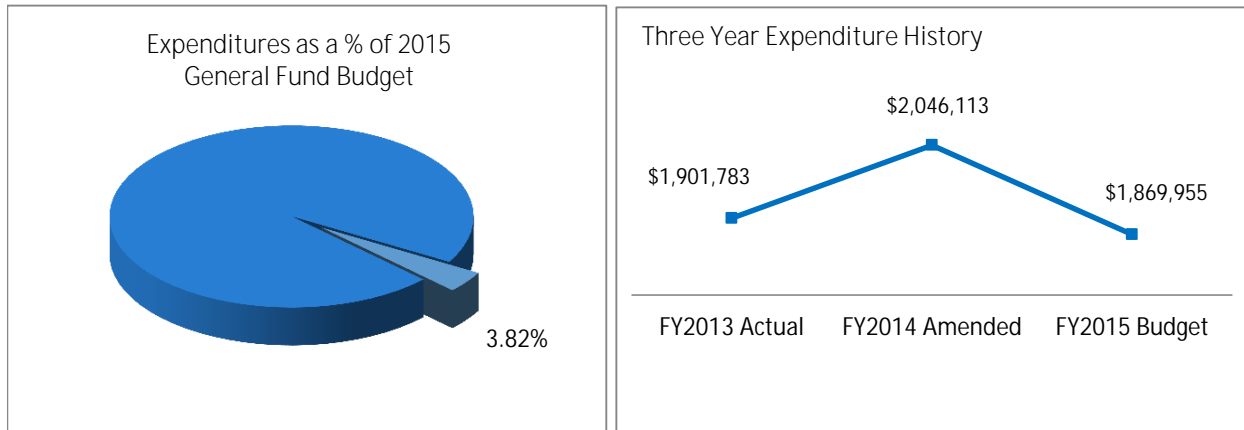
## STRATEGIC PLAN GOAL: Quality of Life

1. Operate a computerized Work Order Management program, allowing the department to schedule, monitor, and track the maintenance of Village buildings in a systematic manner.
  - OBJECTIVE – Begin business mapping, training and data entry on the Innoprise Work Order Management system.
    - PURPOSE – To prepare for implementation of the new software system, and to enable staff to utilize the new software system.
    - COMPLETION DATE – November 30, 2015
  - 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. Have all buildings, tools, and equipment under the control of Building Maintenance tracked and monitored efficiently by a computerized tracking system allowing routine maintenance to be systematically scheduled to avoid excluding any preventative maintenance procedures.
    - COMPLETION DATE – December 31, 2015

2. Maintain Buildings: All new and existing Village buildings will be well maintained and comply with industry standards to best meet the needs of residents and employees.
- OBJECTIVE – Complete engineering plan for Sportsplex indoor pool, Jacuzzi, sauna, and locker room improvements.
    - PURPOSE – To enhance and expand amenities for members.
    - COMPLETION DATE – August 31, 2015
  - OBJECTIVE – Complete budgeted pool upgrades.
    - PURPOSE – To enhance aesthetics and install more energy efficient equipment.
    - COMPLETION DATE – May 15, 2015
  - OBJECTIVE – Complete the Village Complex concrete repair.
    - PURPOSE – To update the aging facility with stronger, safer materials.
    - COMPLETION DATE – August 31, 2015
  - OBJECTIVE – Replace bollards at Village Complex.
    - PURPOSE – To enhance the aesthetics of the Village Complex exterior.
    - COMPLETION DATE – October 31, 2015
  - OBJECTIVE – Replace bollards on the circle drive at Sportsplex.
    - PURPOSE – To enhance the aesthetics of the Sportsplex exterior.
    - COMPLETION DATE – June 30, 2015
  - OBJECTIVE Repair flat roof areas on Village Hall.
    - PURPOSE – To update failing roof areas.
    - COMPLETION DATE – August 31, 2015

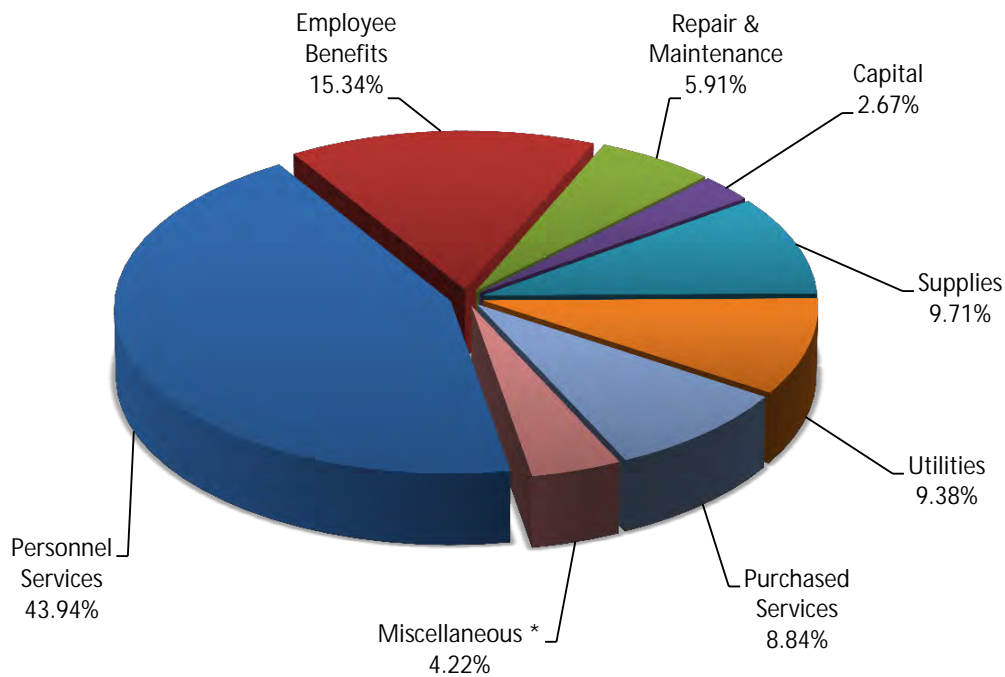
MEASURE	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget
Average days for routine repairs	2-3 days	2-3 days	2-3 days
Average days for work order completion	2-4 days	2-4 days	2-4 days
Number and percent of buildings maintained	14 Buildings 95%	14 Buildings 95%	14 Buildings 95%
Average days to respond to building 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	FY2013 ACTUAL	FY2014 CURRENT	FY2015 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	4	4
Electrical Maintenance Technician	2	2	2
<b>TOTAL FULL TIME PERSONNEL</b>	<b>7.8</b>	<b>8.8</b>	<b>8.8</b>
PART TIME POSITION TITLE			
Maintenance	2	3	1
Maintenance II	0	2	2
Seasonal Maintenance II	2	2	1
Seasonal Maintenance	0	0	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>4</b>	<b>7</b>	<b>5</b>



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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ 672,222	\$ 770,787	\$ 766,340	\$ 821,599
Employee Benefits	274,985	293,808	292,296	286,836
Employee Reimbursements	3,545	3,049	3,601	3,555
Professional Services	2,989	2,875	2,740	17,776
Utilities	79,066	112,297	123,271	175,346
Purchased Services	135,647	143,009	137,668	165,237
Repair & Maintenance	197,821	354,211	300,928	110,520
Rent	985	365	2,500	2,500
Insurance	10,465	16,007	13,116	55,007
Supplies	187,557	205,376	167,452	181,579
Capital	13,999	-	236,201	50,000
<b>Total Expenditures</b>	<b>\$ 1,579,282</b>	<b>\$ 1,901,784</b>	<b>\$ 2,046,113</b>	<b>\$ 1,869,955</b>

DEPARTMENT MISSION:

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

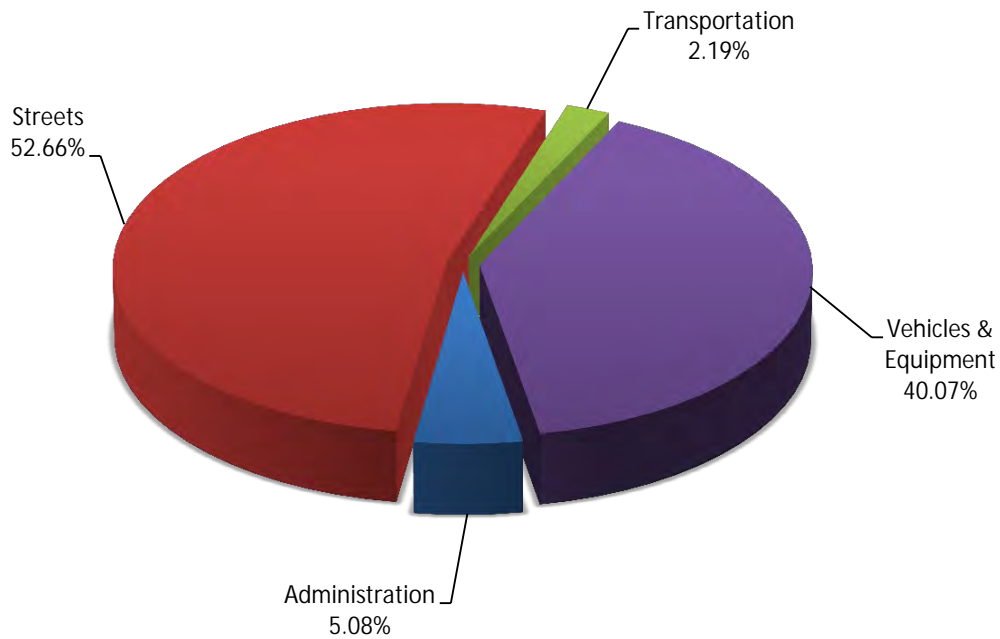
DEPARTMENT FUNCTIONS:

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

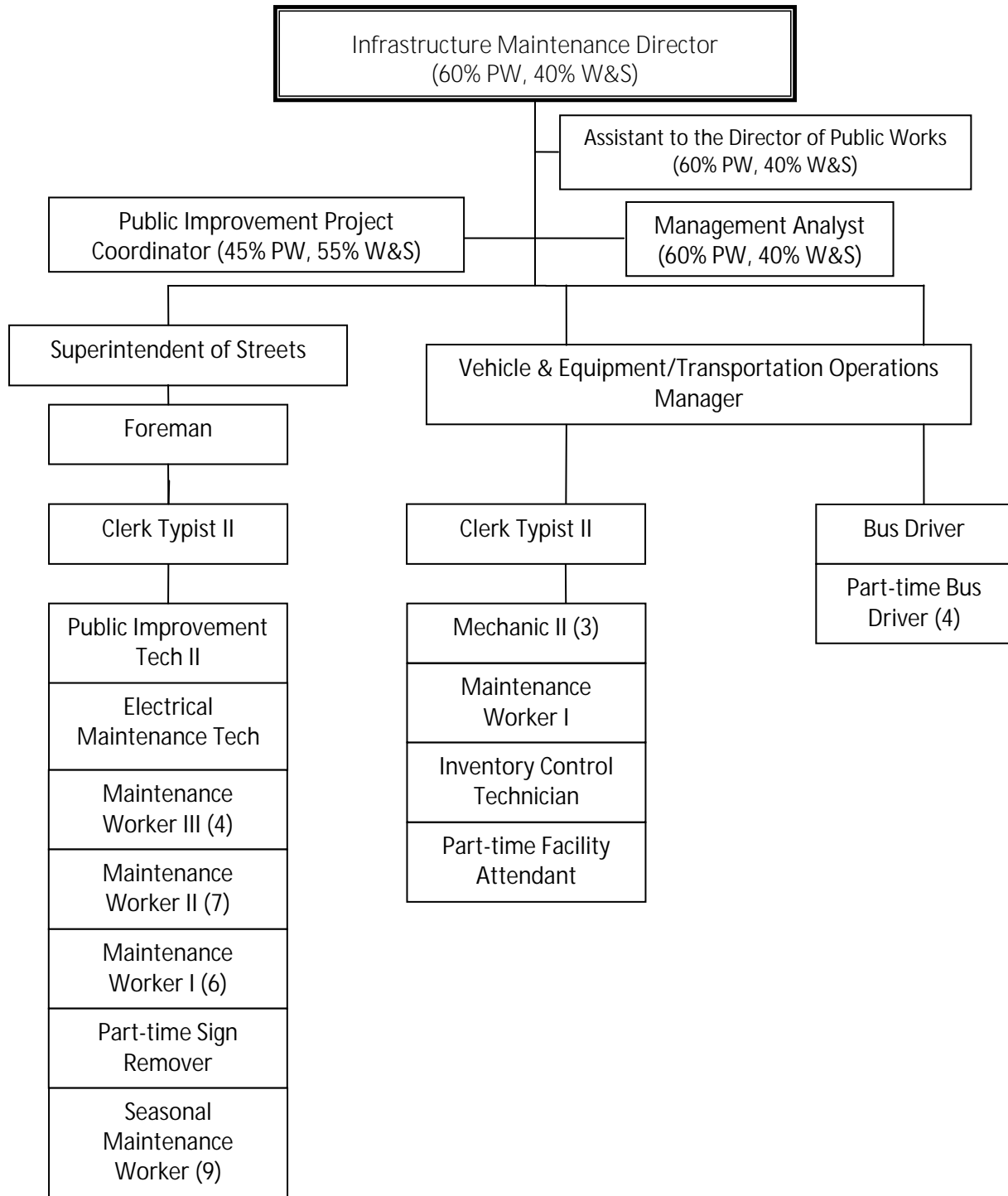
The Public Works' function within the General Fund is broken down into four divisions: Administration, Streets, Transportation, and Vehicle and Equipment. Accomplishments and goals of each division are listed separately.

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





	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Administration	\$ 267,983	\$ 310,647	\$ 262,891	\$ 341,825
Streets	2,941,650	3,248,092	3,601,135	3,546,305
Transportation	221,437	269,473	215,460	147,468
Vehicles & Equipment	2,575,683	2,391,663	3,351,474	2,698,170
<b>Total Expenditures</b>	<b>\$ 6,006,753</b>	<b>\$ 6,219,875</b>	<b>\$ 7,430,960</b>	<b>\$ 6,733,768</b>



DIVISION FUNCTIONS:

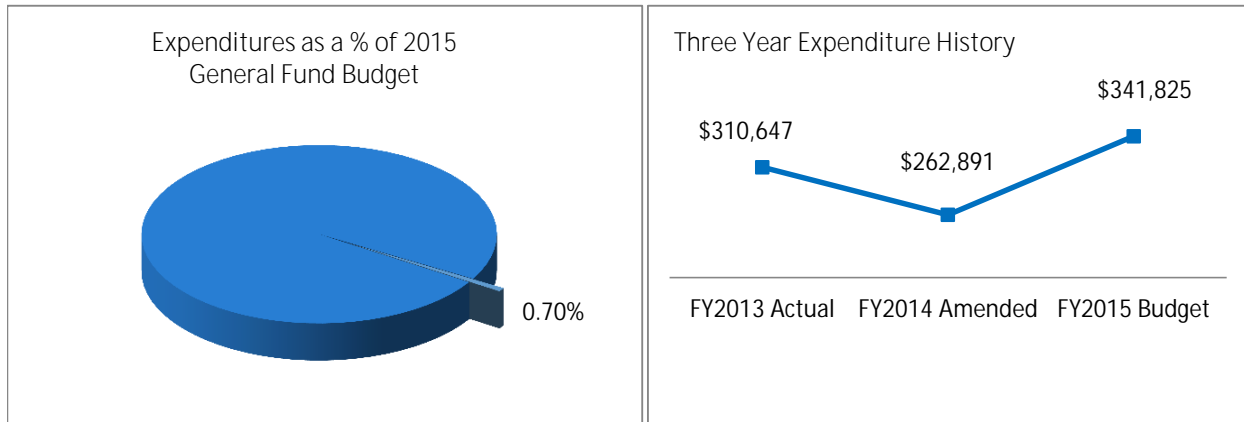
The Administrative Division oversees the administrative functions, long-range planning and resource allocation of the Public Works Department. Included in this division are the administrative expenses for Public Works personnel.

STRATEGIC PLAN GOAL: Quality of Life

1. Improve overall operational efficiency through the use of technology to enhance performance and reduce costs.
  - OBJECTIVE – Populate GIS mapping data-points with data collected and uploaded for 100% of the projects undertaken during 2015. Progress review of data entry and correction to occur mid-year 2015 and during December 2015.
    - PURPOSE – Provide accurate remote electronic infrastructure location and identification for efficient field operations using mobile electronic devices.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Develop a strategy for the management of significant Village assets, including pavements, parkway trees, signs, lighting, traffic control signals, pavement markings and other key infrastructure assets.
    - PURPOSE – To provide an overall high level of infrastructure management to maintain quality neighborhoods by updating infrastructure management systems and GIS.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Utilizing GIS and Excel to monitor, schedule and track the timely removal of parkway ash trees due to the Emerald Ash Borer (EAB) infestation and to track, verify and collect data points for replacement trees. Update Excel spreadsheets on a weekly basis and GIS on a monthly basis.
    - PURPOSE – Provide a quick assessment tool and streamline evaluation of the Ash Tree Removal and Replacement Program (ATRRP).
    - COMPLETION DATE – December 31, 2015
2. Enhance departmental and operational effectiveness through professional development opportunities.
  - OBJECTIVE – To provide employee education through in-house training and through Illinois Department of Transportation (IDOT). Utilize industry-provided educational opportunities that exist through the Technology Transfer Office of IDOT, as well as internal opportunities that may exist to improve skills within areas such as equipment operation, pavement and pond maintenance, basic electric repairs and arborist skills. Schedule and provide three in-house training seminars during 2015.
    - PURPOSE – Contribute to the success of the department by increasing employee knowledge and skills.

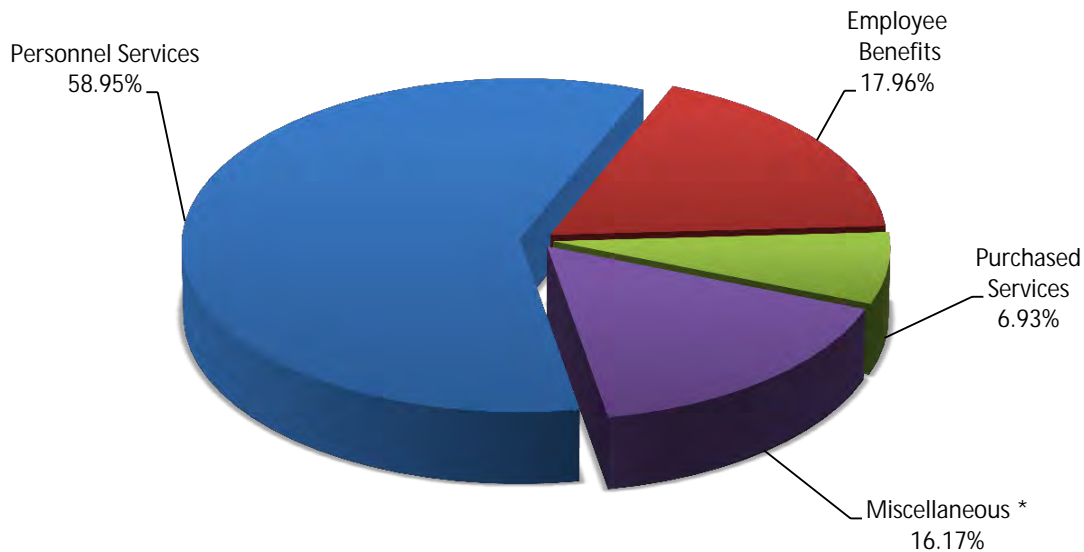
- COMPLETION DATE – December 31, 2015
- OBJECTIVE – Conduct employee safety training in areas such as chain saw use, chipper operation, confined spaces, trenching and shoring, and roadway work zones. Conduct monthly “tailgate” safety meetings with department staff to provide reinforcement of safe work practices. Schedule and provide three training sessions during 2015.
  - PURPOSE – Reinforcement of safety practices to improve the safety of the work environment and likely reduce the number of accidents and injuries.
  - COMPLETION DATE – December 31, 2015

MEASURE	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate
Number of Right-of-Way Permits processed and reviewed	49	62	50
Percent of right of way permit applications processed & returned within 2 weeks	64%	65%	70%
Percent of Plans, Annexation Agreements and Development Agreements Reviewed and Processed within two (2) weeks	80%	90%	98%
Number of JULIE Locate Requests processed through Irthnet Solutions software. (Began 2011)	8,809	10,228	12,000
Average response time for JULIE Locate Requests	NA	18 hrs.	15 hrs.



PUBLIC WORKS (ADMINISTRATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
Infrastructure Maintenance Director	0.6	0.6	0.6
Assistant to the Director of PW	0	0.6	0.6
Improvement Project Coordinator	0.55	0.45	0.45
Management Analyst	0	0.6	0.6
Administrative Assistant	0.6	0	0
<b>TOTAL FULL TIME PERSONNEL</b>	<b>1.75</b>	<b>2.25</b>	<b>2.25</b>
PART TIME POSITION TITLE			
Facility Attendant	1	1	1
Part-time Bus Driver	1	0.6	0.7
<b>TOTAL PART TIME PERSONNEL</b>	<b>2</b>	<b>1.6</b>	<b>1.7</b>



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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ 175,157	\$ 214,166	\$ 158,757	\$ 201,490
Employee Benefits	64,576	69,245	67,698	61,380
Employee Reimbursements	6,303	6,136	8,200	14,055
Professional Services	4,970	6,168	4,450	5,450
Utilities	6,262	7,380	4,212	8,372
Purchased Services	204	88	11,590	23,690
Repair & Maintenance	7,596	2,941	3,789	22,294
Insurance	699	1,092	1,195	1,144
Supplies	2,215	3,432	3,000	3,950
<b>Total Expenditures</b>	<b>\$ 267,983</b>	<b>\$ 310,647</b>	<b>\$ 262,891</b>	<b>\$ 341,825</b>



DIVISION FUNCTIONS:

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

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

STRATEGIC PLAN GOAL: Quality of Life

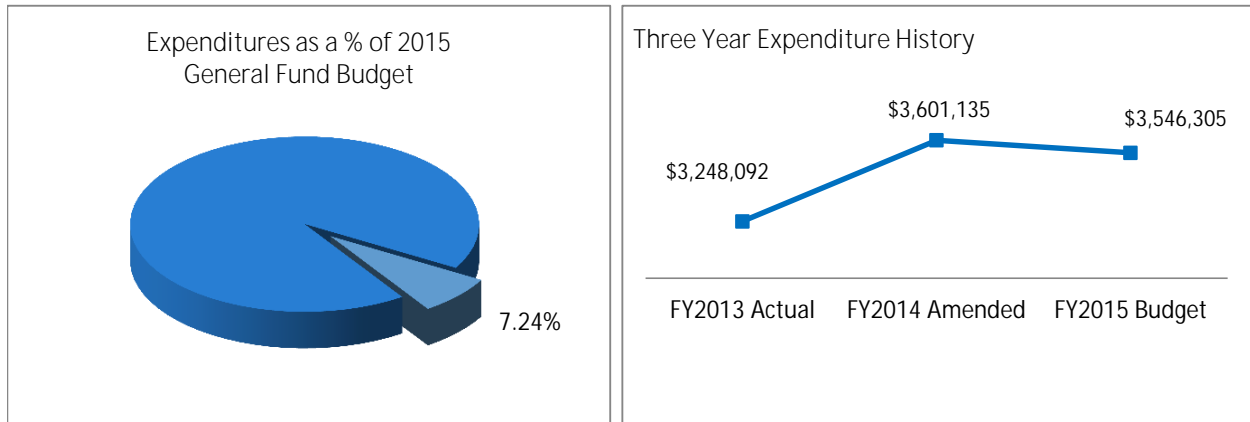
1. Enhance communications and completion of requested services through the continued use of the Pothole Reporting system and development of the Innoprise Work Order Management system.
  - OBJECTIVE – Provide information on the seasonal Pothole Repair Program to our residents through the use of flyers, newsletters and the Village website. Report monthly activity from January through December, recapping the potholes reported and repaired, as well as other pavement issues reported but unresolved.
    - PURPOSE – Provide information to alert Public Works of potholes and other concerns. Inform residents and others about service requests for pothole repairs that are the responsibility of the Village.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Make personal contact within two business days of each complaint, and provide an estimated completion date for the reported issue with 100% compliance or inform complainant that the issue was forwarded to the proper

- jurisdictional agency. Provide detailed metrics quarterly upon implementation of Innoprise.
- PURPOSE – To proactively manage expectations and minimize frustrations and repeated complaints.
  - COMPLETION DATE – December 31, 2015
- OBJECTIVE – Develop reporting using the Innoprise Work Order Management 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, 2015
2. Provide seasonal information to residents regarding general services provided by Public Works' Street Division, thereby enhancing relations and reducing complaints.
- OBJECTIVE – Continue communicating one month in advance of the need for typical annual services providing communications that include print material, electronic messaging and CodeRED alerts to Village residents for the upcoming season. Address known misconceptions and past associated issues, align residents' practices and Village services and set obtainable expectations.
    - PURPOSE – Communicate realistic expectations regarding the delivery of Village services and the limitations that exist.
    - COMPLETION DATE – December 31, 2015
3. Increase efficiency and effectiveness of the Village's Snow Fighting Program.
- OBJECTIVE—Evaluate, monitor and update current Village and contractor snow routes, utilizing existing AVL and GIS data.
    - PURPOSE - To ensure efficiency and time equity between routes.
    - COMPLETION DATE— November 1, 2015
  - OBJECTIVE – Revise and prepare snow fighting materials for staff training and distribute by November 1<sup>st</sup> 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, 2015
  - OBJECTIVE – Attend at least two trade shows or exhibitions each year to stay current on industry best practices. Research, evaluate and test new technologies and materials to improve operations and provide efficiency. Collect information on emerging products such as liquid anti-icing and de-icing materials, equipment and operations to improve the Village's winter services and reduce costs.

- PURPOSE – To increase the effectiveness and efficiency of the Village’s snow and ice removal operations and management, to reduce costs and improve safety.
  - COMPLETION DATE – October 1, 2015
  - OBJECTIVE – Provide information annually on the Village's website explaining how our snow removal program is managed in order to make the best use of our resources, and what residents can do to assist in clearing operations.
    - PURPOSE – Reduce the number of complaints we receive from residents by explaining our procedures to increase resident cooperation.
    - COMPLETION DATE – November 15, 2015
4. Improve safety, response and staff efficiency during normal and emergency operations.
- OBJECTIVE – Improve safety and reduce complaints through staff education and accountability using specific observation along with the AVL system. Meet with selected staff within 24 hours to discuss operational events.
    - PURPOSE – Improve driving habits and tactics to reduce accidents and complaints.
    - COMPLETION DATE – December 31, 2015
  - 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, 2015
5. Establish a Tree Trimming Program in conjunction with the Village’s Ash Tree Removal and Replacement Program.
- OBJECTIVE— Assess options to utilize contractors, Village staff and other resources for the completion of parkway tree trimming throughout the Village.
    - PURPOSE - To provide safe passage for vehicular traffic and improve snow fighting ability with curbing operations.
    - COMPLETION DATE—May 1, 2015
6. Establish a Right-Of-Way (ROW) asset database management process to ensure the availability of current and accurate information.

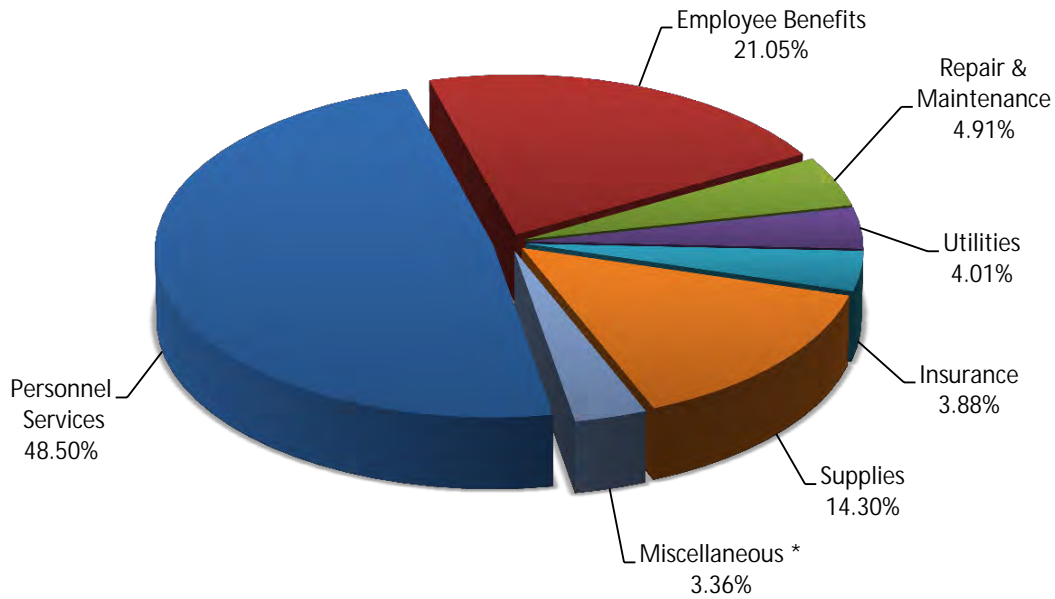
- OBJECTIVE – Develop a database on sign, street light and pavement marking maintenance processes to ensure that once populated, the accuracy and integrity of the database is able to be maintained.
  - PURPOSE – To provide accurate ROW asset information to Village staff to improve efficiency, planning and regulatory compliance.
  - COMPLETION DATE – August 30, 2015

MEASURE	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate
Average pothole repair response time (days)	21.1	17.6	4 days
Number of potholes filled	1,495	3,747	3,000
Percent of streetlight/electrical repairs addressed within 48 hours	25%	25%	96%



PUBLIC WORKS (STREETS DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 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	6
Maintenance Worker II	5	5	7
Maintenance Worker III	4	4	4
Clerk Typist II	1	1	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>22</b>	<b>22</b>	<b>22</b>
PART TIME POSITION TITLE			
Sign Remover	1	1	1
Interns/Masters	3	3	0
Seasonal Maintenance	9	9	9
<b>TOTAL PART TIME PERSONNEL</b>	<b>13</b>	<b>13</b>	<b>10</b>



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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ 1,469,663	1,613,092.31	\$ 1,677,139	\$ 1,719,823
Employee Benefits	688,727	722,034.27	735,990	746,413
Employee Reimbursements	5,100	5,228.76	4,800	4,800
Utilities	83,298	56,435	139,728	142,251
Purchased Services	41,879	63,484	94,250	108,390
Repair & Maintenance	125,318	143,522	246,537	174,000
Rent	2,200	2,000	6,000	6,000
Insurance	139,149	130,366	224,241	137,528
Supplies	386,317	455,989	472,450	507,100
Miscellaneous	-	1,683	-	-
Capital	-	54,259	-	-
<b>Total Expenditures</b>	<b>\$ 2,941,650</b>	<b>\$ 3,248,092</b>	<b>\$ 3,601,135</b>	<b>\$ 3,546,305</b>

DIVISION FUNCTIONS:

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

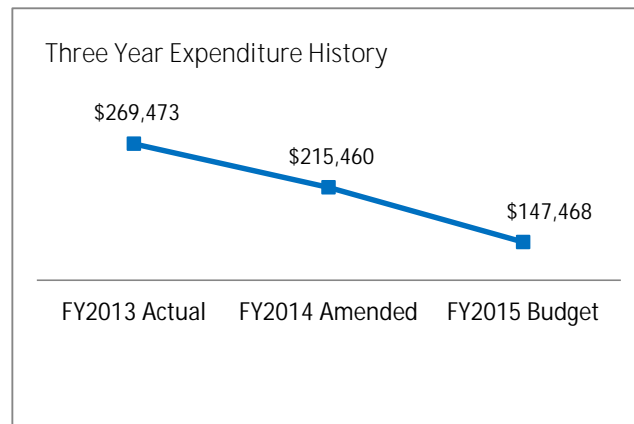
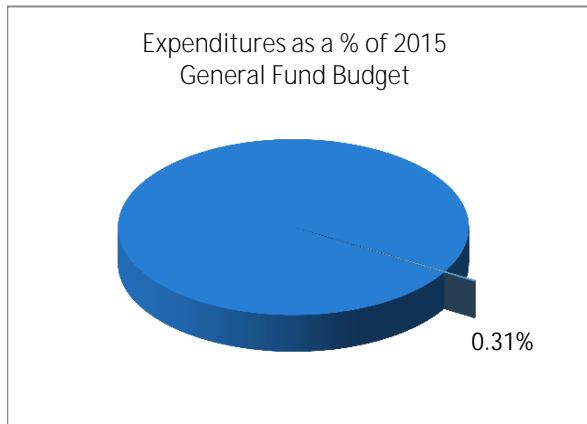
The Transportation Division utilizes two buses operating on a five-day schedule. Personnel include one full-time bus driver, three part-time bus drivers and one full-time dispatcher. The Public Works Department manages the daily function of the PACE Dial-A-Ride Service.

STRATEGIC PLAN GOAL: Quality of Life

1. Explore opportunities to improve the efficiency of the Dial-A-Ride bus service using Automatic Vehicle Locate (AVL) tracking systems.
  - OBJECTIVE – Review scheduling procedures and update the standard operating procedures as annual reports are developed for the past service year, moving operational changes forward into the upcoming operating year. Produce a list of recommended updates for the Director of Infrastructure Maintenance.
    - PURPOSE – Provide efficient and effective operations, including optimizing scheduling and dispatching of the Village’s Dial-a-Ride service. In addition, provide routing efficiencies to minimize non-service miles.
    - COMPLETION DATE – November 1, 2015
  - OBJECTIVE – Utilize AVL to develop reporting that will assist in routing buses 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, 2015
2. Forecast ridership and revenue in an effort to anticipate future needs for the Dial-a-Ride service.
  - OBJECTIVE – Prepare an annual report detailing ridership categories, trip origins and destinations, average miles and trip times, summarizing annual ridership and forecasting ridership trends for the upcoming fiscal year.
    - PURPOSE – To prepare staff and officials for changes in ridership and personnel requirements for the upcoming fiscal year.
    - COMPLETION DATE – August 1, 2015

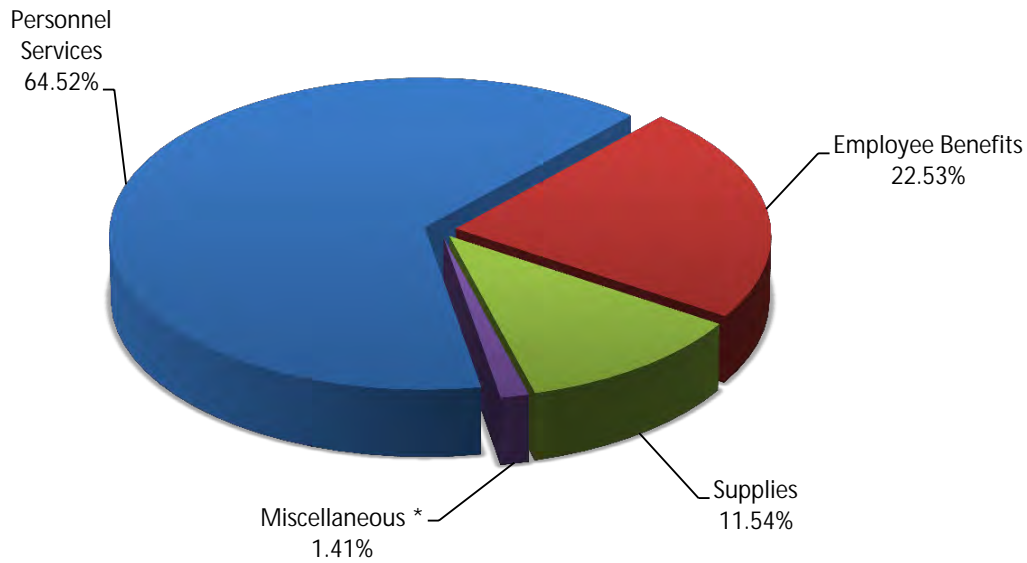


MEASURE	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate
Percent of scheduled buses available daily for scheduled service	95%	95%	100%
Percent of satisfactory Pace inspections	100%	100%	100%
Number of one-way trips provided	10,542	9,761	9,600
Number of passenger complaints	2	1	1
Accidents	1	0	0



PUBLIC WORKS (TRANSPORTATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
Bus Driver	1	1	1
Clerk Typist II	1	1	0
<b>TOTAL FULL TIME PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>1</b>
PART TIME POSITION TITLE			
Bus Drivers	3	2.4	3.3
<b>TOTAL PART TIME PERSONNEL</b>	<b>3</b>	<b>2.4</b>	<b>3.3</b>



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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ 139,042	\$ 179,592	\$ 134,565	\$ 95,144
Employee Benefits	61,590	66,951	61,063	33,228
Employee Reimbursements	-	238	-	135
Purchased Services	-	988	1,000	800
Repair & Maintenance	-	1,410	-	-
Insurance	1,222	1,393	1,366	1,137
Supplies	19,584	18,902	17,466	17,024
<b>Total Expenditures</b>	<b>\$ 221,437</b>	<b>\$ 269,473</b>	<b>\$ 215,460</b>	<b>\$ 147,468</b>

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 GOAL: Quality of Life

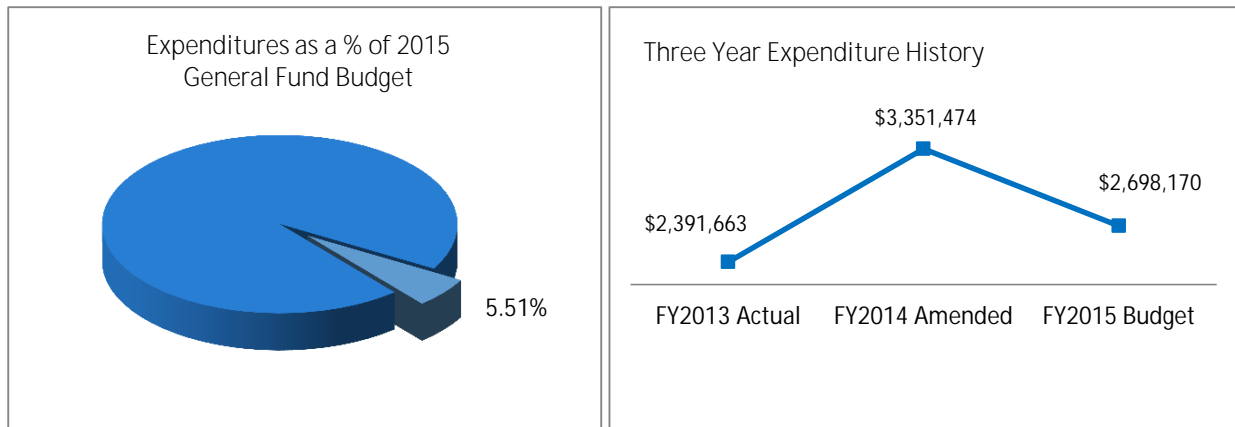
1. Reduce the frequency and customer impact of unscheduled repairs to an acceptable level given the age of the fleet.
  - OBJECTIVE – Provide a monthly report regarding unscheduled repairs performed in the shop to determine the reason. Make recommendations to mitigate and reduce unscheduled repairs. Provide loaner vehicles or equipment when possible to achieve 100% readiness.
    - PURPOSE – Minimize the impact on weekly scheduled work and increase productivity in the shop.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Review industry best practice regarding outsourcing opportunities for maintenance and repairs, and produce a report with recommendations for the 2016 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, 2015
2. Maintain a 100% ready snow fighting fleet throughout the winter season to ensure increased operational readiness.
  - OBJECTIVE – To complete repairs within 48 hours of the unit entering the shop during the year.
    - PURPOSE – Provide a full complement of safe vehicles and equipment to fleet customers including storm-ready snow fighting equipment to minimize downtime during a winter storm event.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Evaluate and establish a budget for the implementation of AVL for contractor snow routes.
    - PURPOSE – To improve contractor effectiveness on snow routes.
    - COMPLETION DATE—June 1, 2015

Village of Orland Park

Public Works (Vehicle and Equipment Division) Performance Measures

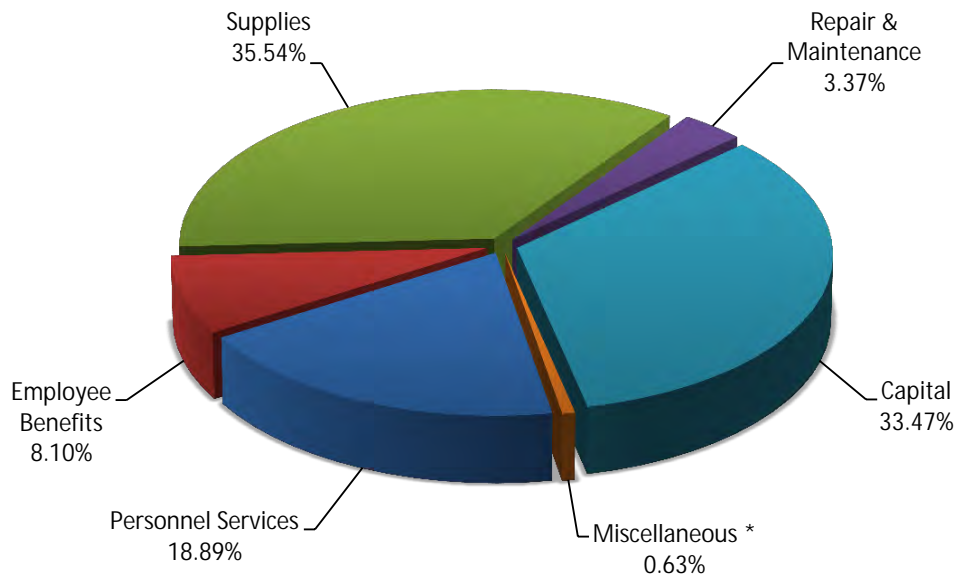
Fiscal Year 2015

MEASURE	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate
Number of scheduled preventive maintenance repairs	766	760	800
Percent of repairs – non-scheduled	21%	21.8% (1873)	10%
Percentage of fleet winter storm-ready	100%	100%	100%
Number of jobs performed	8,887	8,575	9,500
Number of accidents reported	27	39	25
Percentage of unreported accidents through CFA based on vehicle/equip. report	0%	0%	0%
Accident repair costs	\$28,439	\$29,497	\$20,000
Accident repair labor hours – in-house	8.1	35.5	8
Cost of repairs or maintenance outsourced (includes equipment, autos and trucks)	\$78,646	\$79,566	\$90,000
Percentage of the cost of repairs or maintenance outsourced	17.8%	16.9%	18%
Fuel Consumption – Unleaded (Village and OFPD)	155,620	145,977	155,000
Fuel Consumption – Diesel (Village and OFPD)	62,275	65,344	60,000
Number of items sold via On-Line Auction	68	19	25



PUBLIC WORKS (VEHICLE AND EQUIPMENT DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
V&E and Transportation Operations Mgr	1	1	1
Inventory Control Technician	1	1	1
Mechanic II	3	3	3
Temporary Mechanic II	0	1	0
Maintenance Worker I	1	1	1
Clerk Typist II	1	1	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>7</b>	<b>8</b>	<b>7</b>



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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ 530,085	\$ 547,490	\$ 507,484	\$ 509,569
Employee Benefits	270,650	259,987	252,813	218,662
Employee Reimbursements	1,992	1,889	2,360	2,530
Professional Services	-	5,397	-	-
Utilities	1,042	1,267	1,191	1,390
Purchased Services	3,144	9,143	13,526	4,750
Repair & Maintenance	102,540	166,828	87,200	90,900
Insurance	10,761	13,765	8,178	8,097
Supplies	949,706	894,208	917,854	958,922
Capital	705,668	491,518	1,560,768	903,000
Miscellaneous Expenses	95	171	100	350
<b>Total Expenditures</b>	<b>\$ 2,575,683</b>	<b>\$ 2,391,663</b>	<b>\$ 3,351,474</b>	<b>\$ 2,698,170</b>

#### DEPARTMENT MISSION

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

#### DEPARTMENT FUNCTIONS:

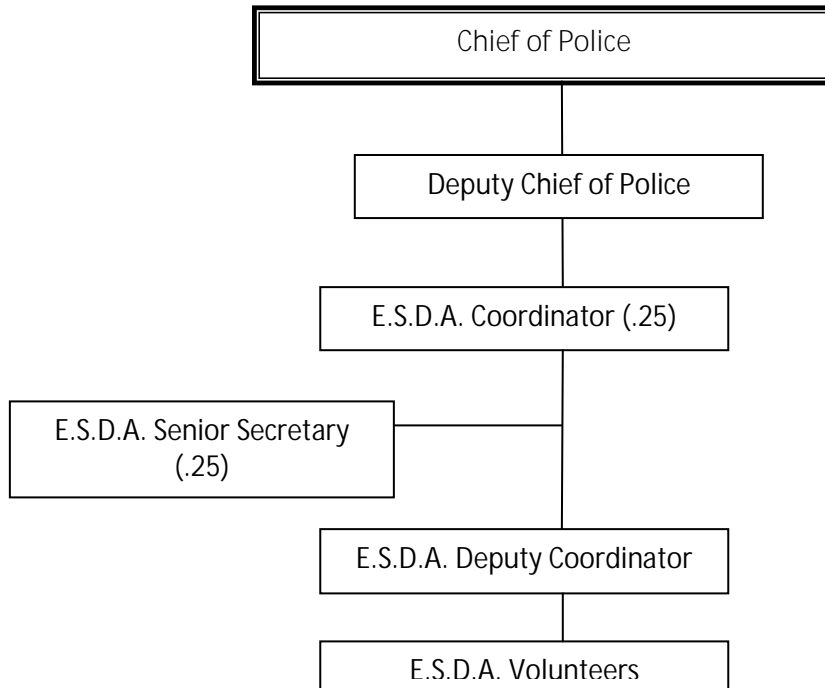
The Emergency Service and Disaster Agency (ESDA) is a voluntary organization managed by a Coordinator who reports to the Deputy Chief of Police. The purpose of the Orland Park Emergency Services and Disaster Agency (ESDA) is to assist the Police Department and the Village in mitigating, preparing for,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

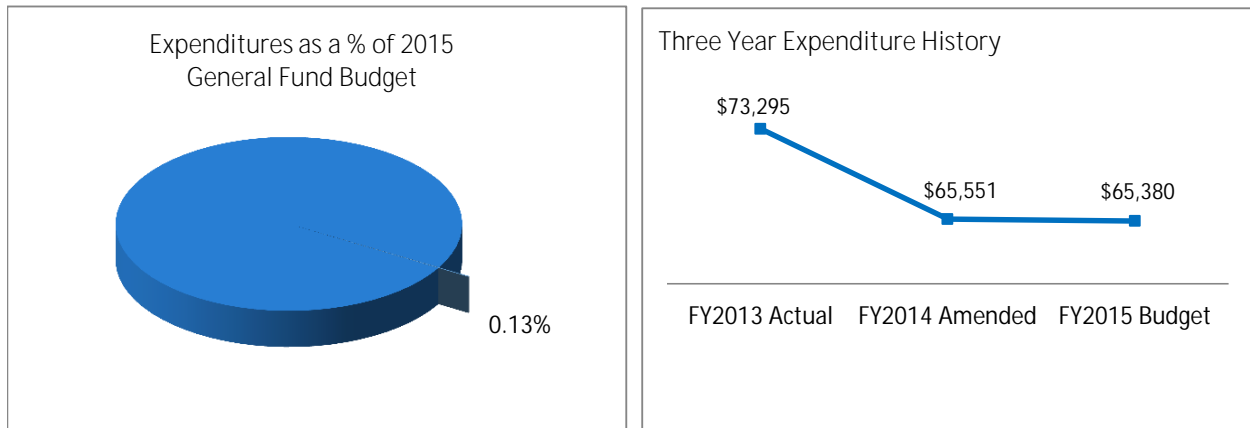
ESDA provides emergency services to Village residents by providing trained volunteers to back up and assist other Village departments such as the Police and Public Works Departments. It also works in cooperation with the Orland, Palos and Mokena Fire Protection Districts. Additionally, ESDA provides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

#### STRATEGIC PLAN GOAL: Quality of Life

1. Install a Back-up Weather Siren Activation System to provide for redundancy in the activation of the Weather Warning Sirens.
  - OBJECTIVE – Develop and install a cost-effective independent back-up activation system which will be controlled manually from the Police Department Communications Center.
    - PURPOSE – Currently, the Weather Siren Activation System is an electronic computer system controlled and activated through the Communications Center Moducom System computer console. In the event that the Moducom System console fails to activate the weather siren due to computer or radio equipment failure, the back-up system can be initiated to activate the weather sirens independently from the Moducom System.
    - COMPLETION DATE – June 30, 2015

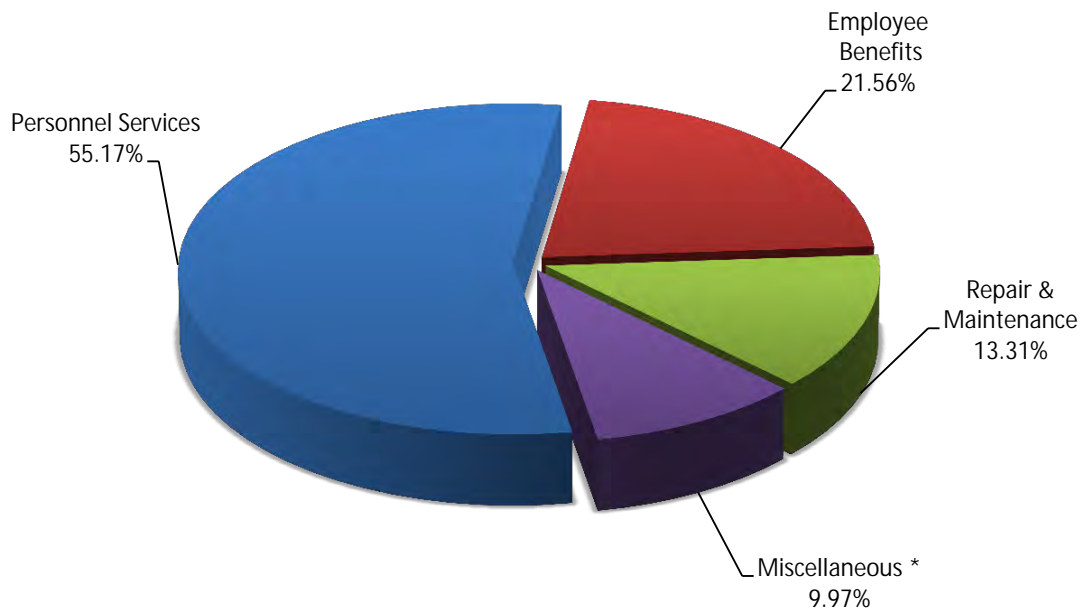






EMERGENCY SERVICES AND DISASTER AGENCY BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
ESDA Coordinator	0.25	0.25	0.25
ESDA Deputy Coordinator	1	1	1
Senior Secretary	0.25	0.25	0.25
<b>TOTAL FULL TIME PERSONNEL</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>



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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ 35,977	\$ 45,511	\$ 33,125	\$ 36,067
Employee Benefits	14,406	15,251	13,689	14,096
Employee Reimbursements	100	100	3,220	2,220
Utilities	262	-	300	300
Repair & Maintenance	13,728	7,275	8,750	8,700
Insurance	3,762	5,032	3,467	1,497
Supplies	702	125	3,000	2,500
<b>Total Expenditures</b>	<b>\$ 68,937</b>	<b>\$ 73,295</b>	<b>\$ 65,551</b>	<b>\$ 65,380</b>

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.

DIVISION FUNCTIONS:

The Administration Division is responsible for budgeting, planning, inspecting, training, and internal affairs, as well as 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 GOAL: Quality of Life

1. **Increased Severe Weather Awareness and Preparedness Training: “Americans live in the most severe weather-prone country on Earth.” Each year, Americans cope with an average of 100,000 thunderstorms, 10,000 of which are severe, 5,000 floods and 1,000 tornadoes ((National Weather Service (N.W.S.) 2014).**
  - OBJECTIVE – Obtain N.W.S. StormReady Certification for the Village of Orland Park.
    - PURPOSE – StormReady Certification ensures that communities have the most up to date communication and safety skills to help save lives and property, before and during a severe weather event. StormReady helps community leaders and emergency managers strengthen local safety programs.
    - COMPLETION DATE – December 31, 2015
2. Training Development and Review Unit will provide specialized training in FY 2015 that **will increase sworn officers’ knowledge base and ultimately improve the overall efficiency and effectiveness of the Department.**
  - OBJECTIVE – Create and deploy an Orland Park Police Department Crisis intervention Team (C.I.T).
    - PURPOSE – The Orland Park Police Department has seen a dramatic increase in the number of calls for service for people in mental crisis in 2014. A highly trained state certified Crisis Intervention Team would assist in ensuring that the department provides specialized services to people in mental crisis by providing a consistent and effective framework to handle these potentially volatile situations and thus reduce liability. Having an additional officer certified in accident reconstruction will increase the efficiency and effectiveness in the identification and documentation of the causes of major crashes.
    - COMPLETION DATE – December 31, 2015

3. NIMS Compliance: Achieve full compliance with the National Incident Management System (NIMS) certification requirements for FY 2015.
  - 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. All NIMS related training will be completed by October 1, 2015.
    - 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. This training plan is developed to meet that requirement.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE - Conduct position–specific ICS training.
    - PURPOSE – As part of gaining full federal NIMS compliance, an ICS practicum is a required.
    - COMPLETION DATE – December 31, 2015
4. Rifle Carbine Certification: the implementation of a training program to increase the number of sworn police officers qualified to deploy a department issued rifle carbine in FY 2015.
  - OBJECTIVE – Increase by 10% the number of sworn police officers qualified to carry the department issued rifle carbine in FY 2015.
    - PURPOSE - An increase in qualified full-time sworn officers in the use of carbine rifles will assist in effectively safeguarding the community, enhance officer safety, and ensure that a weapon system designed to counter the growing trend of high capacity firearms utilized by offenders is readily available.
    - COMPLETION DATE – December 31, 2015

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

STRATEGIC PLAN GOAL: Quality of Life

1. Convert the Orland Park Police radio system from the AT&T telephone landlines to the 4.9 MHz microwave system. The current Orland Park Police Department VHF radio system is supported by AT&T telephone landlines. The VHF radio signal from police radios is received at ten (10) receiver sites throughout the Village. The radio signal is transferred from the receiver sites to the police department through AT&T telephone landlines. The signal is then rebroadcast through the transmitter. AT&T has advised that the telephone landline technology is outdated and a new AT&T telephone landline system has not been installed in over 15 years. The AT&T data cards used in the system are no longer manufactured and replacement cards are actually used recycled cards from other systems. Additionally, there is a monthly lease cost for each of the 24 telephone lines used in the system. In order to update the current radio system and eliminate the leased telephone lines, the Police Department will connect the radio system to the current 4.9 GHz microwave system and eliminate the telephone landline system.

- OBJECTIVE – Meet with the Police Department’s radio service company and identify the equipment needed to convert the radio system from telephone landline to microwave technology. Obtain an estimate from the radio service company for the equipment and installation costs.
  - PURPOSE – The reliability of the police department radio communications system is a high priority. Emergency 911 dispatching, public safety and officer safety depends on a reliable radio communications system.
  - COMPLETION DATE – March 31, 2015
  
- OBJECTIVE - Install the microwave conversion equipment and implement the new system in stages in order to make certain there is no gap in radio coverage during implementation. Conduct a test of the system and make any adjustments to obtain optimum performance.
  - PURPOSE – The microwave system will provide the department with reliable portable and mobile radio coverage and reduce the cost of leasing AT&T landlines.
  - COMPLETION DATE – September 30, 2015

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 registration and investigate compliance of mandatory sex offender registrants.
- Provide an enhanced response or support to victims of domestic violence and elder abuse.

STRATEGIC PLAN GOAL: Quality of Life

1. Develop and implement a web-based anonymous tip line.  
Crime prevention cannot be achieved by the police alone. Professional law enforcement officers must work hand-in-hand with the public to fight crime and neighborhood disorder throughout our communities. We depend heavily on the community for assistance in reporting crimes to the police.
  - OBJECTIVE - Through computers with Internet capability, Orland Park Police Department personnel will view tips received 24/7 and evaluate each one. The goal is that these tips are of a non-emergency nature. All in-progress tipsters will be directed to call 9-1-1.
    - PURPOSE – If a tip is of an emergency nature, personnel will forward it immediately to the 9-1-1 Dispatch Center. They will forward all other tips for assignment to the appropriate investigative division.



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

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:

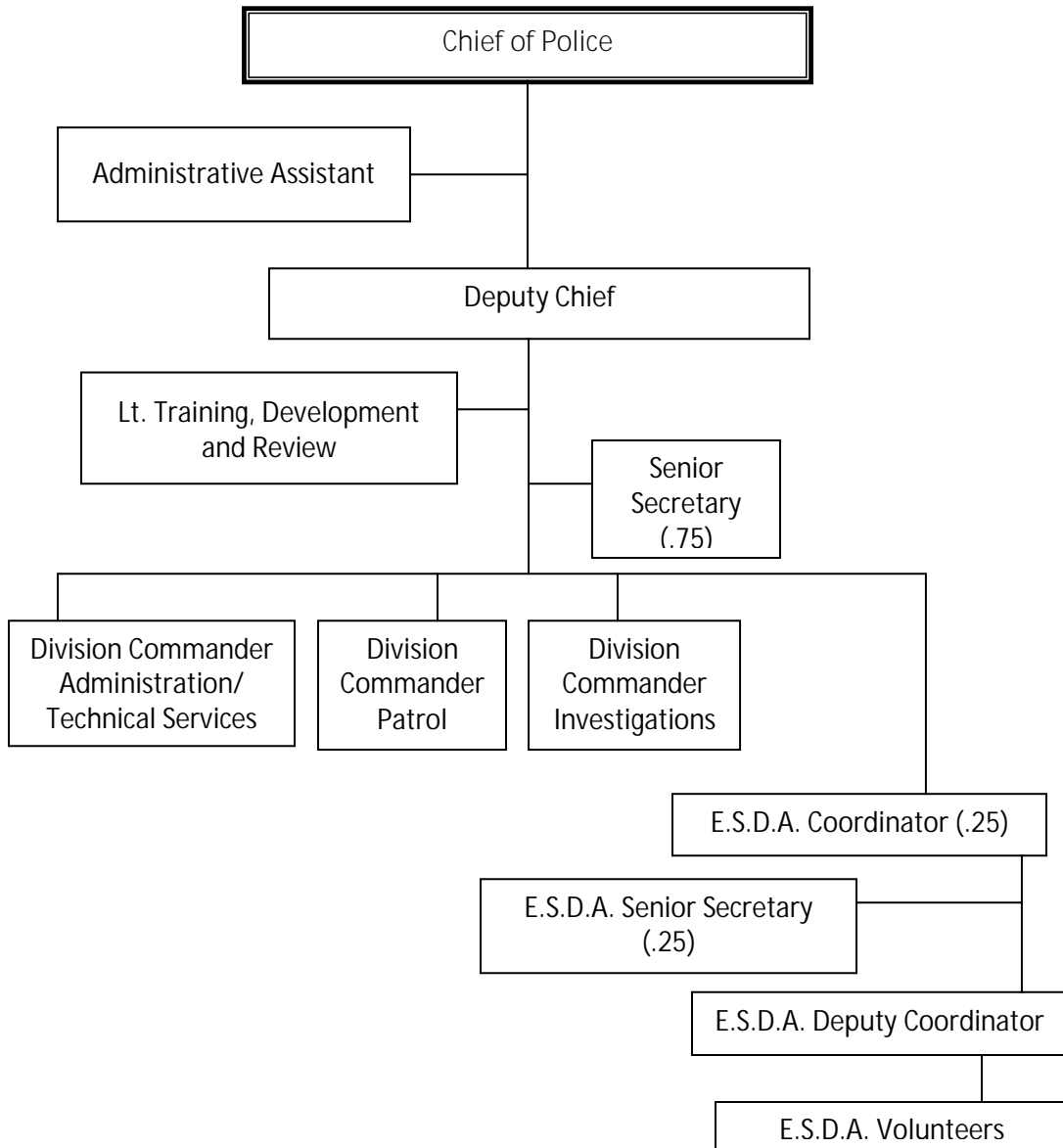
- Emergency response to criminal and non-criminal activity.
- Respond to criminal and quasi-criminal activity.
- Respond to nuisance and ordinance violations.
- Provide high visibility patrol throughout the Village.
- Emphasize problem solving.

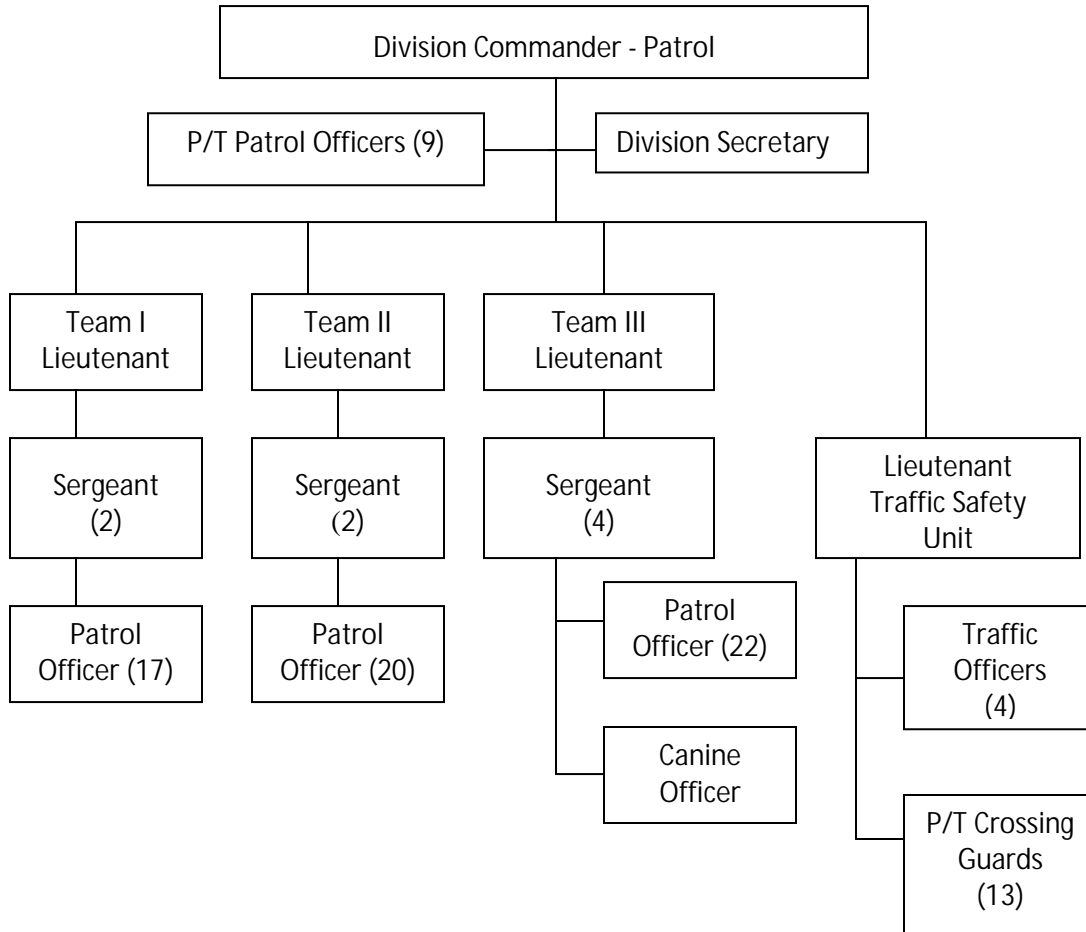
STRATEGIC PLAN GOAL: Quality of Life

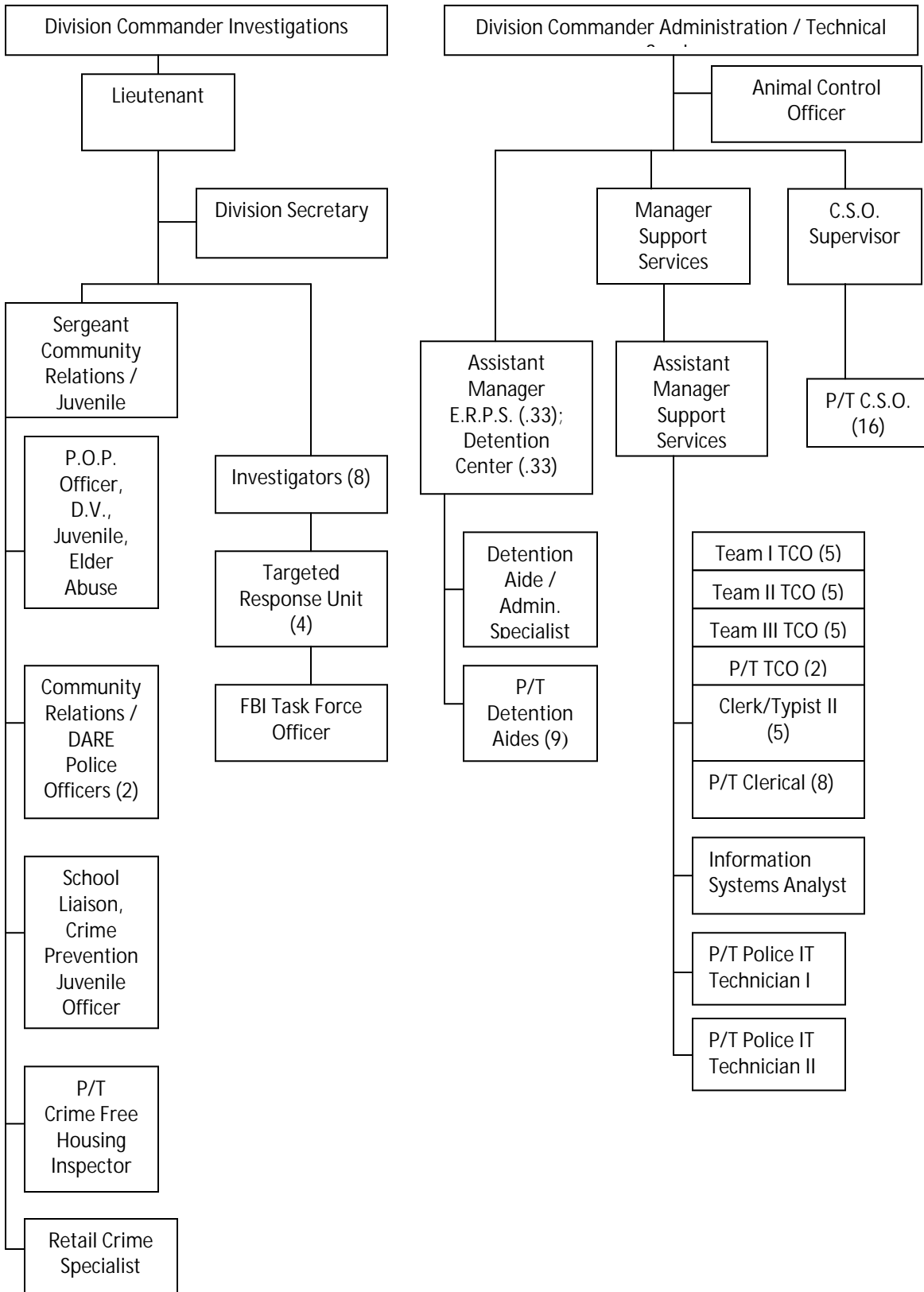
1. Increased Police presence during the 2015 summer months due to ruse burglaries: Increase patrol during the specific months and beats that statistical data has shown ruse burglaries occur.
  - OBJECTIVE - Day shift officers shall remain in the specific beats that have been targeted for ruse burglaries until the afternoon shift officers are released early from roll call and reach that specific beat.
    - PURPOSE-To maintain a presence in subdivisions and deter the occurrences of ruse burglaries.
    - COMPLETION DATE – September 30, 2015
  - OBJECTIVE - Community Service Officers will be assigned to subdivision patrol in the summer months and document any suspicious subjects/vehicles. During this period they will hand out informational flyers to any senior citizens they observe.
    - PURPOSE – To increase visibility in the subdivisions and provide information to the targeted citizens.
    - COMPLETION DATE – September 30, 2015
2. Enforce the Use of Electronic Communications while Driving Violations: One in four motor vehicle accidents are caused by using a cell phone while driving. The leading cause of deaths for teenagers is motor vehicle accidents.
  - OBJECTIVE – Educate the motoring public to eliminate the use of a cell phone while driving. Enforce violations of 625 ILCS 5/12-610.2a, (2014 Law Update) Electric Communication Devices on a regular basis.
    - PURPOSE – Achieve public awareness and compliance through traffic enforcement details.
    - COMPLETION DATE – December 31, 2015

- OBJECTIVE – Utilize the local media to promote public awareness geared specifically towards young drivers.
  - PURPOSE – To inform and educate the motoring public, with an emphasis on young drivers, of the law and of the dangers of cell phone use while driving.
  - COMPLETION DATE – December 31, 2015

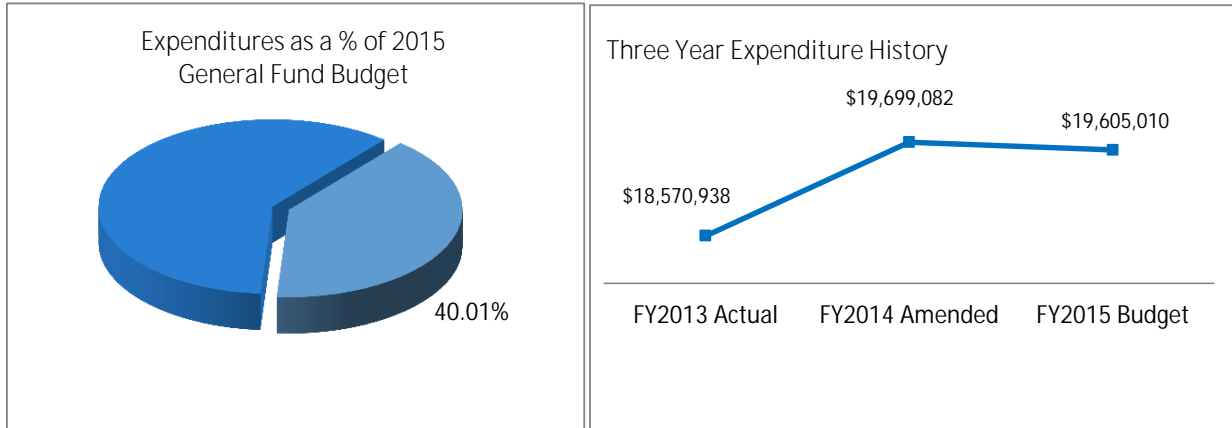
MEASURE	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate
Number and percent of parking citations processed within 10 days of issuance	11,676 100%	10,955 100%	11,000 100%
Number and percent of traffic citations processed within 10 days of issuance	17,555 100%	15,947 100%	14,000 100%
Average answer time for all 911 calls in seconds	3	2.75	2.75
Percent 911 calls answered in 20 seconds or less	99%	100%	100%
Actual theft incidents	1,246	1,245	1,250
Crime rate per 100,000 population	2,338	2,234	2,200
Number of Cannabis arrests	299	356	350
Number of Index Crime Drug arrests	554	692	650
Number of authorized Sworn Officers	97	99	101
Population	57,392	58,590	59,000
Officers per thousand population	1.56	1.68	1.71







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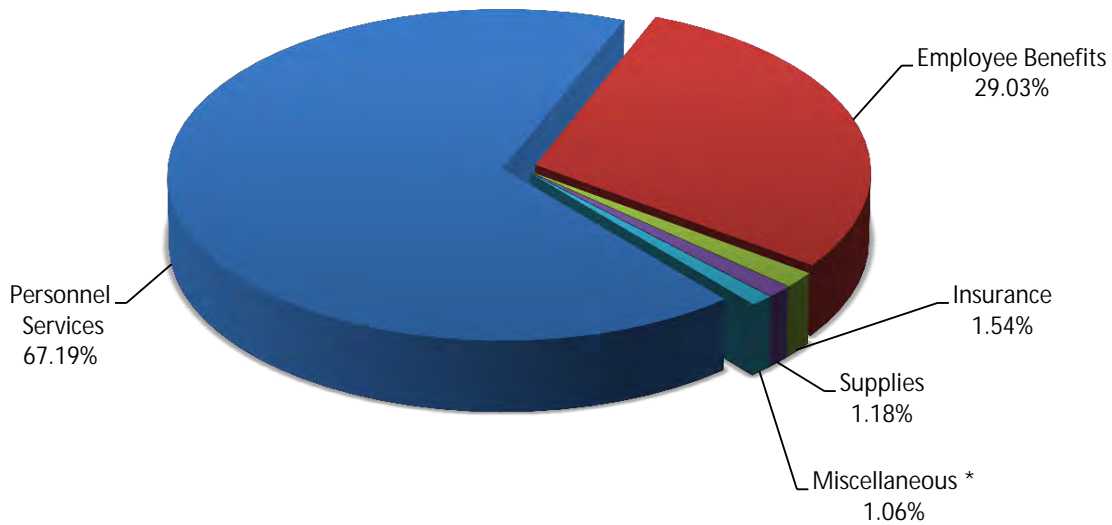


POLICE BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
Chief of Police	1	1	1
Deputy Chief of Police	1	1	1
Commanders	3	3	3
Lieutenants	6	6	6
Sergeants	9	9	9
Support Services Manager	1	1	1
Information Systems Analyst	1	1	1
Support Services Assistant Manager	1.75	1.75	1.75
CSO Supervisor	1	1	1
Detention Aide/Adm Specialist	1	1	1
Administrative Assistant	1	1	1
Senior Secretary	0.75	0.75	0.75
Clerk Typist II	4	4	5
Animal Control Officer	1	1	1
Telecommunicators	6	6	8
TCO / Shift Differential	9	9	7
TCO Support Clerk	1	1	0
Patrol Officers	77	79	81
<b>TOTAL FULL TIME PERSONNEL</b>	<b>125.5</b>	<b>127.5</b>	<b>129.5</b>



PART TIME POSITION TITLE			
Clerk Typist	10	10	8
Division Secretary	0	0	2
Evidence Clerk	0	1	0
IT Technican I	1	1	1
IT Technican II	1	1	1
Telecommunicator	2	2	2
Community Service Officer	15	15	16
Detention Aide / Adm Specialist	1	1	0
Dentention Aides	8	8	9
Patrol	8	8	9
Crossing Guards	13	13	13
P/T Property Insp for Crime Free Housing	1	1	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>60</b>	<b>61</b>	<b>62</b>



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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ 11,676,484	\$ 12,330,076	\$ 13,453,376	\$ 13,172,953
Employee Benefits	5,273,132	5,452,130	5,576,658	5,690,928
Employee Reimbursements	71,746	75,408	92,288	84,440
Professional Services	11,468	12,202	13,920	14,450
Utilities	34,108	36,445	38,233	36,994
Purchased Services	5,617	3,409	5,750	5,750
Repair & Maintenance	23,074	36,853	51,687	49,177
Rent	63	3,141	4,200	4,200
Insurance	314,557	427,588	216,880	302,817
Supplies	206,363	179,637	209,790	231,001
Capital	-	-	25,000	-
Miscellaneous Expenses	13,916	14,050	11,300	12,300
<b>Total Expenditures</b>	<b>\$ 17,630,529</b>	<b>\$ 18,570,938</b>	<b>\$ 19,699,082</b>	<b>\$ 19,605,010</b>

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# Special Revenue Funds

Budget  
Fiscal Year 2015

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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. In 2010, the State of Illinois enacted the Illinois Jobs Now Capital Construction Program to fund transportation infrastructure projects. The Village will continue to use these funds in FY2015 for road improvement capital projects.

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.

Revenue Summary

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
State Allotments	\$ 1,680,478	\$ 1,697,041	\$ 1,314,409	\$ 1,366,381
Interest	2,923	2,039	8,645	8,368
Total Revenue	\$ 1,683,401	\$ 1,699,080	\$ 1,323,054	\$ 1,374,749

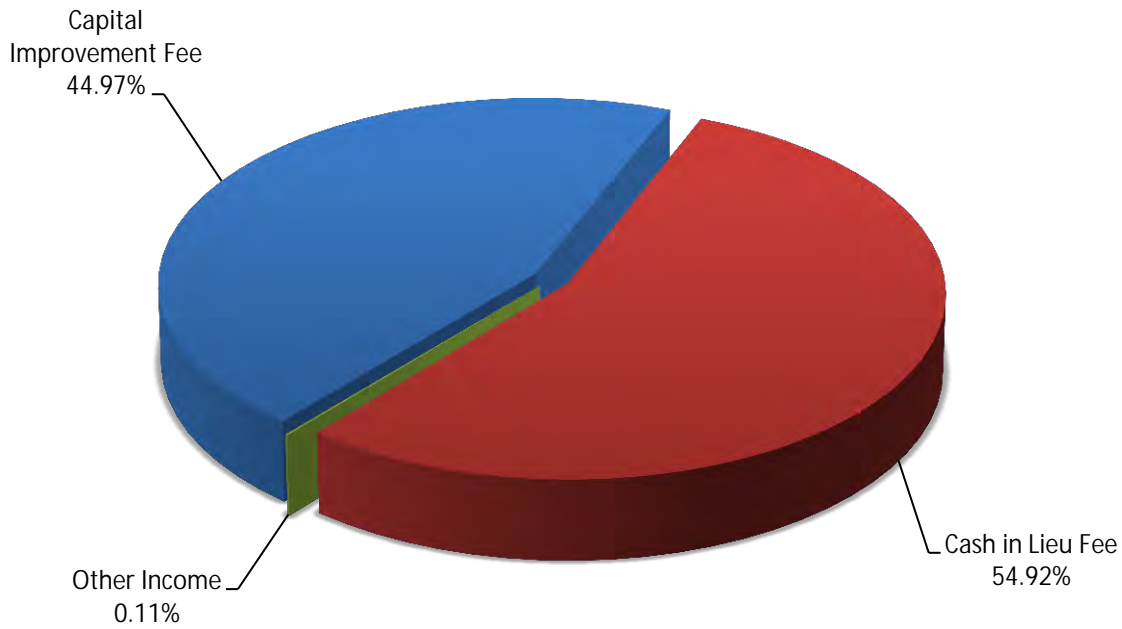
Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Credit, Collection & Bank Charges	\$ 82	\$ 13	\$ 26	\$ 4
Interfund Transfer Out	1,974,289	1,349,547	1,314,409	2,366,381
Total Expenditures	\$ 1,974,371	\$ 1,349,560	\$ 1,314,435	\$ 2,366,385

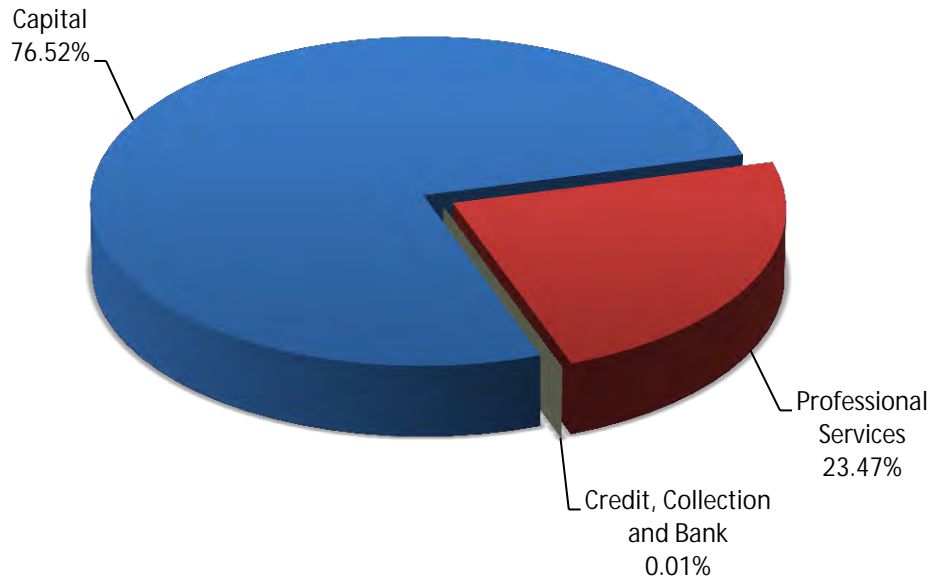
The Park Development Fund receives cash contributions in lieu of land for park and recreation use. These contributions are received when the developer is unable to donate the required seven acres per 1,000 people anticipated to reside in the development. These cash contributions are solely used for the 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 a 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 provided 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.

Additional detailed information regarding the budgeted capital improvements for park development can be found in the Capital Improvements Section of this document.



	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Capital Improvement Fee	\$ 27,315	\$ 159,503	\$ 127,614	\$ 211,077
Cash in Lieu Fee	61,414	130,369	191,016	257,785
Other Income	6,000	5,240	-	500
Miscellaneous Reimbursements	5,000	100,000	-	-
Interfund Transfer In	1,425,000	162,117	-	-
<b>Total Revenue</b>	<b>\$ 1,524,729</b>	<b>\$ 557,229</b>	<b>\$ 318,630</b>	<b>\$ 469,362</b>



	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Credit, Collection & Bank Charges	\$ 219	\$ 52	\$ 81	\$ 16
Professional Services	-	-	-	50,000
Interfund Transfers Out	-	20,225	-	-
Purchased Services	261	219	-	-
Repair and Maintenance	44,380	-	-	-
Capital Improvements	620,629	974,118	40,000	163,000
<b>Total Expenditures</b>	<b>\$ 665,489</b>	<b>\$ 994,614</b>	<b>\$ 40,081</b>	<b>\$ 213,016</b>



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

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

Revenue Summary

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
General Government	\$126,822	\$49,544	\$45,500	\$52,500
Total Revenue	\$126,822	\$49,544	\$45,500	\$52,500

Expenditure Summary

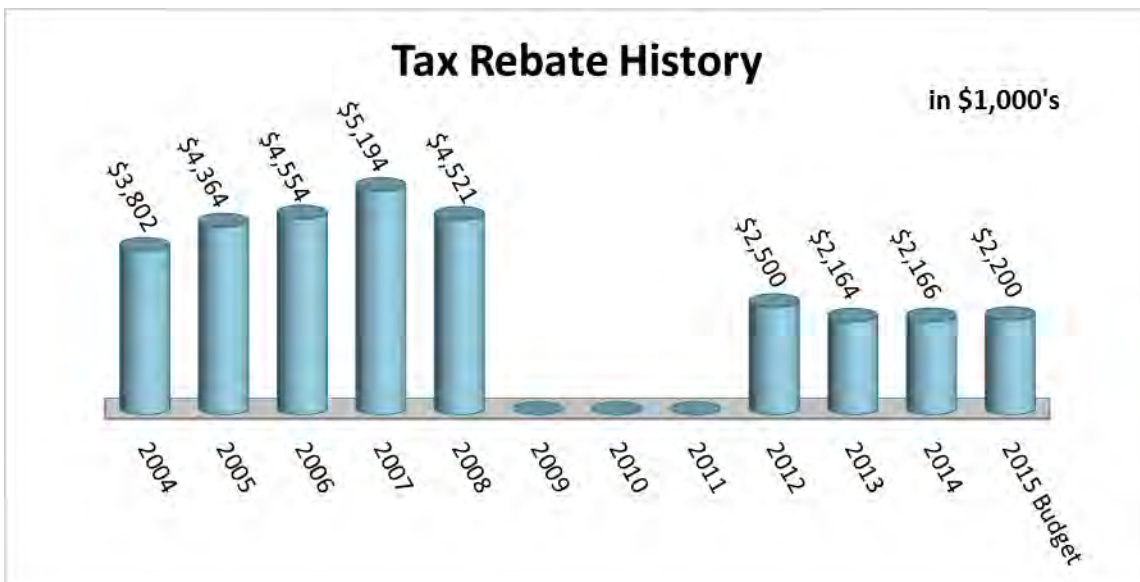
	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Miscellaneous Expenses	\$27,458	\$ 7,104	\$ -	\$ -
Supplies	13,114	23,799	-	-
Total Expenditures	\$40,572	\$30,903	\$ -	\$ -

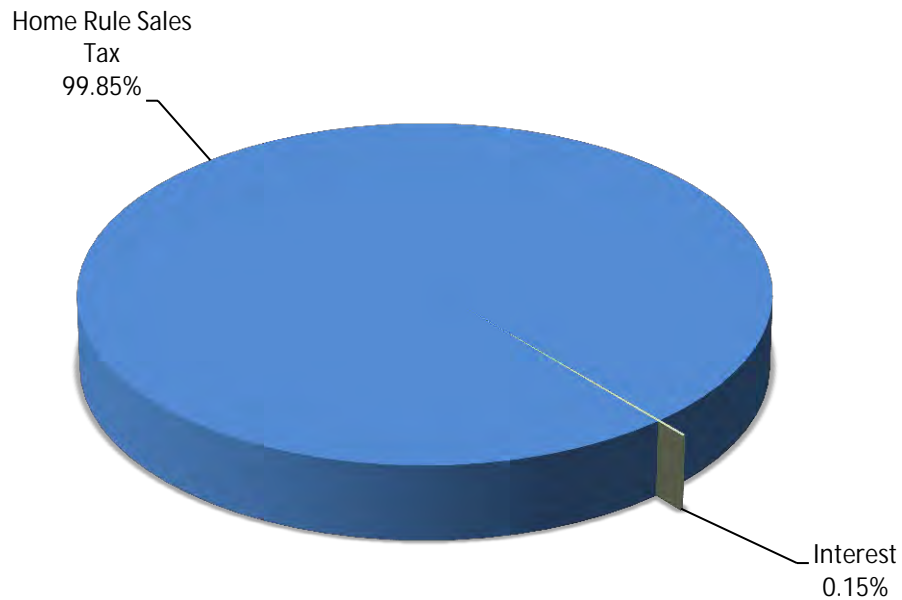
In September 2001, the Village passed an ordinance imposing a Home Rule Municipal Retailers' Occupation and Service Tax (Sales Tax) of three quarters (3/4) of one percent. The Illinois Department of Revenue began enforcing the tax on January 1, 2002. The purpose of the tax was to fund the Village's Property 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 on an as-needed basis.

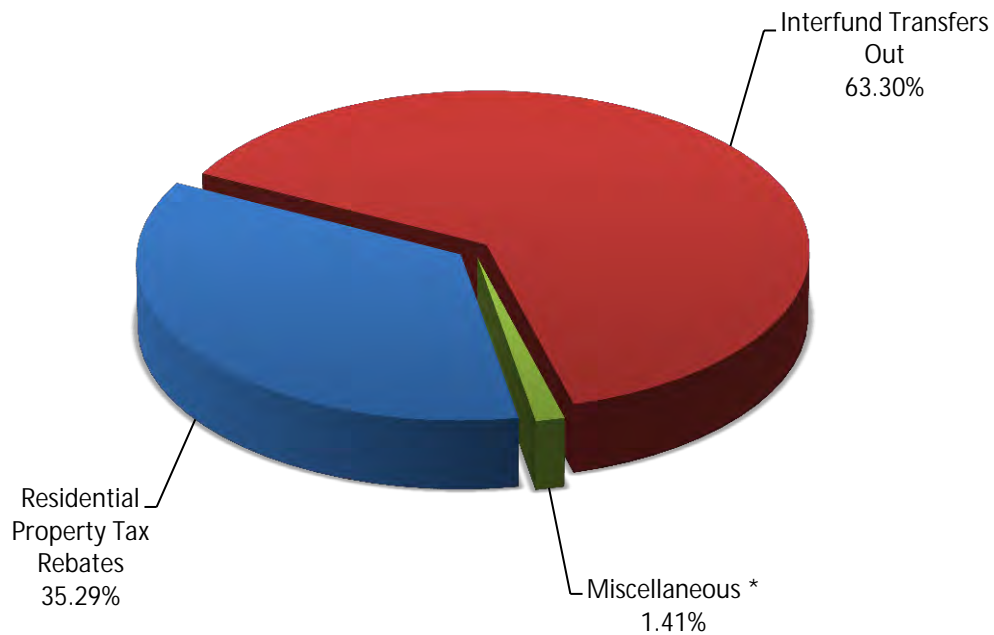
The Property Tax Rebate Program was originally established in 2002 with the Village reimbursing 50% of the Village's share of the property taxes paid by owner-occupants of single-family homes, owner-occupants of town homes, and owner-occupants of residential condominium units. In 2003, the Village increased 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. The Village Board reinstated the property tax rebate program in FY2012, and the program has continued each year since then. There is currently \$2.2 million included in the FY2015 budget for property tax rebates.





	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Home Rule Sales Tax	\$ 9,659,940	\$ 9,986,853	\$ 9,938,851	\$ 10,036,803
Interest	5,095	325,200	19,064	14,865
Interfund Transfer	4,949,182	154,399	-	-
<b>Total Revenue</b>	<b>\$ 14,614,217</b>	<b>\$ 10,466,452</b>	<b>\$ 9,957,915</b>	<b>\$ 10,051,668</b>



\* Miscellaneous includes: Credit, Collection & Bank Charges, Personnel Services, Employee Benefits, Utilities, Supplies and Miscellaneous.

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Residential Property Tax Rebates	\$ 2,500,070	\$ 2,164,091	\$ 2,200,000	\$ 2,200,000
Interfund Transfers Out	1,375,000	2,898,097	2,292,476	3,946,476
Credit, Collection & Bank Charges	1,433	360	18,541	18,000
Personnel Services	8,497	23,963	33,000	33,000
Employee Benefits	650	2,583	2,525	2,525
Utilities	8,077	14,971	16,500	16,500
Professional Services	-	250	-	-
Supplies	16,540	12,330	14,500	14,500
Sales Tax Rebates	127,543	368,887	-	-
Miscellaneous	-	-	3,475	3,475
<b>Total Expenditures</b>	<b>\$ 4,037,810</b>	<b>\$ 5,485,532</b>	<b>\$ 4,581,017</b>	<b>\$ 6,234,476</b>

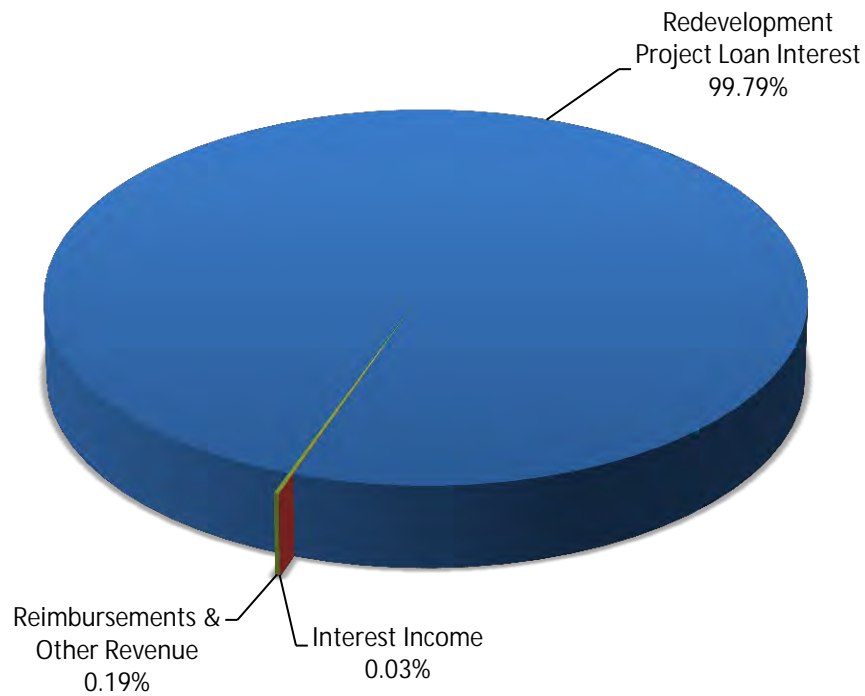
In October 2004, the Village Board approved an ordinance adopting tax increment financing within the area designated as the Main Street Triangle Redevelopment Project Area. Redevelopment of this area has been a long-term goal of the Village Board in an effort to create a pedestrian friendly downtown district for Orland Park anchored by the 143<sup>rd</sup> Street commuter station. The area is bordered by 143<sup>rd</sup> Street to the south, LaGrange Road to the east and the Metra tracks/Southwest Highway to the west; an area 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 activities are recorded. Parcels of land within the District have been purchased by the Village, and subsequently utilized to construct public infrastructure, or to be sold/leased to developers of residential/retail structures. The Village is currently the owner of all the property within the Triangle.

In FY2007, the Village completed construction of a new 143<sup>rd</sup> Street commuter station. Federal grant proceeds (passed through Metra) were received in the amount of \$9,648,510 to assist with the construction of the station, as well as public infrastructure improvements. During FY2007, the Village issued \$18,500,000 of general obligation bonds to complete the public improvements within the area and to purchase additional properties. This debt issuance also reimbursed other Village Funds that the Main Street Triangle TIF Fund borrowed from to purchase parcels of land previously.

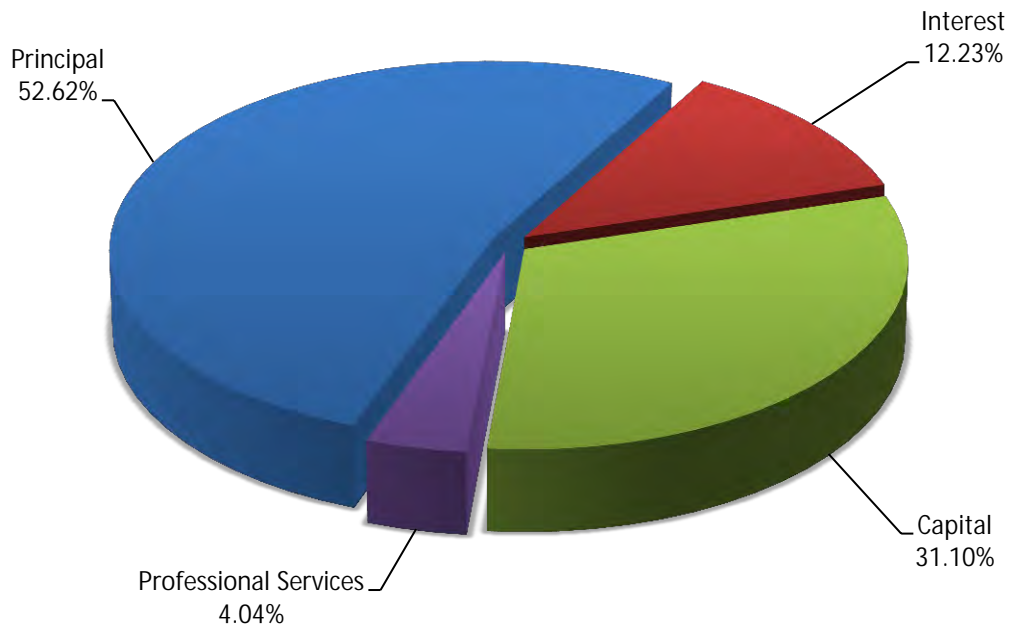
In June 2011, a settlement agreement for the purchase of the Orland Plaza site was finalized, ending eminent domain litigation. The Village acquired the Orland Plaza site in two separate phases so as to permit existing tenants to remain in their current leaseholds. The first acquisition occurred on February 20, 2012 and the second acquisition occurred two years later. Demolition of a portion of the property was completed in FY2012 for the construction of the Ravinia Avenue extension into the Triangle area. Demolition of the remaining structures of Orland Plaza started in 2014 and will be completed in 2015.

In FY2012, the Village entered into a redevelopment agreement with Flaherty and Collins Properties for Phase I redevelopment of the Main Street Triangle area to include 295 luxury apartment residences, 4,000 square feet of commercial space and structured parking on approximately four acres. The Village incurred phased debt in order to finance this project at an estimated cost of \$65 million. The costs are split between developer equity of \$2 million, a loan to Flaherty and Collins Properties for \$38 million and a project incentive of \$25 million. There are several provisions in the agreement that will enable the Village to recover its incentive over time. Project financing started in 2012 and was completed in 2014.

In 2014, the Village and the University of Chicago reached an agreement to construct a medical center on part of the Triangle property. Construction is expected to begin in 2015.



	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Redevelopment Project Loan Interest	\$ -	\$ 504,273	\$ 1,002,928	\$ 1,703,234
Interest Income	446	450	500	450
Reimbursements & Other Revenue	18	111,216	-	3,200
Seller Financed Capital Purchase	4,750,000	-	-	-
Excess Cash Flow Proceeds	-	287,500	-	-
Bond Proceeds	20,000,000	20,000,000	-	-
Line of Credit Proceeds	18,786,214	16,957,760	-	-
<b>Total Expenditures</b>	<b>\$ 43,536,678</b>	<b>\$ 37,861,200</b>	<b>\$ 1,003,428</b>	<b>\$ 1,706,884</b>



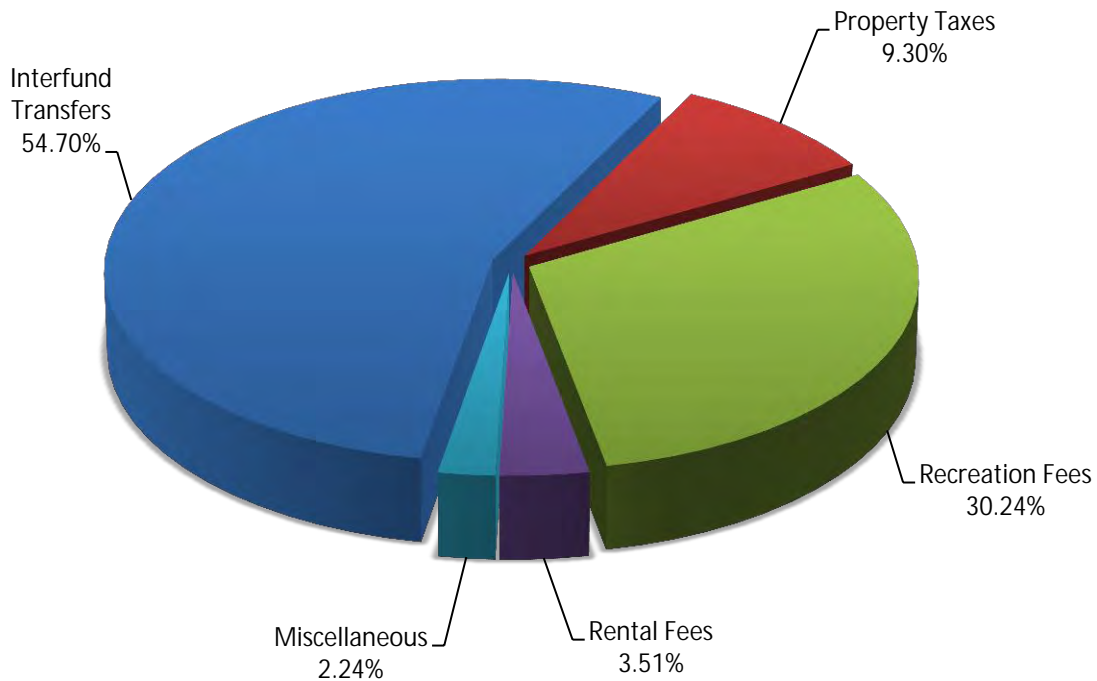
	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Principal	\$ 653,662	\$ 902,462	\$ 731,106	\$ 1,691,707
Interest	751,286	1,155,361	663,009	393,362
Capital	9,316,929	1,537,325	2,639,840	1,000,000
Professional Services	166,546	150,775	303,824	130,000
Purchased Services	206	13,457	55,000	-
Bond Issuance Costs	258,633	263,773	-	-
Utilities	8,769	5,400	-	-
Supplies	-	1,606	-	-
Repair and Maintenance	191,255	-	-	-
Miscellaneous Expenses	5,462	86,930	-	-
Redevelopment Project Costs	24,770,000	-	-	-
Line of Credit Principal	18,786,213	-	-	-
<b>Total Expenditures</b>	<b>\$ 54,908,961</b>	<b>\$ 4,117,089</b>	<b>\$ 4,392,779</b>	<b>\$ 3,215,069</b>

The Recreation and Parks Fund is divided into six divisions, including:

- Administration
- Programs
- Parks
- Centennial Pool
- Sportsplex
- Special Recreation

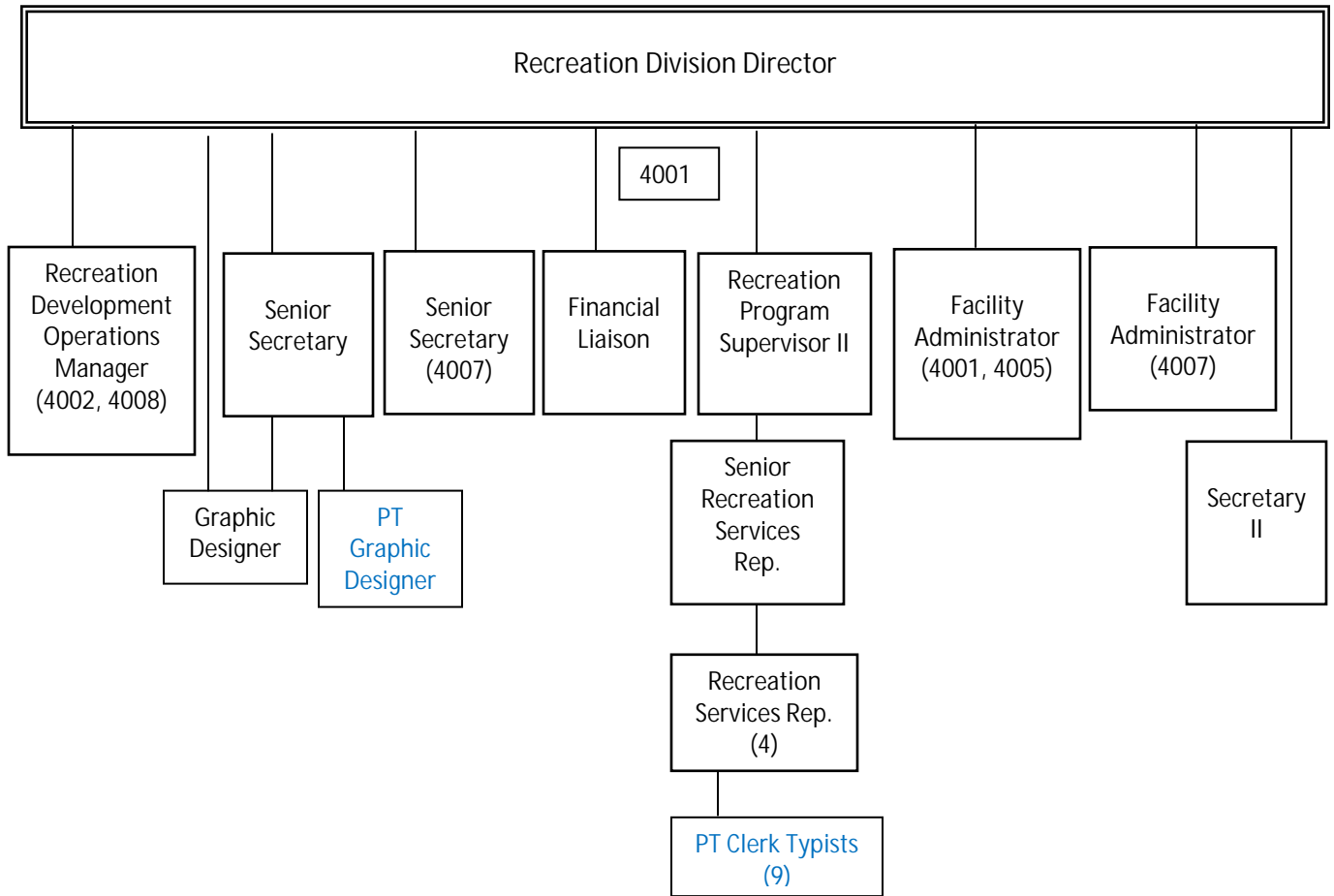
Each of the divisions listed above have formulated accomplishments and goals reflected on the following pages.



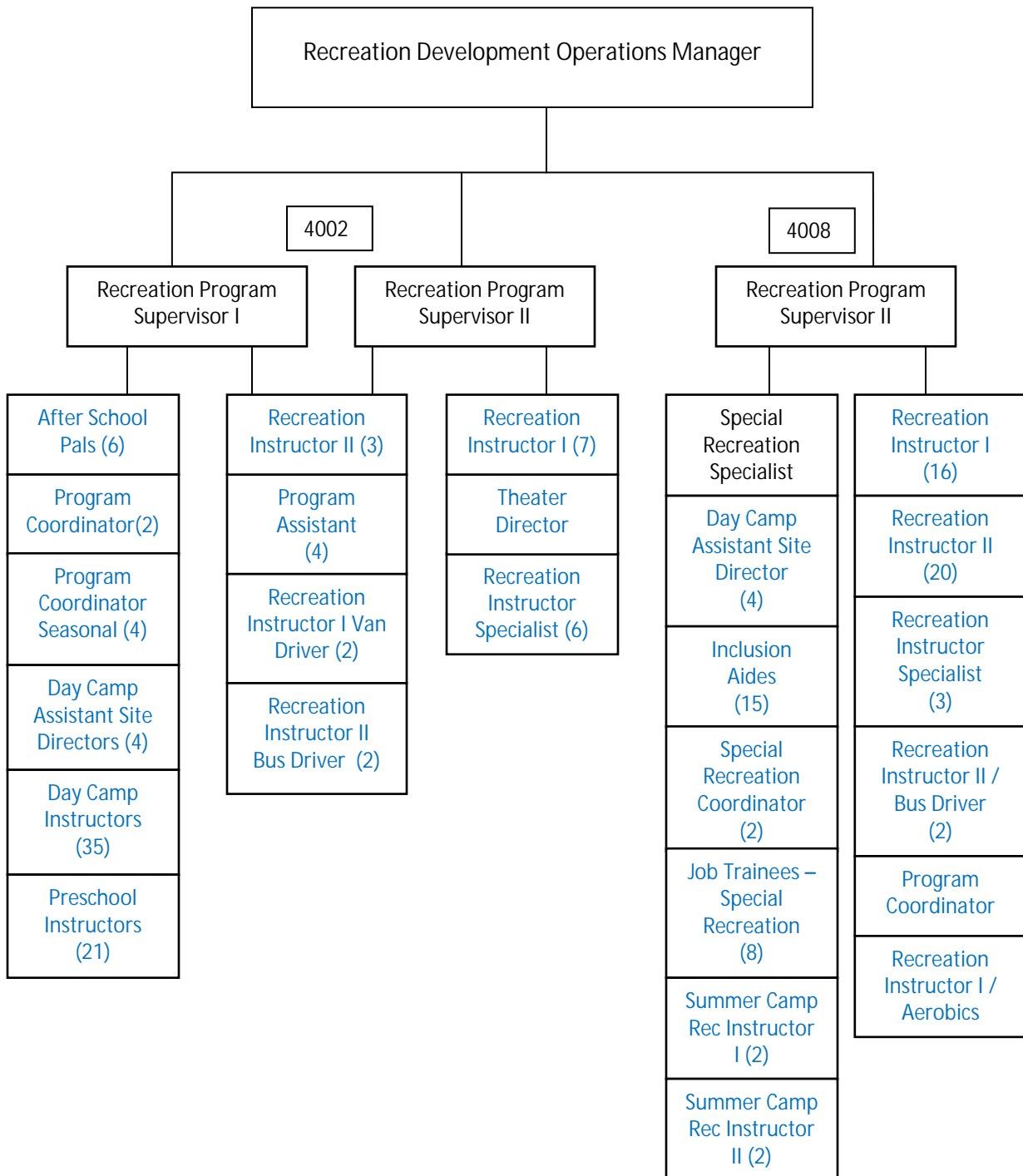


\*Miscellaneous includes grants, contributions and donations, and miscellaneous.

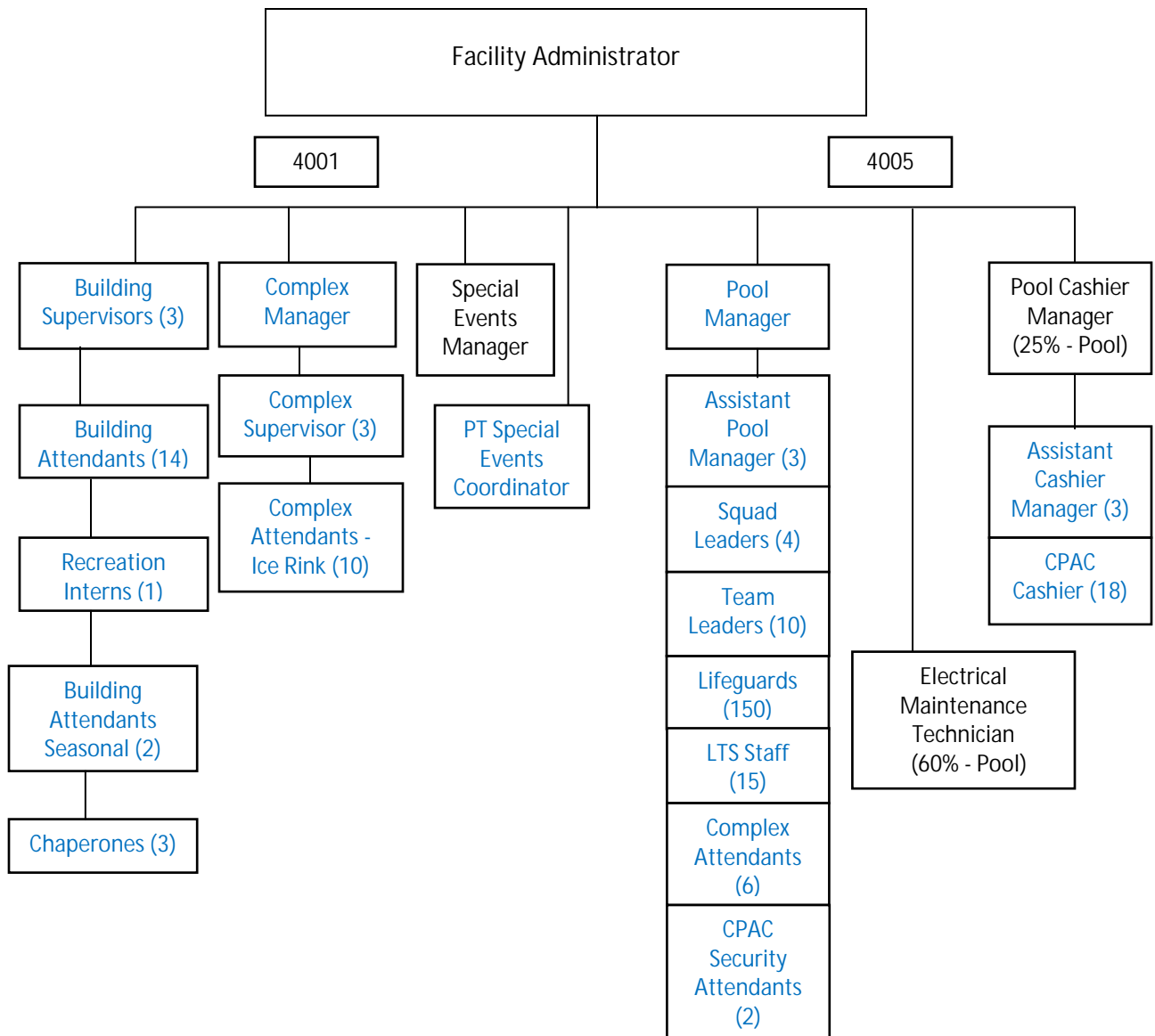
	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Transfer from General Fund	\$ 4,652,684	\$ 4,535,279	\$ 5,714,899	\$ 5,964,634
Recreation Fees	3,342,415	3,141,136	3,277,459	3,297,170
Recreation and Parks Property Taxes	1,081,422	1,072,897	1,058,297	1,014,634
Rental Fees	363,567	378,977	375,731	383,110
Grants	37,359	33,282	32,170	34,020
Miscellaneous	190,802	169,964	160,036	181,800
Contributions and Donations	45,778	60,477	23,006	28,900
Transfer from HRST Fund	-	130,000	-	-
<b>Total Revenue</b>	<b>\$ 9,714,027</b>	<b>\$ 9,522,012</b>	<b>\$ 10,641,598</b>	<b>\$ 10,904,268</b>



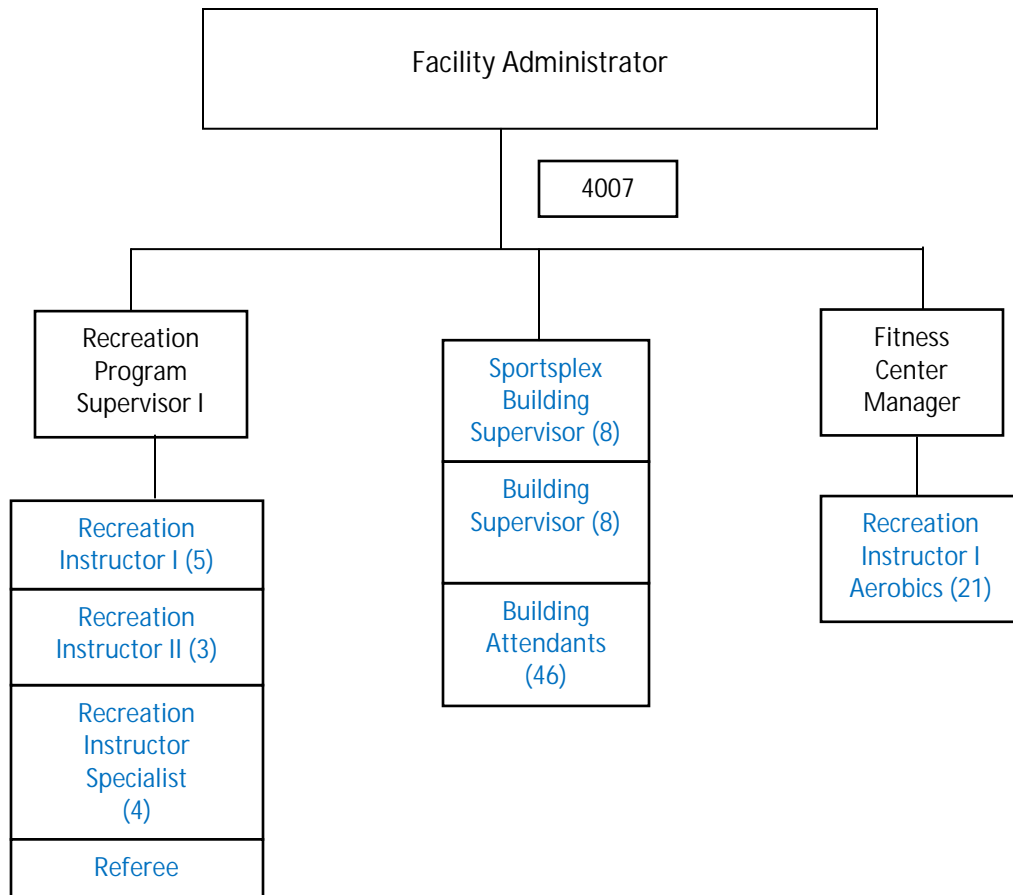
Part-time positions are indicated by blue text.



Part-time positions are indicated by blue text.



Part-time positions are indicated by blue text.



Part-time positions are indicated by blue text.

## Village of Orland Park

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

Fiscal Year 2015

### DEPARTMENT MISSION:

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

### RECREATION FUNCTIONS:

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

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

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

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

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

**Special Recreation:** The Special Recreation Division is responsible for managing all Special Recreation programs, special events, overnight and day trips, job training programs, inclusion

programming, transportation and fundraising. The program, which is in its 33<sup>rd</sup> year, services over 400 individuals with special needs, ages 3 and up. Programs offered include: sports, Special Olympics, exercise and fitness, cultural, social, overnights, vacation trips, and special events.

STRATEGIC PLAN GOAL: Quality of Life

1. Complete improvements at the Franklin Loebe Center.
  - OBJECTIVE – Begin construction on improvements to the lobby, hallway, kitchen, office spaces and storage space.
    - PURPOSE – To provide a streamlined preschool and youth hub for our patrons.
    - COMPLETION DATE – August 31, 2016
  - OBJECTIVE – Continue a thorough inventory of storage space needs of Robert Davidson Center, Cultural Arts Center, Franklin Loebe Center, and Old Village Hall, thereby consolidating storage space from the four recreational facilities into fewer locations, enabling secure, organized, and inventoried items.
    - PURPOSE – Streamline current stored equipment and supplies to appropriate facilities.
    - COMPLETION DATE – December 31, 2015
2. Focus marketing strategies to increase participation and revenues, where applicable, in recreational opportunities, including special events, programs, and facility rentals.
  - OBJECTIVE – Develop a marketing piece to promote all rental opportunities for Village facilities, including the Civic Center, Cultural Arts Center, and Franklin Loebe Center.
    - PURPOSE – To increase rental opportunities at all Village buildings during 2015.
    - COMPLETION DATE – August 31, 2015
  - OBJECTIVE – Continue to implement the marketing plan to advertise and promote sponsorship opportunities for the Sportsplex.
    - PURPOSE – To continue a sponsorship revenue stream at the Sportsplex.
    - COMPLETION DATE – December 1, 2015
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 2015.
  - OBJECTIVE – Utilize Select Survey and texting survey software to conduct 2 - 3 surveys per quarter for programs and special events.
    - PURPOSE – To gather valuable information that will assist us in evaluating and improving programs offered and to discover the interests of participants.
    - COMPLETION DATE – December 31, 2015

- 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 – December 31, 2015
  - 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, 2015
4. Increase resident pool membership sales and daily admissions.
- OBJECTIVE – Offer a 20% CPAC cross-over discount membership to Sportsplex members in 2015.
    - PURPOSE – Build upon the cross-over promotional success that was achieved in 2011 through 2014 to increase membership interest to a target audience.
    - COMPLETION DATE – June 30, 2015
  - OBJECTIVE – Utilize all available mediums to promote memberships beginning with the pre-sales season and continuing through June of 2015. Advertise in the recreation brochure promoting early bird rates, distributed via the Orland Park Prairie Newspaper, and through the Chicago Southland Festivals and Events Guide in May of 2015. Utilize the pool tri-fold flyer as well as Facebook, Twitter, direct mail, banners/flyers, Program Guide, Reach, OP cable channel, Constant Contact, YouTube, and My Community Rewards Program.
    - PURPOSE – Create a greater awareness of Centennial Pool memberships and benefits.
    - COMPLETION DATE – June 30, 2015
  - OBJECTIVE – Establish and implement a marketing plan geared towards increasing daily attendance during the 2015 pool season. As in 2014, offer group rates, family fun days, late night swims, and implement My Community Rewards Program.
    - PURPOSE – Improve daily attendance, particularly on days which traditionally experience lower attendance.
    - COMPLETION DATE – July 31, 2015
  - 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, My Community Rewards Program, and back-to-school hours.



## Village of Orland Park

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

Fiscal Year 2015

- PURPOSE – Improve attendance during times that traditionally experience low attendance based on 2014 data, while still achieving revenue/expenditure projections.
  - COMPLETION DATE – July 31, 2015
5. Improve quality and consistency of the Learn To Swim (LTS) program.
- OBJECTIVE – Improve/increase training for LTS instructors; require all guards to participate in LTS training sessions; utilize “props” to aid instruction/learning.
    - PURPOSE – To build a more knowledgeable, skill based staff of instructors and instructor substitutes to improve student learning.
    - COMPLETION DATE – June 15, 2015
  - OBJECTIVE – Implement Starfish Aquatics’ LTS program on a trial basis in 2015.
    - PURPOSE – To improve the overall credibility of the LTS program by utilizing a systematic, proven program.
    - COMPLETION DATE – August 31, 2015
  - OBJECTIVE – Utilize current technology (YouTube, videos, PowerPoint) to market the LTS program.
    - PURPOSE – To educate the public of the need to enroll in LTS programs for the safety of their children.
    - COMPLETION DATE – July 31, 2015
6. Improve Sportsplex 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, 2015
  - OBJECTIVE – Continue to 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, 2015
  - OBJECTIVE – Continue to maintain the number of member fitness assessments with an average of 60 per quarter, beginning in January 2015.
    - PURPOSE – Reinvigorate members to commit to a new fitness routine at the Sportsplex.
    - COMPLETION DATE – December 1, 2015

- OBJECTIVE – Utilize assessment postcards for all members who have become less active or inactive.
    - PURPOSE – Motivate inactive members to utilize the Sportsplex facility and encourage long-term membership.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Contact by phone, an average of 20 members per week, beginning the week of January 1, 2015. Engage members by offering assistance, answering questions and encouraging them to continue working out.
    - PURPOSE – Membership retention.
    - COMPLETION DATE – December 31, 2015
7. Increase Sportsplex resident, non-resident, and corporate membership revenues by attracting new members and preserving current members.
- OBJECTIVE – Continue to implement the marketing sales initiative developed in 2014.
    - PURPOSE – Provide greater focus on membership sales and marketing, thus expanding Sportsplex memberships.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Analyze personal training and Pilates training specials plans for the year effective January 1, 2015 through December 31, 2015.
    - PURPOSE – To execute a new specials plan for each type of training category recognizing the uniqueness of each target audience.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Analyze rate plans for personal training and Pilates to ensure rates are comparable to the competitive market.
    - PURPOSE – Compare overall operations and processes with competitive like facilities to determine the new rate scale and offerings.
    - COMPLETION DATE – June 1, 2015
  - OBJECTIVE – Assess personal trainers to ensure they meet our sales goals for 2015.
    - PURPOSE – Increase the overall personal training revenue to help better maintain active memberships and to help encourage members renew annually.
    - COMPLETION DATE – December 31, 2015

8. Develop the marketing capabilities utilized to promote special events to increase the overall reach to prospective participants.
  - OBJECTIVE – Utilize and implement the most current technology to promote special events by creating a written marketing plan specific to each event.
    - PURPOSE – To capitalize on the prospective reach these technologies permit and ensure the most appropriate methods are utilized for each event.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Post-event, evaluate the effectiveness of the marketing campaign per special event.
    - PURPOSE – To refine the marketing plan for the following year.
    - COMPLETION DATE – December 31, 2015
9. Develop and formalize a process for recruiting and retaining volunteers to support Village and Recreation Department special events.
  - OBJECTIVE – Implement the Volgistics Volunteer Software program.
    - PURPOSE – Utilize software specifically developed to aid in the recruitment, communication and tracking of volunteers.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Develop strategies to recruit new volunteers.
    - PURPOSE – Increase the total number of volunteers interested in supporting special events.
    - COMPLETION DATE – March 31, 2015
  - OBJECTIVE – Develop a volunteer orientation check list to effectively manage volunteers pre-event and the day of event.
    - PURPOSE – Ensure volunteers know what is expected of them thereby improving the performance of volunteers.
    - COMPLETION DATE – March 31, 2015
  - OBJECTIVE – Create a desirable experience at each event for volunteers working special events.
    - PURPOSE – Increase the retention of volunteers and the word of mouth power to recruit new volunteers.
    - COMPLETION DATE – December 31, 2015

RECREATION (ADMINISTRATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
Recreation Division Director	1	1	1
Recreation Development / Operation Manager	1	1	1
Facility Administrator	1	2	2
Fitness Center Manager	1	1	1
Recreation Program Supervisor I	2	2	2
Recreation Program Supervisor II	4	3	3
Financial Liaison	1	1	1
Special Events Coordinator	0	1	1
Graphic Designer	0	1	1
Senior Secretary	2	2	1
Database Administrator	0	0	1
Secretary II	1	1	1
SR Recreation Services Representative	1	1	1
Recreation Services Representative	3.75	3.75	3.75
<b>TOTAL FULL TIME PERSONNEL</b>	<b>18.75</b>	<b>20.75</b>	<b>20.75</b>
PART TIME POSITION TITLE			
Graphic Designer	1	1	1
Clerk Typist	12	9	9
Building Attendant	12	12	14
Building Supervisor	4	4	3
Complex Manager	1	1	1
Recreation Intern	1	1	1
Complex Supervisor	1	1	3
Complex Attendant	1	1	0
Special Events Coordinator	0	0	1
Complex Attendant (Ice Rink)	5	5	10
Building Attendants (Seasonal)	0	0	2
<b>TOTAL PART TIME PERSONNEL</b>	<b>38</b>	<b>35</b>	<b>45</b>

RECREATION (PROGRAMS DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
TOTAL FULL TIME PERSONNEL	0	0	0
PART TIME POSITION TITLE			
After School Pals	7	7	6
Program Coordinator	4	3	2
Program Assistant	0	2	4
Program Coordinator (Seasonal)	2	3	4
Chaperones	30	30	3
Daycamp Assistant Site Directors	5	4	4
Daycamp Instructors	40	40	35
Special Recreation Coordinator	1	1	0
Recreation Instructor Specialist	4	4	6
Theater Director	1	1	1
Preschool Instructors	22	22	21
Recreation Instructor I / Aerobics	7	7	5
Recreation Instructor I / Dance Teacher Asst.	2	2	2
Recreation Instructor II	9	5	3
Recreation Instructor I / Van Driver	2	2	2
Recreation Instructor II / Bus Driver	2	2	2
TOTAL PART TIME PERSONNEL	138	135	100

RECREATION (POOL DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
Pool Cashier Manager	0.25	0.25	0.25
Electrical Maintenance Technician	0.25	0.25	0.6
<b>TOTAL FULL TIME PERSONNEL</b>	<b>0.5</b>	<b>0.5</b>	<b>0.85</b>
PART TIME POSITION TITLE			
Pool Manager	1	1	1
Assistant Pool Managers	3	3	3
Squad Leaders	5	5	4
Lifeguards	147	150	150
Lifeguards / Team Leaders	10	10	10
Assistant Cashier Managers	3	3	3
Cashier I / Pool	3	3	3
Cashier II / Pool	15	15	15
LTS Staff	20	20	15
CPAC Security Attendants	2	2	2
Complex Attendants	6	6	6
<b>TOTAL PART TIME PERSONNEL</b>	<b>215</b>	<b>218</b>	<b>212</b>

RECREATION (SPORTSPLEX DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
TOTAL FULL TIME PERSONNEL	0	0	0
PART TIME POSITION TITLE			
Recreation Instructor Specialist	6	5	4
Recreation Instructor I / Aerobics	29	25	21
Recreation Instructor I	2	5	5
Recreation Instructor II	15	3	3
Personal Trainer	0	1	0
Referees	1	1	1
Building Attendants	47	47	46
Building Supervisor	8	8	8
Sportsplex Building Supervisor	8	8	8
TOTAL PART TIME PERSONNEL	116	103	96

RECREATION (SPECIAL RECREATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
Recreation Program Supervisor I	1	1	0
Special Recreation Specialist	0	0	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>
PART TIME POSITION TITLE			
Daycamp Assistant Site Director	2	1	4
Special Recreation Coordinator	2	2	2
Recreation Instructor / Specialist	3	3	3
Inclusion Aides	15	15	15
Job Trainees / Special Recreation	8	8	8
Program Coordinator	0	0	1
Rec Instructor I / Aerobics	1	1	1
Summer Camp Rec Instructor I	0	0	2
Summer Camp Rec Instructor II	0	0	2
Program Assistant	0	0	1
Recreation Instructor I	39	42	16
Recreation Instructor II	32	20	20
Recreation Instructor II / Bus Driver	6	6	2
<b>TOTAL PART TIME PERSONNEL</b>	<b>108</b>	<b>98</b>	<b>77</b>



DEPARTMENT MISSION:

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

DIVISION FUNCTIONS:

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

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

STRATEGIC PLAN GOAL: Quality of Life

1. Add new amenities.

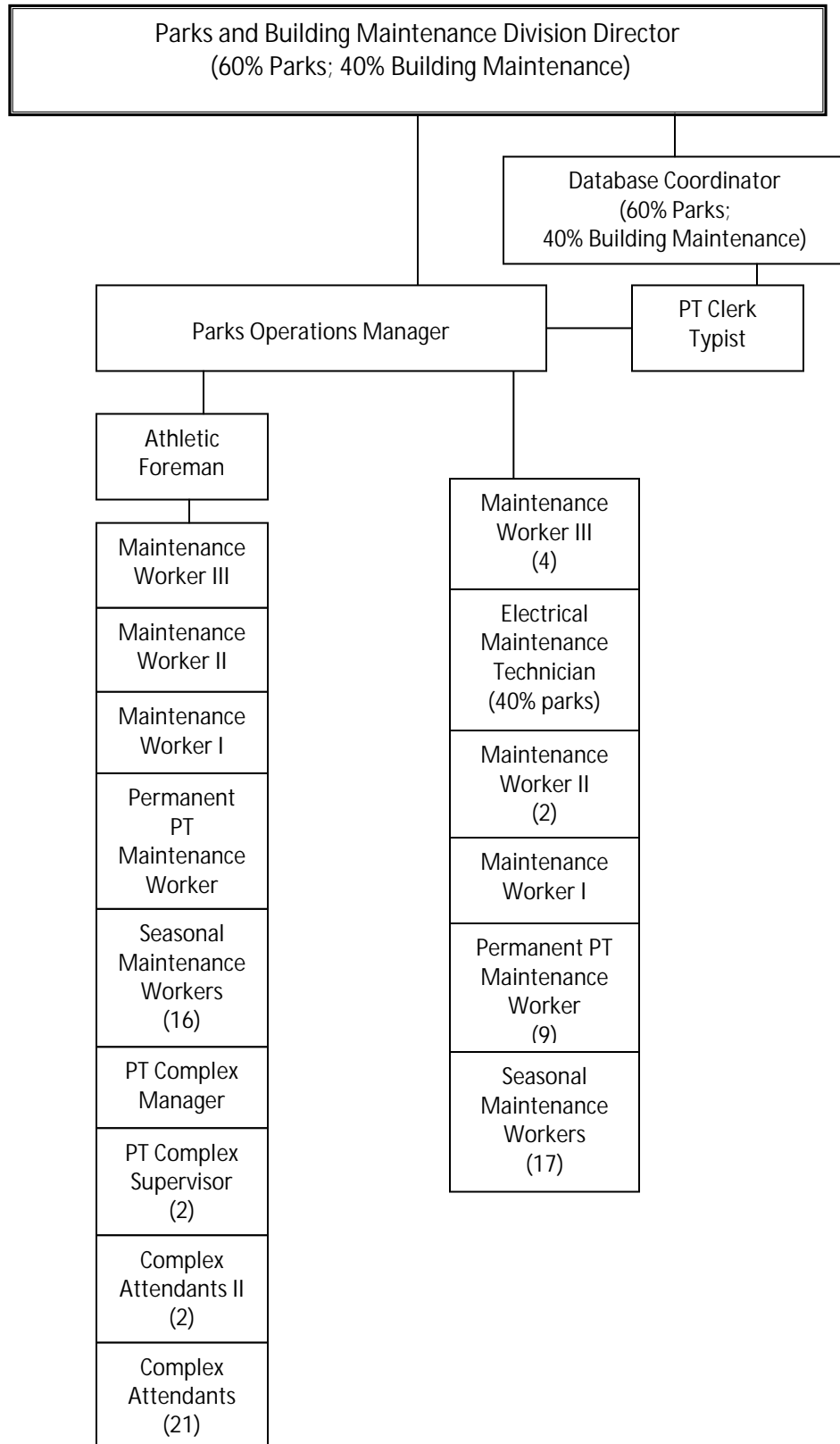
- OBJECTIVE – Install dugout shade structures at Centennial Park ball fields 6 through 9.
  - PURPOSE – To enhance existing ball fields by adding shaded areas for players.
  - COMPLETION DATE – March 30, 2015

2. Update existing park areas.

- OBJECTIVE – Install updated scoreboards at ball fields 1 through 5 at Centennial Park.
  - PURPOSE – To replace non-functioning scoreboards.
  - COMPLETION DATE – March 30, 2015
- OBJECTIVE – Replace existing Funbrellas with sail type shade structures.
  - PURPOSE – To enhance the customer experience by adding/updating shaded areas.
  - COMPLETION DATE – May 15, 2015
- 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, 2015

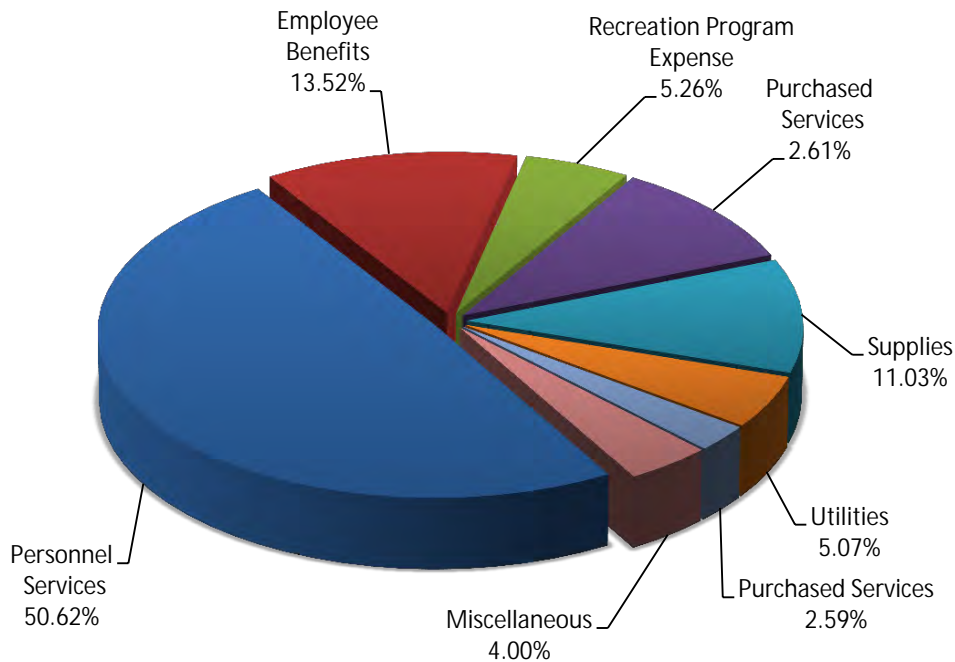
- OBJECTIVE – Install new play structure in zero depth pool.
  - PURPOSE – To enhance aesthetics and install more energy efficient equipment.
  - COMPLETION DATE – May 15, 2015
  
- 3. Maintain parks, trails and open lands at a high level of quality utilizing the new Innoprise work order system.
  - OBJECTIVE – Complete input of the Village's parks, trails, and open lands in the work order management software system to create 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, 2015
  
  - OBJECTIVE – Create a master schedule for seasonal maintenance through the use of the department's seasonal and full time employees utilizing the new work order 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, 2015
  
  - 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, 2015

MEASURE	FY 2013 Actual	FY 2014 Actual	FY 2015 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	52	52	52
Number of bleacher inspections per month	50	50	50



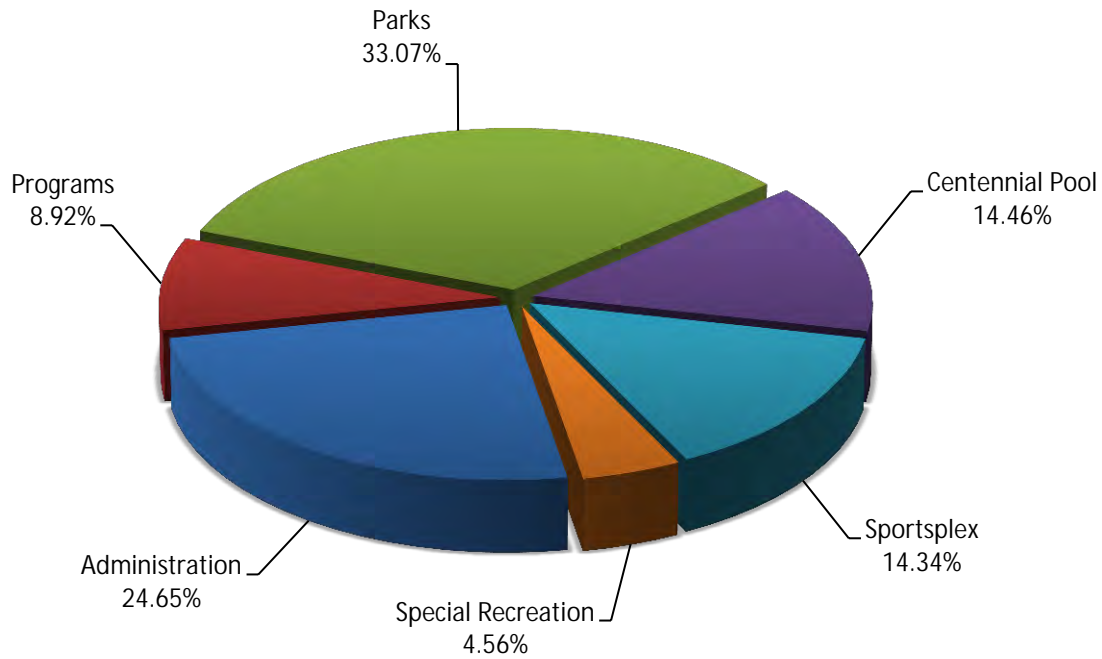
RECREATION (PARKS DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 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	2
Maintenance Worker II	4.75	3	3
Maintenance Worker III	2	4.75	5
Park/Bldg Database Coordinator	0.6	0.6	0.6
Electrical Maintenance Technician	0	0.4	0.4
<b>TOTAL FULL TIME PERSONNEL</b>	<b>13.95</b>	<b>15.35</b>	<b>13.6</b>
PART TIME POSITION TITLE			
Complex Manager	1	1	1
Complex Supervisor	0	2	2
Complex Attendant	16	20	21
PT Maintenance Worker	10	10	10
Parks Intern/Undergrad	2	2	0
Clerk Typist	0	0	1
Complex Attendant II	0	0	3
Seasonal Maintenance	33	33	33
<b>TOTAL PART TIME PERSONNEL</b>	<b>62</b>	<b>68</b>	<b>71</b>



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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ 4,880,434	\$ 4,873,692	\$ 5,387,175	\$ 5,367,728
Employee Benefits	1,290,432	1,304,857	1,438,233	1,371,919
Repair & Maintenance	1,137,202	810,334	915,897	1,116,960
Supplies	831,398	838,297	1,011,307	1,203,164
Utilities	457,854	457,001	497,484	553,043
Purchased Services	263,803	270,806	277,283	282,235
Miscellaneous	671	490	450	525
Credit, Collection & Bank Charges	51,734	61,860	66,859	73,959
Professional Services	14,609	12,919	139,830	17,035
Rent	23,992	26,244	30,766	29,436
Employee Reimbursements	49,346	45,314	57,442	63,753
Insurance	297,803	302,985	256,985	251,241
Recreation Program Expense	581,021	538,035	579,060	573,270
Capital	-	-	195,901	-
<b>Total Expenditures</b>	<b>\$ 9,880,299</b>	<b>\$ 9,542,834</b>	<b>\$ 10,854,672</b>	<b>\$ 10,904,268</b>



	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Administration	\$ 2,383,682	\$ 2,500,438	\$ 2,666,747	\$ 2,687,724
Programs	926,173	941,406	962,569	972,942
Parks	3,055,432	2,906,639	3,369,558	3,606,107
Centennial Pool	1,666,060	1,402,881	1,609,628	1,577,194
Sportsplex	1,328,368	1,359,893	1,774,372	1,563,344
Special Recreation	520,584	431,577	471,798	496,957
<b>Total</b>	<b>\$ 9,880,299</b>	<b>\$ 9,542,834</b>	<b>\$ 10,854,672</b>	<b>\$ 10,904,268</b>

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# Enterprise Funds

Budget  
Fiscal Year 2015

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DEPARTMENT MISSION:

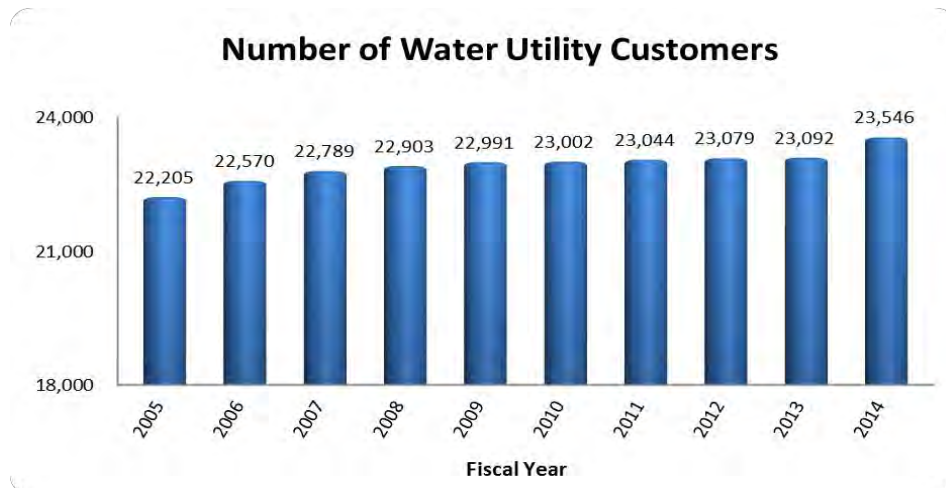
To oversee and ensure the integrity and safety of the Village’s water distribution, sanitary sewer and storm water collection systems within the Village. This includes utilizing safe, well maintained equipment to accomplish these tasks in the most cost effective manner possible.

DEPARTMENT DESCRIPTION:

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

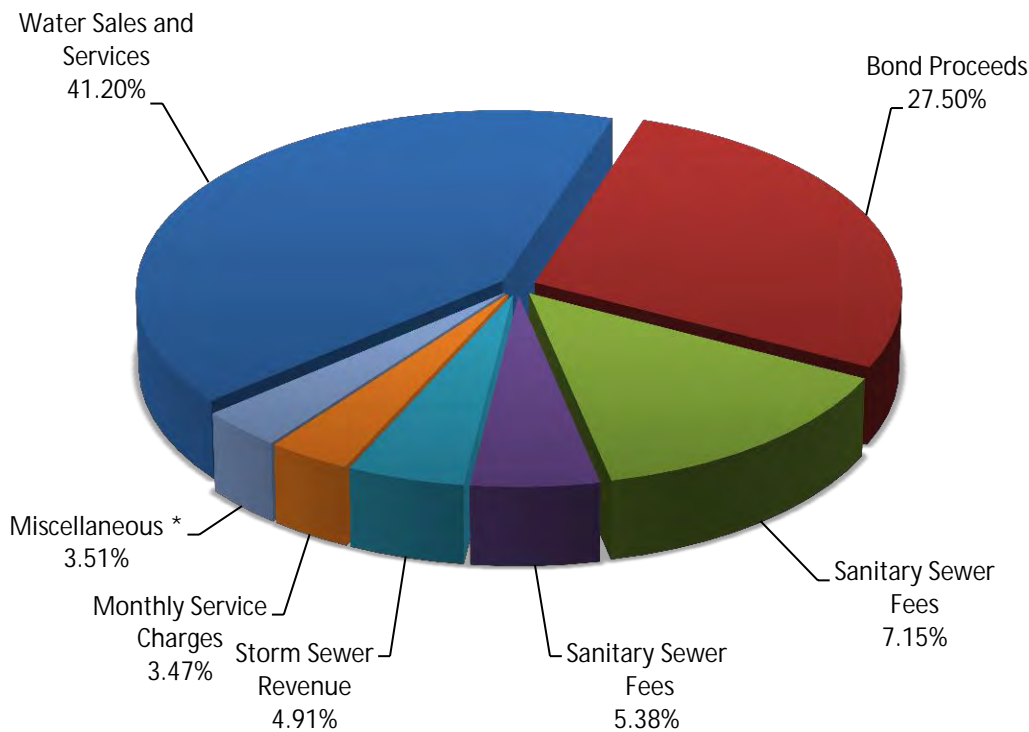
A comprehensive water and sewer rate study was completed during fiscal year 2007. This study found that the current water, sewer, and stormwater rates would not produce sufficient cash revenue to fund the spending requirements within the fund for fiscal year 2008 or the years following. Therefore, the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

In 2011, the Village received notification from the City of Chicago that it would be increasing water rates by 15% effective January 1, 2013, 2014 and 2015. This increase is necessary to fund various infrastructure improvements being made by the City of Chicago and the increase is being charged to all municipalities and other agencies that purchase water from the City of Chicago. Beginning in January 2014, the Village of Oak Lawn, who purchases water from the City of Chicago and then sells it to the Village of Orland Park, adjusted the rate charged to municipalities from \$.377 per \$1,000 gallons to \$.401 per 1,000 gallons. Both of these rate increases were factored into the overall rate increase that occurred for Village customers on January 1, 2015.



Beginning January 1, 2015, the Village's portion of the water rate at the lowest tier increased from \$1.54 to \$1.64 per 1,000 gallons. The Village's water rate increased in the higher tiers as well. The increase in water rates is due in part to the installation costs of the smart water meter system, along with increased infrastructure maintenance and replacement costs. The Village's sewer rates increased from \$0.80 to \$0.84 per 1,000 gallons, and the Village's stormwater rates increased from \$0.83 to \$0.88.

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



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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Water Sales and Services	\$ 11,545,619	\$ 11,752,321	\$ 14,792,646	\$ 14,981,965
Solid Waste Disposal Fees	5,057,558	5,207,820	5,170,000	5,106,528
Sanitary Sewer Fees	1,471,617	1,395,335	1,858,045	1,956,611
Storm Sewer Revenue	1,767,431	1,647,329	1,829,287	1,783,798
Monthly Service Charges	1,164,597	1,170,749	1,243,727	1,262,825
Bond Proceeds	-	-	-	10,000,000
Connection Fees	267,325	256,186	392,765	571,511
Interfund Transfer	368,005	303,655	360,985	366,182
Miscellaneous Income	221,470	277,258	333,090	337,462
<b>Total Revenue</b>	<b>\$ 21,863,621</b>	<b>\$ 22,010,653</b>	<b>\$ 25,980,545</b>	<b>\$ 36,366,882</b>

WATER & SEWER (FINANCE DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
Water Billing Supervisor	0.5	0	0
Accounting Technician II	1	2	2
Revenue Accountant	0.5	0	0
<b>TOTAL FULL TIME PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>
PART TIME POSITION TITLE			
Water Meter Reader - Finals	2	2	2
Water Meter Reader	2	2	2
<b>TOTAL PART TIME PERSONNEL</b>	<b>4</b>	<b>4</b>	<b>4</b>

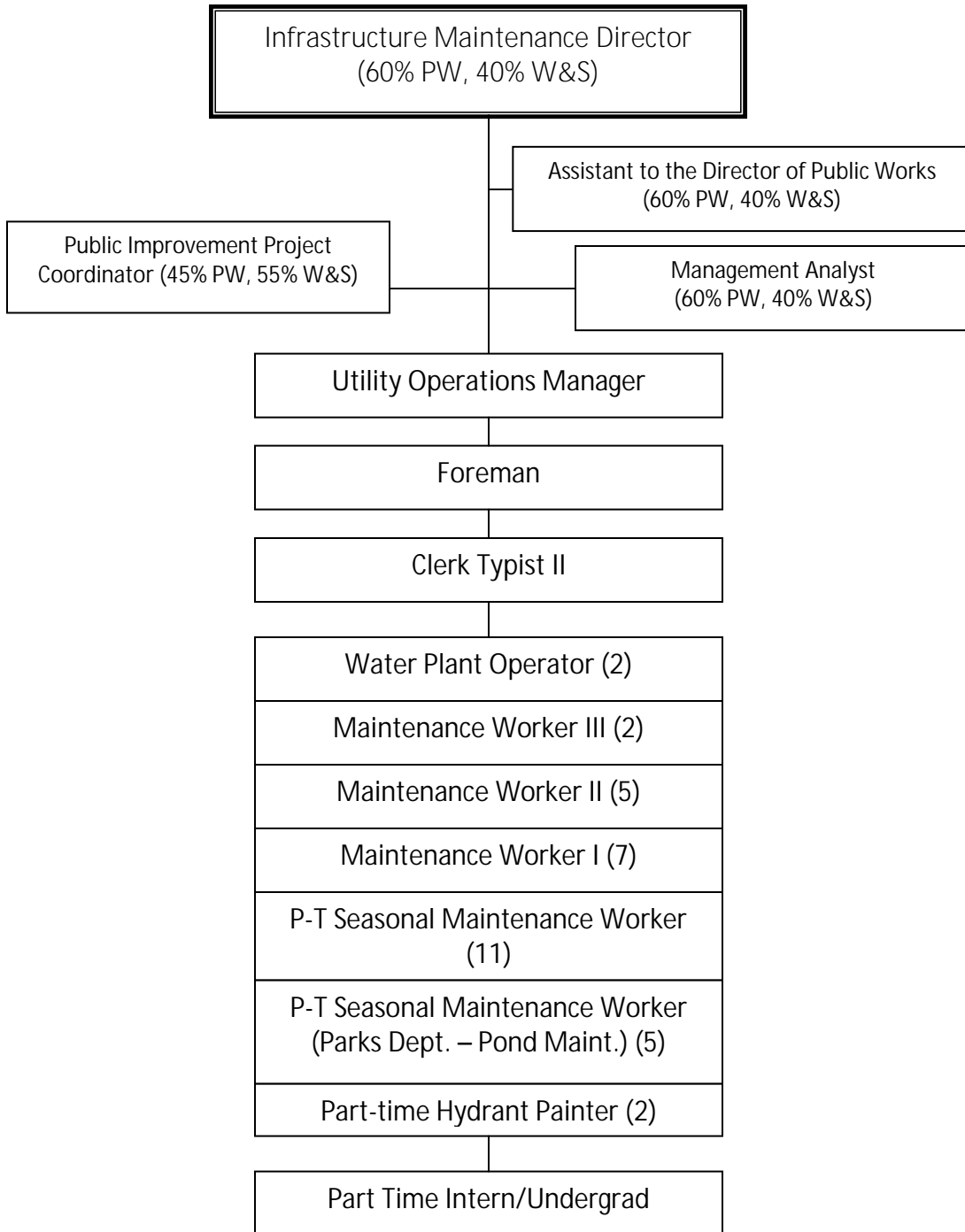
DIVISION FUNCTIONS:

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

STRATEGIC PLAN GOAL: Quality of Life

1. Increase efficiency and effectiveness of the Department's operations.
  - OBJECTIVE – Utilizing Innoprise, track all of the Utilities Division projects. Transition tracking of all projects requiring multiple payouts or vendors over one or more construction seasons or years.
    - PURPOSE – To monitor project costs and contractor performance to identify potential shortfalls and make adjustments necessary for successful completion.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Enter GIS mapping data-points within 48 hours of collection for projects undertaken during the year. Review of data entry and correction progress to occur bi-annually (April & October).
    - PURPOSE – To provide remote infrastructure location and identification for efficient field operations across the department and divisions.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Define operational requirements for the forthcoming implementation of the Innoprise Work Order Management 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 – June 30, 2015
  - 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 – June 1, 2015

2. Enhance department effectiveness through employee development in the Utilities Division.
  - OBJECTIVE – Encourage employee education through continued use of industry educational opportunities that exist through the American Water Works Association and the Technology Transfer office of Illinois Department of Transportation, as well as opportunities that may exist within trade and user groups. Schedule and provide two training seminars during 2015.
    - 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, 2015
  - OBJECTIVE – Continue employee safety training to meet required Illinois Department of Labor standards utilizing all available resources. Conduct regular “tailgate” safety meetings with department staff. Schedule and provide six training sessions during 2015.
    - PURPOSE –To reduce the number of accidents and injuries through the reinforcement of safety practices.
    - COMPLETION DATE – December 31, 2015





WATER & SEWER (ADMINISTRATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
Infrastructure Maintenance Director	0.4	0.4	0.4
Assistant to the Director of PW	0.0	0.4	0.4
Management Analyst	0.0	0.4	0.4
Utility Operations Manager	1	1	1
Foreman	1	0	1
Public Improvement Project Coordinator	0.45	0.55	0.55
Public Improvement Tech II	1	0	0
Water Plant Operator	2	2	2
Maintenance Worker I	9	9	7
Maintenance Worker II	4	4	5
Maintenance Worker III	2	2	2
Administrative Assistant	0.4	0.4	0.4
Clerk Typist II	1	1	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>22.25</b>	<b>21.15</b>	<b>21.15</b>
PART TIME POSITION TITLE			
Hydrant Painter	2	2	2
Intern / Undergrad	1	1	1
Seasonal Maintenance	11	16	16
<b>TOTAL PART TIME PERSONNEL</b>	<b>14</b>	<b>19</b>	<b>19</b>

DIVISION FUNCTIONS:

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

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

STRATEGIC PLAN GOAL: Quality of Life

1. Improve the effectiveness of the existing SCADA communication system.
  - OBJECTIVE – Evaluate Mesh Network options for radio communication and data acquisition between all remote sites utilizing the Mesh Network developed by the Police Department. Efficiency will improve dramatically through the inter-connection of currently autonomous security systems. Conduct trial communication testing.
    - PURPOSE – To provide secure remote site access and SCADA information through the Village’s network and improve productivity by minimizing the need to return to Public Works. Shared SCADA information will result in reduced response time and enhanced communication between departments.
    - COMPLETION DATE – June 1, 2015
  - OBJECTIVE – Complete utility system vulnerability assessment including evaluating and updating SCADA software security protocols, and recommending changes or modifications for inclusion in the annual budget preparation process.
    - PURPOSE – To provide an enhanced level of protection for the potable water distribution system to address continuing security threats.
    - COMPLETION DATE – September 1, 2015
2. Improve distribution system efficiency and decrease the amount of unaccounted water loss.
  - OBJECTIVE – Complete the leak survey program to canvas the entire distribution system every three years beginning in 2015.
    - PURPOSE – The leak survey will identify specific leaks within the system that are not visible on the surface.
    - COMPLETION DATE – October 1, 2015

- OBJECTIVE – Complete the large meter testing program and establish testing frequency and budget based on meter size and usage.
  - PURPOSE – To identify meter inaccuracies for large water consumers that can contribute to substantial revenue loss.
  - COMPLETION DATE – October 1, 2015
  
- 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, 2015
  
- 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 most efficient means for communication.
  - PURPOSE – To provide a more comprehensive, robust means of notifying water users in advance of service interruptions, thereby freeing personnel to focus on the repair.
  - COMPLETION DATE – May 1, 2015

MEASURE	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated
Percent of Sensus work orders due to improper installation	2.00%	2.00%	2.00%
Percent of Sensus work orders to diagnose meter faults whose problems could not be duplicated	2.00%	2.00%	2.00%
Maximum daily pumpage in millions of gallons per day	13.503	9.938	12.000
Average daily pumpage per service connection (gallons/day/service connection)	292	267	275
Percent of bacteriological resampling required	0%	0%	0%
Actual main breaks	61	44	40
Percent of total unaccounted water flow (from LMO-2)	7.78 %	-5.36 % *	1.0 %

**\*Actual water loss was less than total allowed water losses.**

DIVISION FUNCTIONS:

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

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

STRATEGIC PLAN GOAL: Quality of Life

1. Evaluate the physical condition of existing remote facilities and structures.
  - OBJECTIVE – Complete a 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, 2015
  - OBJECTIVE – Complete interior paint restorations of the 131<sup>st</sup> Street Lift Station and Fairway Lift Station.
    - PURPOSE – Both stations were painted more than thirteen years ago and are exhibiting signs of severe coating failure.
    - COMPLETION DATE – September 30, 2015
  - OBJECTIVE – Implement SCADA PLC hardware at selected lift station facilities.
    - PURPOSE – Current hardware is at the end of its expected life cycle. Proactive replacement will minimize adverse customer impact. Updated technology will provide enhanced communication capabilities.
    - COMPLETION DATE – December 1, 2015
2. Identify best practices to reduce Inflow and Infiltration (I&I) and to improve lift station performance.
  - OBJECTIVE – Conduct pump flow tests to determine optimal pump performance so pumps regularly operate within their performance curve, thereby improving lift station efficiency.
    - PURPOSE – To understand pump performance with the goal of reducing operational costs and potential repairs or replacements.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Through the RFP process, select a consultant to establish an initial I&I program.

- PURPOSE – To comply with updated MWRD requirements, and identify sanitary service lines and structures that require replacement or rehabilitation that will yield a reduction in I&I and therefore reduce the potential for basement backups and sanitary sewer overflows.
- COMPLETION DATE – August 1, 2015
  
- 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, 2015

MEASURE	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate
Actual sewer blockage reported by customers	11	8	10
Preventative maintenance sewer cleaning	78,125 ft.	179,105 ft.	185,000 ft.
Total number of hydro-excavations completed	54	40	50

DIVISION FUNCTIONS:

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

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

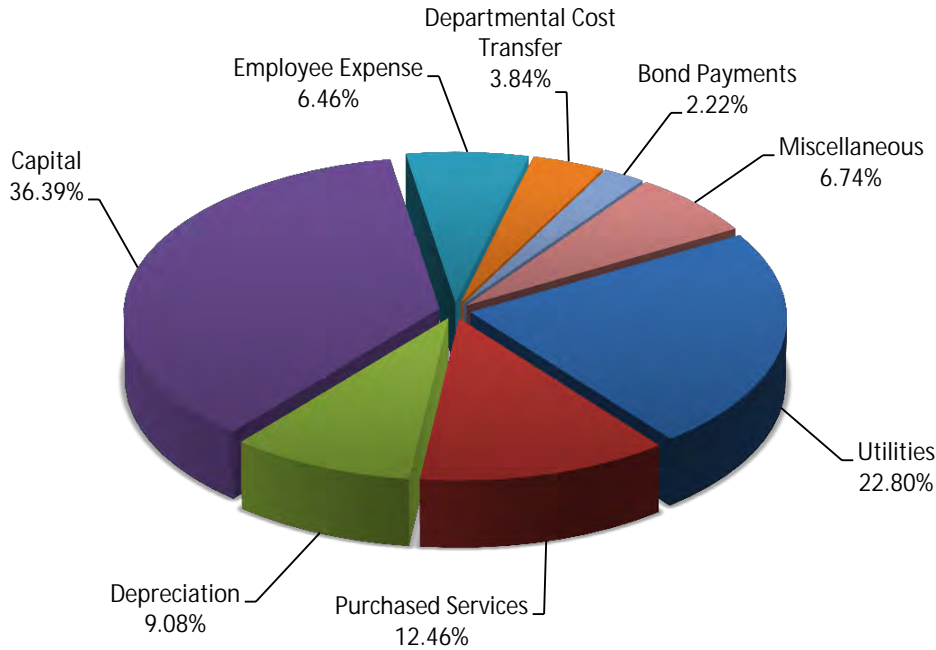
STRATEGIC PLAN GOAL: Quality of Life

1. Increase public education and awareness about the use of native vegetation.
  - OBJECTIVE – Generate two informational pamphlets for distribution and web posting, describing the use and benefits of native vegetation around ponds.
    - PURPOSE – To educate the general public and residents about the benefits of native landscaping around ponds and in the care of native plantings.
    - COMPLETION DATE – December 31, 2015
  - 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 2015.
    - PURPOSE – To increase resident’s acceptance and understanding of native plantings and the associated benefits.
    - COMPLETION DATE – December 31, 2015
2. Implement flood study recommendations.
  - OBJECTIVE- Finalize engineering and complete construction of the Catalina subdivision storm water basins.
    - PURPOSE – To reduce flooding on neighborhood streets
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE- Complete construction of the Grasslands subdivision dam.
    - PURPOSE – To reduce overland flow and flooding on neighborhood streets and homes.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE- Finalize engineering and initiate construction of the Parkview Estates flood study improvement.



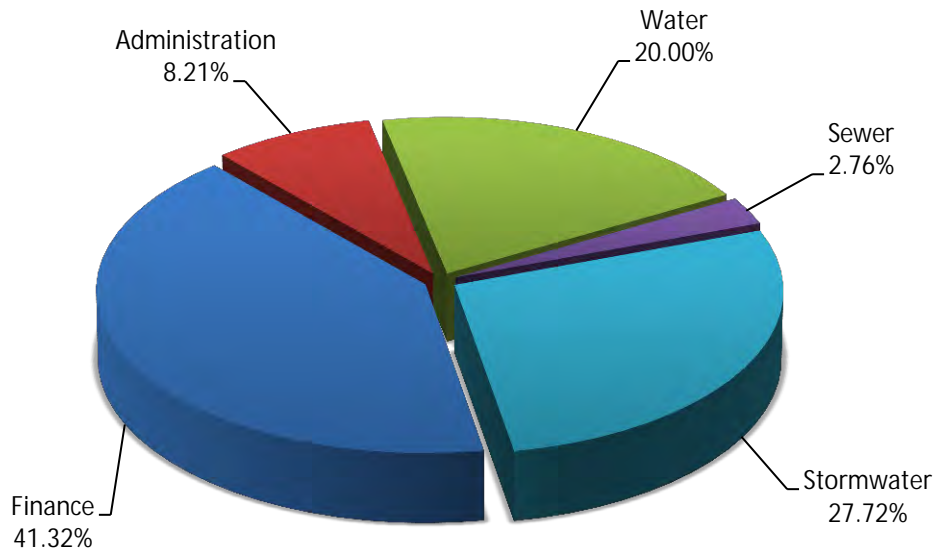
- PURPOSE – To mitigate flooding and reduce overland flow between residents' homes and streets.
- COMPLETION DATE – September 30, 2015

MEASURE	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate
Storm Sewer GIS Mapping Accomplished (% area of Village)	55%	75%	95%
Prepare and distribute NPDES and Basin Best Practices informational brochures	3	2	2
Completed stormwater management improvements to reduce or eliminate residential flooding	3	2	2



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

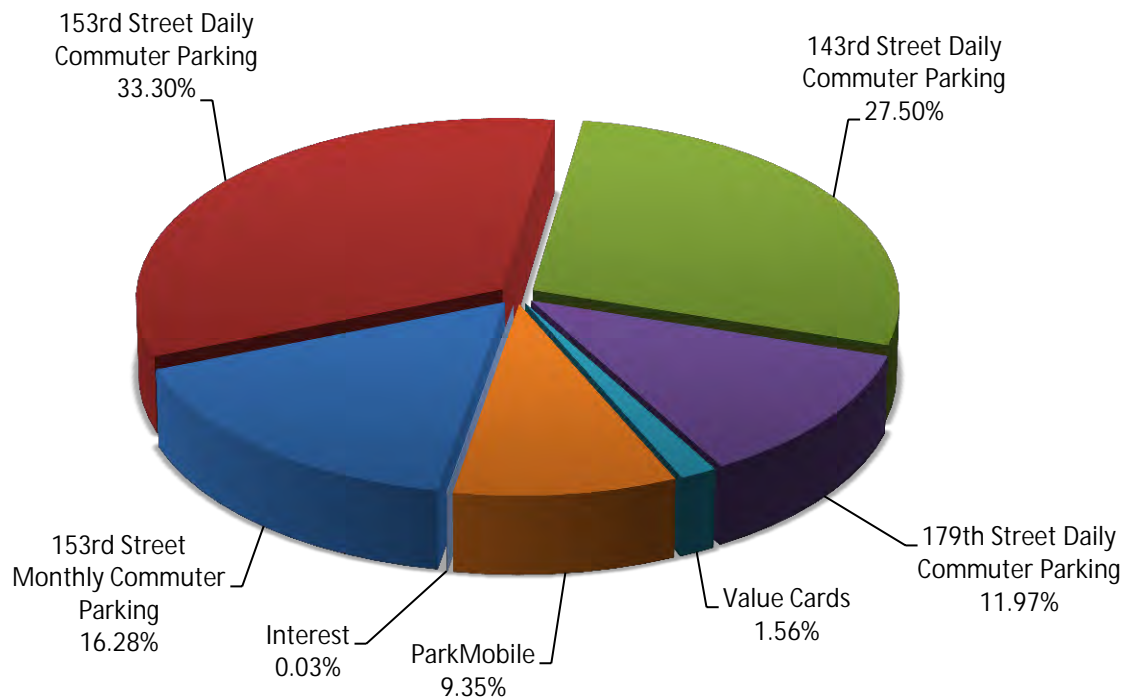
	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ 1,628,587	\$ 1,734,281	\$ 1,842,582	\$ 1,913,576
Employee Benefits	772,263	775,608	854,310	816,135
Employee Reimbursements	12,420	8,935	17,276	26,605
Credit, Collection & Bank	67,912	77,353	67,386	92,153
Professional Services	313,921	250,538	1,104,769	219,429
Utilities	6,911,531	8,212,037	9,843,704	9,727,293
Purchased Services	5,251,209	5,301,155	5,319,423	5,316,522
Repair & Maintenance	313,074	418,362	1,007,601	894,269
Rent	5,948	9,402	13,500	15,500
Insurance	373,045	408,936	559,004	492,982
Interfund Transfer Out	22,716	-	-	-
Supplies	342,604	340,206	674,670	1,051,100
Capital	-	-	9,570,230	15,528,122
Depreciation	3,766,038	3,836,421	3,870,000	3,876,000
Bond Payments	622,500	708,165	942,943	946,329
Miscellaneous Expenses	5,857	244,157	108,410	112,433
Departmental Cost Transfer	1,339,699	1,514,672	1,607,936	1,640,095
<b>Total Expenditures</b>	<b>\$ 21,749,324</b>	<b>\$ 23,840,228</b>	<b>\$ 37,403,744</b>	<b>\$ 42,668,543</b>



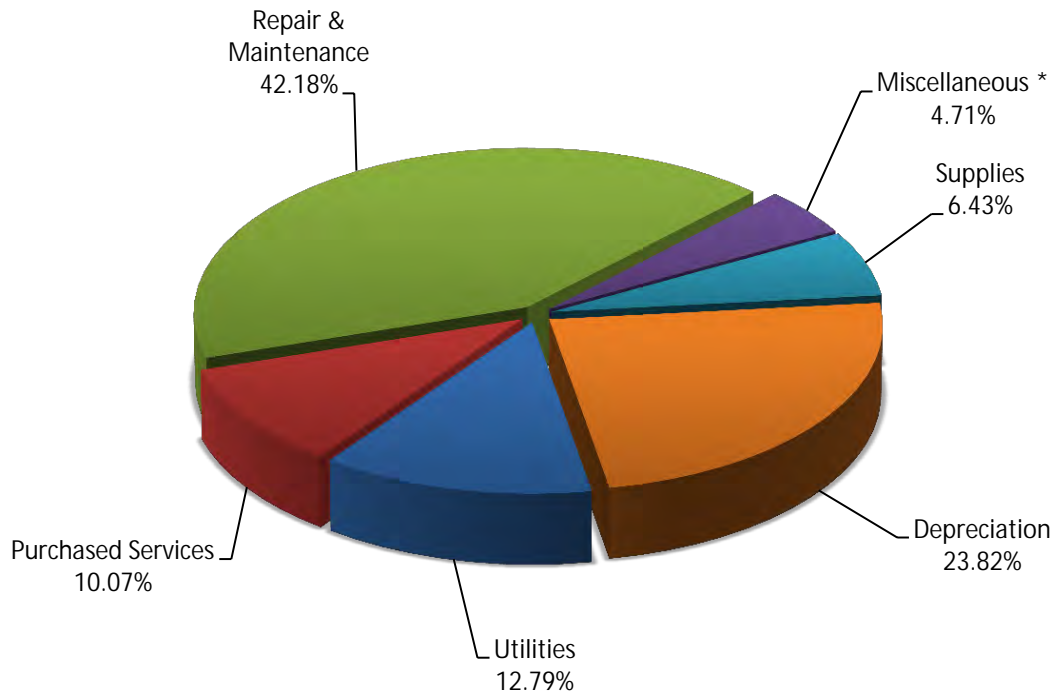
	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Finance	\$ 14,081,186	\$ 15,701,854	\$ 18,029,610	\$ 17,628,521
Administration	2,801,832	2,890,735	3,721,561	3,503,068
Water	2,668,339	2,893,760	7,291,452	8,533,567
Sewer	913,611	938,502	2,362,532	1,175,865
Stormwater	1,284,356	1,415,377	5,998,589	11,827,522
<b>Total Expenditures</b>	<b>\$ 21,749,324</b>	<b>\$ 23,840,228</b>	<b>\$ 37,403,744</b>	<b>\$ 42,668,543</b>

The Commuter Parking Fund receives daily and monthly permit fee revenues from the three commuter parking lots located within the Village of Orland Park. As part of the 2015 budget process, the Village Board approved an increase in commuter parking fees. Effective January 1, 2015, daily parking fees increased from \$1.25 to \$1.50 and monthly permit fees increased from \$30.00 to \$35.00. Automated systems for the collection of daily fees are installed at the 143<sup>rd</sup> Street, 153<sup>rd</sup> Street, and 179<sup>th</sup> Street stations. Commuters can register on-line and download a mobile application on their cellular phone and pay a daily parking fee each day using the mobile application.

The 143<sup>rd</sup> 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 143<sup>rd</sup> Street station. The 153<sup>rd</sup> Street commuter lot has 170 monthly parking spaces and 1,310 daily parking spaces. The 179<sup>th</sup> Street commuter lot has 329 daily parking places.



	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
153rd Street Monthly Commuter Parking	\$ 45,860	\$ 45,567	\$ 52,200	\$ 52,200
153rd Street Daily Commuter Parking	82,847	77,820	102,500	106,800
143rd Street Daily Commuter Parking	61,494	67,197	85,000	88,200
179th Street Daily Commuter Parking	29,378	28,818	38,750	38,400
Value Cards	4,674	4,632	5,500	5,000
ParkMobile	6,906	12,726	9,000	30,000
Interest	2,411	274	1,746	105
<b>Total Revenue</b>	<b>\$ 233,569</b>	<b>\$ 237,034</b>	<b>\$ 294,696</b>	<b>\$ 320,705</b>



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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Utilities	\$ 50,283	\$ 48,783	\$ 55,429	\$ 55,287
Purchased Services	79,191	76,048	45,155	43,542
Repair & Maintenance	159,188	187,047	97,166	182,393
Credit, Collection & Bank Charges	3,161	5,268	3,477	9,321
Insurance	9,674	11,995	9,391	4,030
Professional Services	270	270	500	300
Rent	6,708	6,708	6,708	6,708
Supplies	7,390	25,021	36,335	27,800
Depreciation	98,496	97,765	110,000	103,000
<b>Total Expenditures</b>	<b>\$ 414,359</b>	<b>\$ 458,905</b>	<b>\$ 364,161</b>	<b>\$ 432,381</b>

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# Debt Service Funds

Budget  
Fiscal Year 2015

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The following pages contain a summary of outstanding general obligation debt as of January 1, 2015 (the beginning of the FY2015 budget year). The total outstanding amounts are:

Total Interest	\$ 14,106,259
Total Principal	95,610,000
Grand Total	<u>\$ 109,716,259</u>

Year Ending Amount:

2015	\$ 10,551,942	2022	\$ 20,264,264
2016	10,623,917	2023	2,950,606
2017	10,664,480	2024	2,950,844
2018	9,896,355	2025	2,961,169
2019	8,316,349	2026	2,077,600
2020	6,424,962	2027	702,750
2021	20,626,490	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 2015

Fiscal Year (Due 6/1 & 12/1)	G.O. Series 2007	G.O. Series 2008*	G.O. Series 2009	G.O. Series 2010	G.O. Series 2011	G.O. Series 2012A
2015	1,017,531	677,400	804,600	2,441,742	1,431,125	889,500
2016	1,029,331	683,150	800,550	2,458,992	1,430,325	890,200
2017	1,034,331	683,150	799,425	2,488,742	1,424,025	890,600
2018	1,047,731	686,550	800,975	1,664,968	1,432,325	885,700
2019	1,052,925	689,150	796,650	980,568	1,431,500	890,600
2020	-	690,950	796,625	556,806	-	890,100
2021	-	691,950	798,875	565,146	-	894,300
2022	-	697,150	-	912,120	-	893,100
2023	-	701,350	-	-	-	896,600
2024	-	698,188	-	-	-	894,700
2025	-	699,175	-	-	-	892,500
2026	-	704,100	-	-	-	-
2027	-	702,750	-	-	-	-
2028	-	704,531	-	-	-	-
Total	<u>\$ 5,181,849</u>	<u>\$ 9,709,544</u>	<u>\$ 5,597,700</u>	<u>\$ 12,069,084</u>	<u>\$ 7,149,300</u>	<u>\$ 9,807,900</u>

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

# Village of Orland Park

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

Fiscal Year 2015

### Outstanding

G.O. Series 2012B	G.O. Series 2012C	G.O. Series 2012D	G.O. Series 2013A	G.O. Series 2013B	G.O. Series 2013C	Total Outstanding
369,375	669,713	930,900	383,375	669,725	266,956	10,551,942
369,375	689,513	928,700	383,375	689,850	270,556	10,623,917
369,375	682,763	931,200	383,375	683,438	294,056	10,664,480
1,069,375	-	933,300	1,083,375	-	292,056	9,896,355
1,085,625	-	-	1,099,275	-	290,056	8,316,349
1,074,750	-	-	1,087,675	-	1,328,056	6,424,962
8,162,063	-	-	8,173,900	-	1,340,256	20,626,490
8,205,563	-	-	8,209,575	-	1,346,756	20,264,264
-	-	-	-	-	1,352,656	2,950,606
-	-	-	-	-	1,357,956	2,950,844
-	-	-	-	-	1,369,494	2,961,169
-	-	-	-	-	1,373,500	2,077,600
-	-	-	-	-	-	702,750
-	-	-	-	-	-	704,531
<b>\$ 20,705,501</b>	<b>\$ 2,041,989</b>	<b>\$ 3,724,100</b>	<b>\$ 20,803,925</b>	<b>\$ 2,043,013</b>	<b>\$ 10,882,354</b>	<b>\$ 109,716,259</b>

# Village of Orland Park

## General Obligation Bonded Debt (Principal)

Fiscal Year 2015

Fiscal Year (Due 6/1 & 12/1)	G.O. Series 2007	G.O. Series 2008*	G.O. Series 2009	G.O. Series 2010	G.O. Series 2011	G.O. Series 2012A
2015	830,000	380,000	635,000	2,100,000	1,290,000	715,000
2016	875,000	400,000	650,000	2,175,000	1,315,000	730,000
2017	915,000	415,000	670,000	2,270,000	1,335,000	745,000
2018	965,000	435,000	695,000	1,520,000	1,370,000	755,000
2019	1,010,000	455,000	715,000	885,000	1,400,000	775,000
2020	-	475,000	740,000	490,000	-	790,000
2021	-	495,000	770,000	515,000	-	810,000
2022	-	520,000	-	880,000	-	825,000
2023	-	545,000	-	-	-	845,000
2024	-	565,000	-	-	-	860,000
2025	-	590,000	-	-	-	875,000
2026	-	620,000	-	-	-	-
2027	-	645,000	-	-	-	-
2028	-	675,000	-	-	-	-
Total	<u>\$ 4,595,000</u>	<u>\$ 7,215,000</u>	<u>\$ 4,875,000</u>	<u>\$ 10,835,000</u>	<u>\$ 6,710,000</u>	<u>\$ 8,725,000</u>
Maturity Date	12/1/2019	12/1/2028	12/1/2021	12/1/2022	12/1/2018	12/1/2025

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

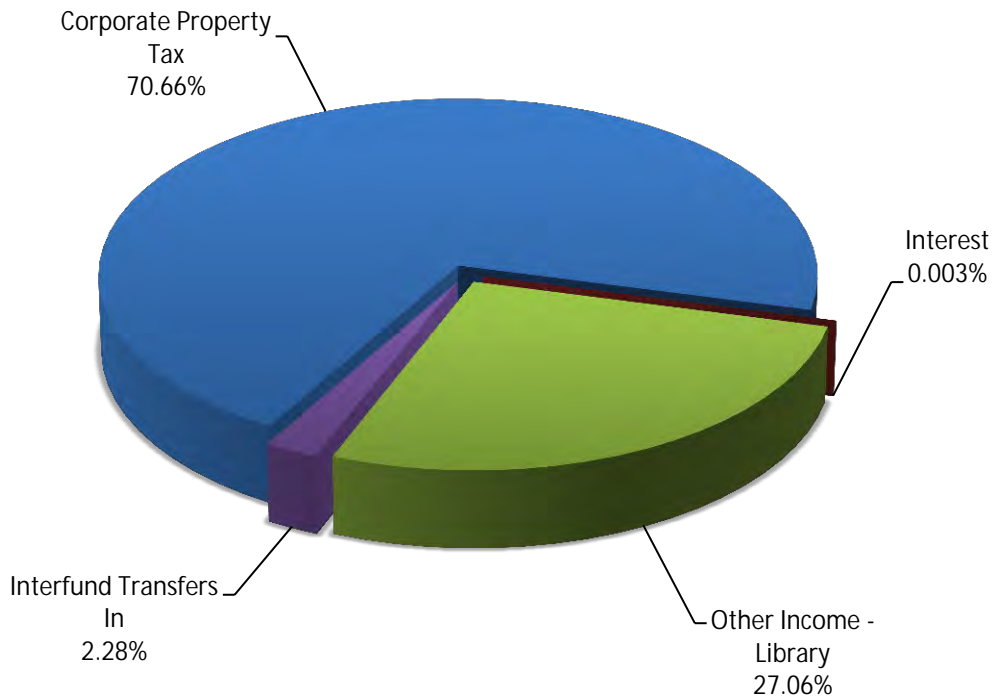
# Village of Orland Park

## General Obligation Bonded Debt (Continued) (Principal)

Fiscal Year 2015

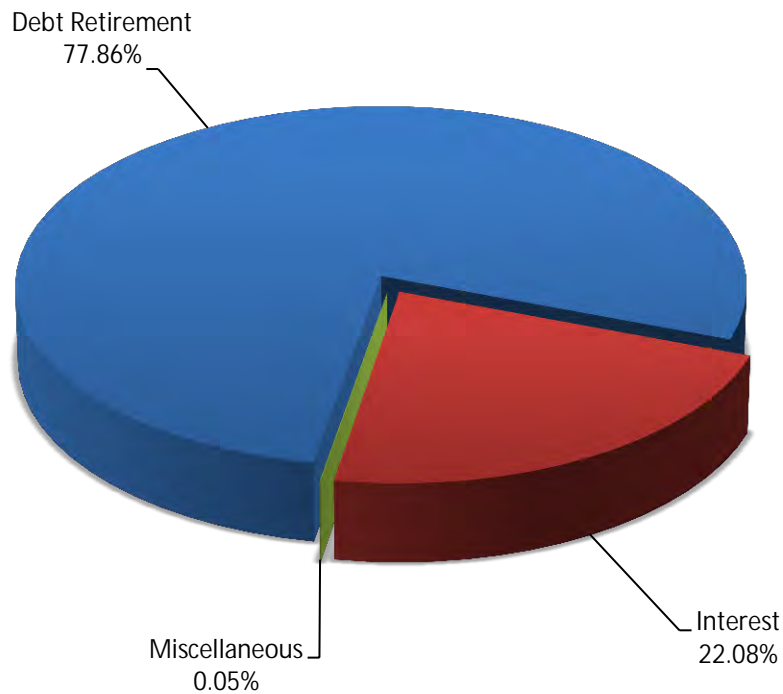
### Outstanding

G.O. Series 2012B	G.O. Series 2012C	G.O. Series 2012D	G.O. Series 2013A	G.O. Series 2013B	G.O. Series 2013C	Total Outstanding
-	650,000	860,000	-	650,000	70,000	8,180,000
-	675,000	875,000	-	675,000	75,000	8,445,000
-	675,000	895,000	-	675,000	100,000	8,695,000
700,000	-	915,000	-	-	100,000	7,455,000
725,000	-	-	700,000	-	100,000	6,765,000
725,000	-	-	725,000	-	1,140,000	5,085,000
7,825,000	-	-	725,000	-	1,175,000	12,315,000
8,025,000	-	-	7,825,000	-	1,205,000	19,280,000
-	-	-	8,025,000	-	1,235,000	10,650,000
-	-	-	-	-	1,265,000	2,690,000
-	-	-	-	-	1,305,000	2,770,000
-	-	-	-	-	1,340,000	1,960,000
-	-	-	-	-	-	645,000
-	-	-	-	-	-	675,000
<u>\$ 18,000,000</u>	<u>\$ 2,000,000</u>	<u>\$ 3,545,000</u>	<u>\$ 18,000,000</u>	<u>\$ 2,000,000</u>	<u>\$ 9,110,000</u>	<u>\$ 95,610,000</u>
12/1/2022	12/1/2017	12/1/2018	12/1/2023	12/1/2017	12/1/2026	

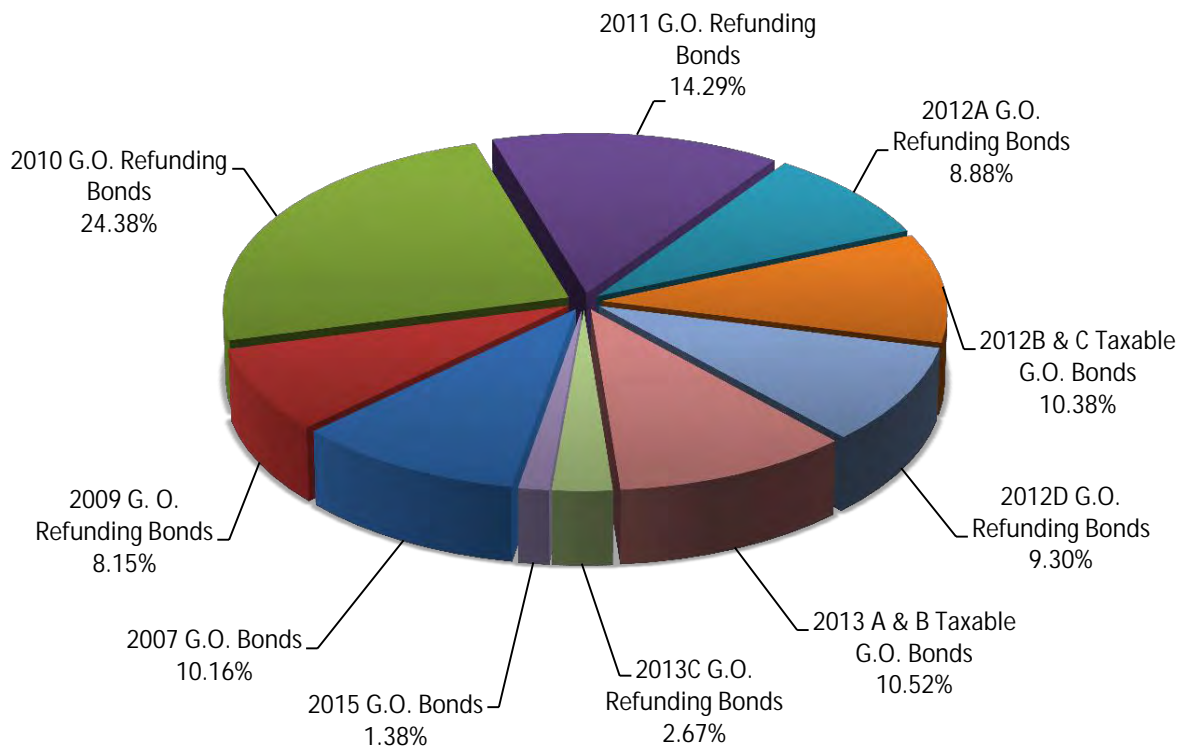


	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Corporate Property Tax	\$ 5,119,658	\$ 4,366,651	\$ 4,264,405	\$ 4,264,775
Interest	3,131	169	181	175
Other Income - Library	1,596,393	1,606,593	1,626,093	1,633,093
Interfund Transfers In	495,927	893,829	-	137,800
<b>Total Revenue</b>	<b>\$ 7,215,108</b>	<b>\$ 6,867,241</b>	<b>\$ 5,890,679</b>	<b>\$ 6,035,843</b>





	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Debt Retirement	\$ 5,830,000	\$ 6,315,000	\$ 6,315,000	\$ 7,800,000
Interest	2,089,404	2,148,158	2,245,173	2,212,343
Miscellaneous	6,672	4,010	5,625	5,150
Interfund Transfers Out	491,609	901,629	-	-
Credit, Collection & Bank Charges	546	258	-	-
Other Financing Sources	-	9,698,781	-	-
<b>Total Expenditures</b>	<b>\$ 8,418,230</b>	<b>\$ 19,067,836</b>	<b>\$ 8,565,798</b>	<b>\$ 10,017,493</b>



	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
2003 G.O. Refunding Bonds	\$ 974,693	\$ 233,779	\$ -	\$ -
2004 G.O. Refunding Bonds	1,009,657	449,380	-	-
2006 G.O. Bonds	785,481	712,961	604,255	-
2007 G.O. Bonds	1,380,406	1,004,781	1,009,581	1,017,981
2009 G. O. Refunding Bonds	803,989	806,541	803,500	805,050
2010 G.O. Refunding Bonds	2,401,379	2,407,301	2,433,193	2,442,193
2011 G.O. Refunding Bonds	952,226	1,536,231	1,431,900	1,431,600
2012A G.O. Refunding Bonds	108,974	286,050	287,175	889,975
2012B & C Taxable G.O. Bonds	950	384,179	390,038	1,040,038
2012D G.O. Refunding Bonds	475	938,479	933,275	931,375
2013 A & B Taxable G.O. Bonds	-	237,381	404,050	1,054,050
2013C G.O. Refunding Bonds	-	371,991	268,831	267,431
2015 G.O. Bonds	-	-	-	137,800
<b>Total Expenditures</b>	<b>\$ 8,418,230</b>	<b>\$ 9,369,054</b>	<b>\$ 8,565,798</b>	<b>\$ 10,017,493</b>

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# Capital Project Funds

Budget  
Fiscal Year 2015

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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.

Revenue Summary

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Road Exaction Fees	\$ 45,213	\$ 198,147	\$ 211,250	\$ 298,533
Interest	8,112	2,671	17,163	8,144
<b>Total Revenue</b>	<b>\$ 53,325</b>	<b>\$ 200,818</b>	<b>\$ 228,413</b>	<b>\$ 306,677</b>

Expenditure Summary

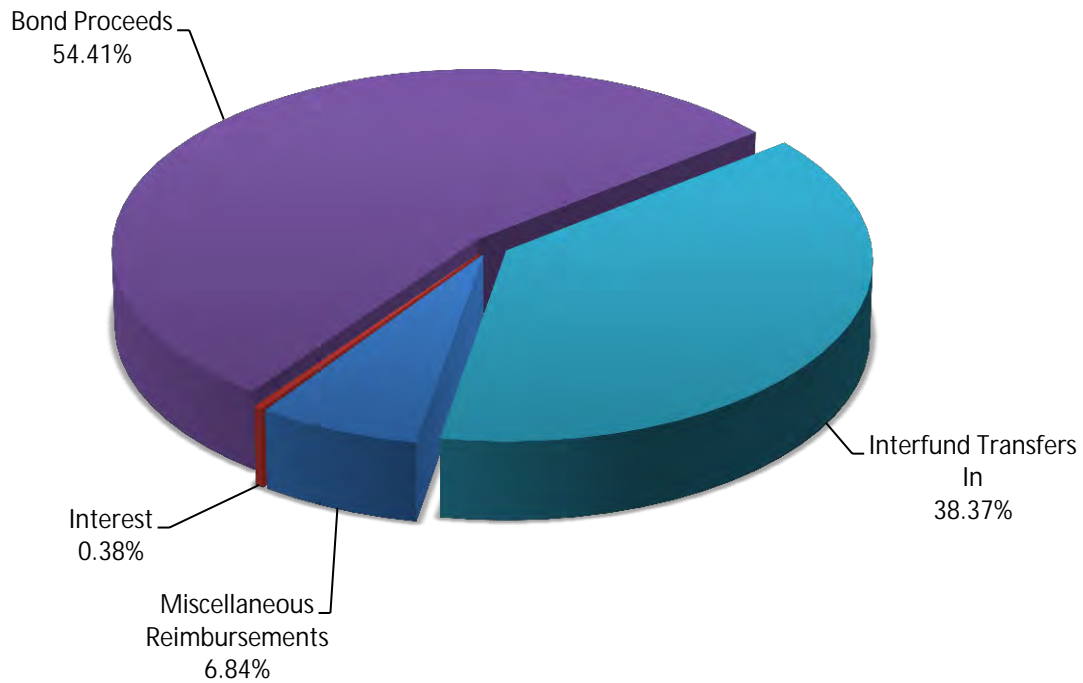
	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Interfund Transfer Out	\$ 250,000	\$ 1,108,205	\$ 220,000	\$ -
Credit, Collection & Bank Charges	81	5	21	2
Professional Services	9,905	1,470	65,880	-
<b>Total Expenditures</b>	<b>\$ 259,986</b>	<b>\$ 1,109,680</b>	<b>\$ 285,901</b>	<b>\$ 2</b>

Revenue Summary

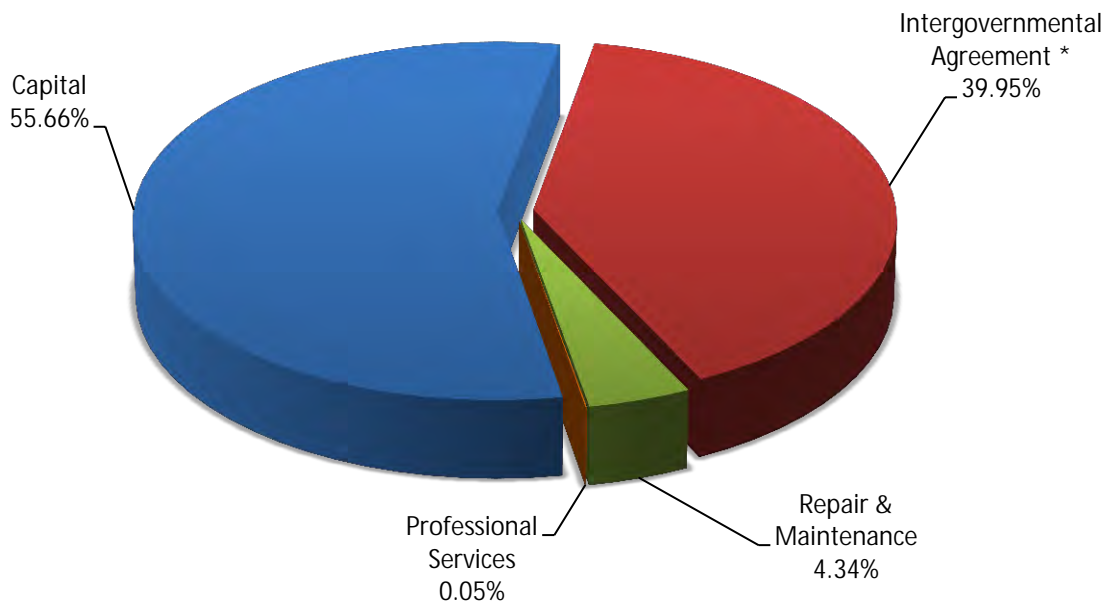
	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Bond Proceeds	\$ 14,225,000	\$ 9,430,000	\$ -	\$ 700,000
Bond Premium	437,126	267,515	-	-
Interfund Transfer In	-	7,800	-	-
<b>Total Revenue</b>	<b>\$ 14,662,126</b>	<b>\$ 9,705,315</b>	<b>\$ -</b>	<b>\$ 700,000</b>

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Interfund Transfer Out	\$ 4,318	\$ -	\$ -	\$ -
Capital	-	-	-	700,000
Bond Issuance Costs	209,369	144,727	-	-
Payment to Escrow Agent	9,075,468	9,554,054	-	-
Principal	5,360,000	-	-	-
Interest	20,320	-	-	-
Credit, Collection & Bank Charges	2	-	-	-
<b>Total Expenditures</b>	<b>\$ 14,669,477</b>	<b>\$ 9,698,781</b>	<b>\$ -</b>	<b>\$ 700,000</b>



	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Miscellaneous Reimbursements	\$ 1,964,613	\$ 17,600	\$ 2,326,750	\$ 1,338,561
Interest	99,270	25,179	120,371	74,140
Line of Credit Proceeds	-	-	3,343,157	-
Bond Proceeds	-	-	-	10,649,878
Interfund Transfers In	750,000	3,580,012	3,011,751	7,509,965
Gifts and Donations	419	-	-	-
<b>Total Revenue</b>	<b>\$ 2,814,302</b>	<b>\$ 3,622,791</b>	<b>\$ 8,802,029</b>	<b>\$ 19,572,544</b>



	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Capital	\$ 2,157,136	\$ 4,024,747	\$ 7,040,067	\$ 11,087,645
Intergovernmental Agreement *	2,845,494	1,035,827	9,015,072	7,956,949
Repair & Maintenance	343,738	832,103	352,485	864,000
Professional Services	339,793	101,527	154,900	10,000
Purchased Services	-	1,215	-	-
Supplies	10,571	-	-	-
Interfund Transfer Out	4,999,182	-	-	-
Miscellaneous	61,553	154,100	-	-
<b>Total Expenditures</b>	<b>\$ 10,757,466</b>	<b>\$ 6,149,519</b>	<b>\$ 16,562,524</b>	<b>\$ 19,918,594</b>

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



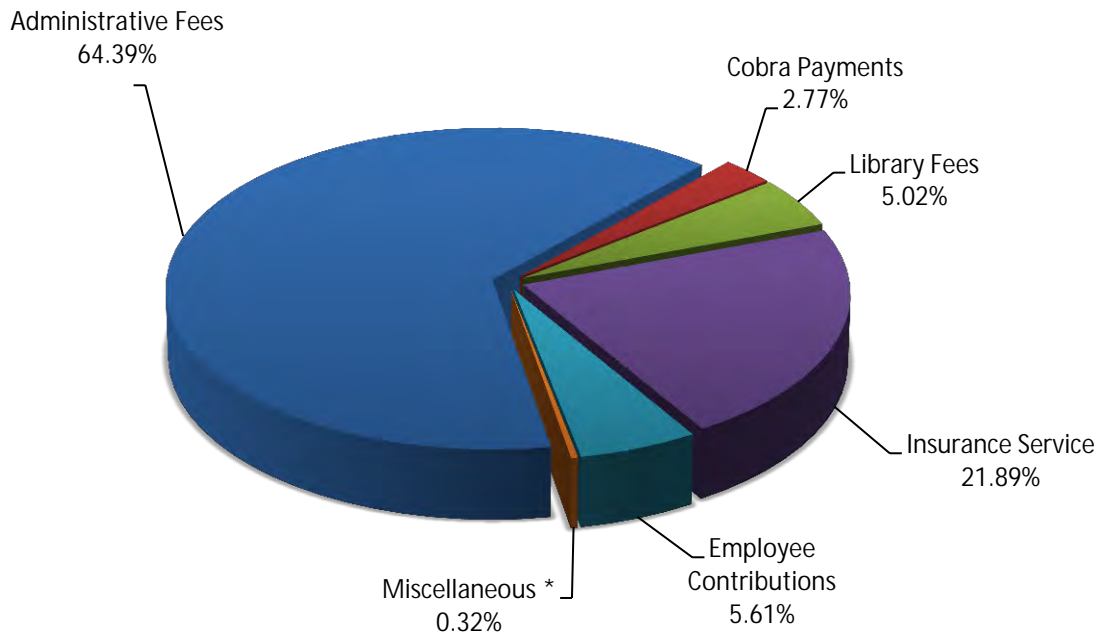
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# Internal Service Fund

Budget  
Fiscal Year 2015

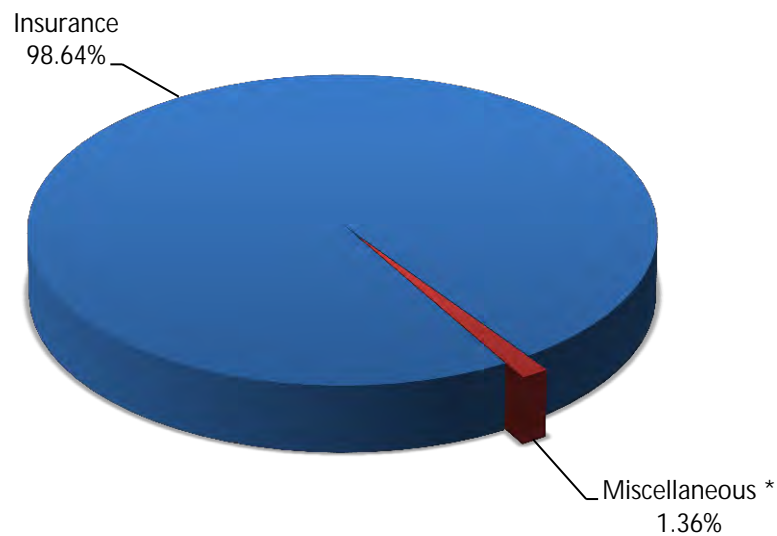
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The Village is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters. The Village utilizes its Insurance Fund, an internal service fund, to record transactions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



\* Miscellaneous includes Interest, Miscellaneous Services and Reimbursements.

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Administrative Fees	\$ 5,213,496	\$ 5,162,825	\$ 5,438,669	\$ 5,073,983
Cobra Payments	151,170	206,585	251,727	218,287
Library Fees	361,525	380,690	381,757	395,493
Insurance Service	1,844,404	1,831,941	1,762,656	1,725,226
Employee Contributions	259,472	278,423	307,456	441,846
Interest	10,526	2,683	11,022	10,597
Miscellaneous Services	8,626	13,143	10,000	5,000
Reimbursements	65,810	43,313	47,000	10,000
<b>Total Revenue</b>	<b>\$ 7,915,027</b>	<b>\$ 7,919,603</b>	<b>\$ 8,210,287</b>	<b>\$ 7,880,432</b>



\* Miscellaneous category includes Professional Services and Credit, Collection & Bank Charges.

	FY2012 Actual	FY2013 Actual	FY2014	
			Amended Budget	FY2015 Budget
Insurance	\$ 7,855,975	\$ 7,593,622	\$ 8,105,792	\$ 7,429,584
Credit, Collection & Bank Charges	57,169	269	305	83
Professional Services	124,776	119,559	124,130	102,500
Interfund Transfers Out	200,000	53,871	-	-
Miscellaneous	6,461	1,097	-	-
<b>Total Expenditures</b>	<b>\$ 8,244,381</b>	<b>\$ 7,768,418</b>	<b>\$ 8,230,227</b>	<b>\$ 7,532,167</b>

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# Fiduciary Fund

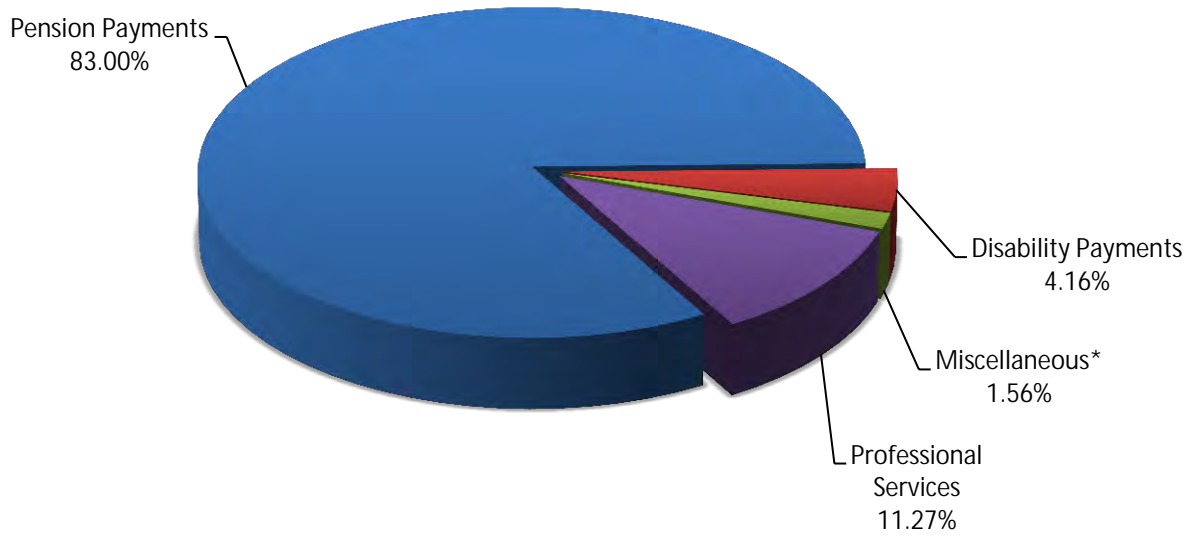
Budget  
Fiscal Year 2015

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



	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Corporate Property Tax	\$ 2,018,985	\$ 2,115,062	\$ 2,198,171	\$ 2,417,988
Investment Income	5,797,037	6,901,710	1,129,478	1,257,140
Salary Deductions	831,584	848,083	988,601	961,851
Miscellaneous Income	33,167	9,966	-	-
Pension Reimbursement	17,500	-	-	-
<b>Total Revenue</b>	<b>\$ 8,698,273</b>	<b>\$ 9,874,821</b>	<b>\$ 4,316,250</b>	<b>\$ 4,636,979</b>



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

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Pension Payments	\$ 1,913,037	\$ 2,045,076	\$ 1,978,858	\$ 2,768,436
Disability Payments	138,804	147,381	138,804	138,804
Personnel Services	8,141	71,021	25,000	40,000
Employee Reimbursements	3,182	1,846	4,400	2,500
Credit, Collection & Bank Charges	572	281	175	175
Professional Services	437,403	518,300	376,000	376,000
Purchased Services	2,900	2,450	3,000	3,000
Miscellaneous Expenses	4,577	5,185	3,371	6,371
<b>Total Expenditures</b>	<b>\$ 2,508,617</b>	<b>\$ 2,791,540</b>	<b>\$ 2,529,608</b>	<b>\$ 3,335,286</b>



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# Component Units

Budget  
Fiscal Year 2015

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

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

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

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

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

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

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

COMPONENT UNIT FUNCTIONS:

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

The Civic Center hosts a variety of events, including wedding receptions, private parties, training sessions, charitable and fundraising events, events for veterans and current members of the military, civic and community group events, public medical testing and screenings, and trade and special interest shows and exhibits. In 2014, the Civic Center hosted over 430 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 2014, the Civic Center provided 261.5 community outreach hours.

STRATEGIC PLAN GOAL: Economic Development

1. Solicit the corporate market for new business and repeat business to enhance the **Civic Center's economic base.**
  - OBJECTIVE – Prospect corporate businesses and look for opportunities to meet the decision makers (administrative assistants and meeting planners) of the corporation to promote the Civic Center facility for corporate events, such as training seminars, promotions, product launches, retirements, anniversaries and educational workshops.
    - PURPOSE - To fill our calendars with daytime business events.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE - Establish new key program accounts.
    - PURPOSE - To identify and retain regular users whose rentals will help grow the revenue base.
    - COMPLETION DATE – December 31, 2015

- OBJECTIVE – Develop packages specifically for associations and businesses that will contain a price per person option including room rental, food, coffee, water and soda. There will also be a selection of add-on items such as coffee, water and soda service.
  - PURPOSE - Provide customer-friendly rental options to attract new business.
  - COMPLETION DATE – February 15, 2015
- OBJECTIVE – Develop a marketing strategy to prospect local businesses and associations.
  - PURPOSE - To attract new business.
  - COMPLETION DATE – February 15, 2015

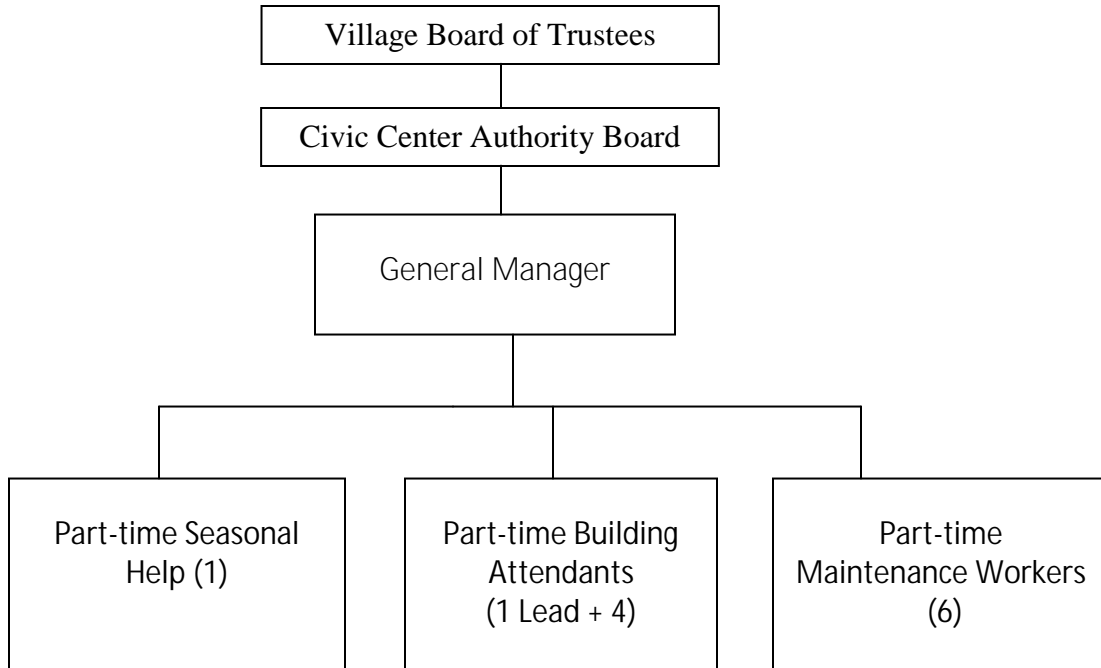
STRATEGIC PLAN GOAL: Quality of Life

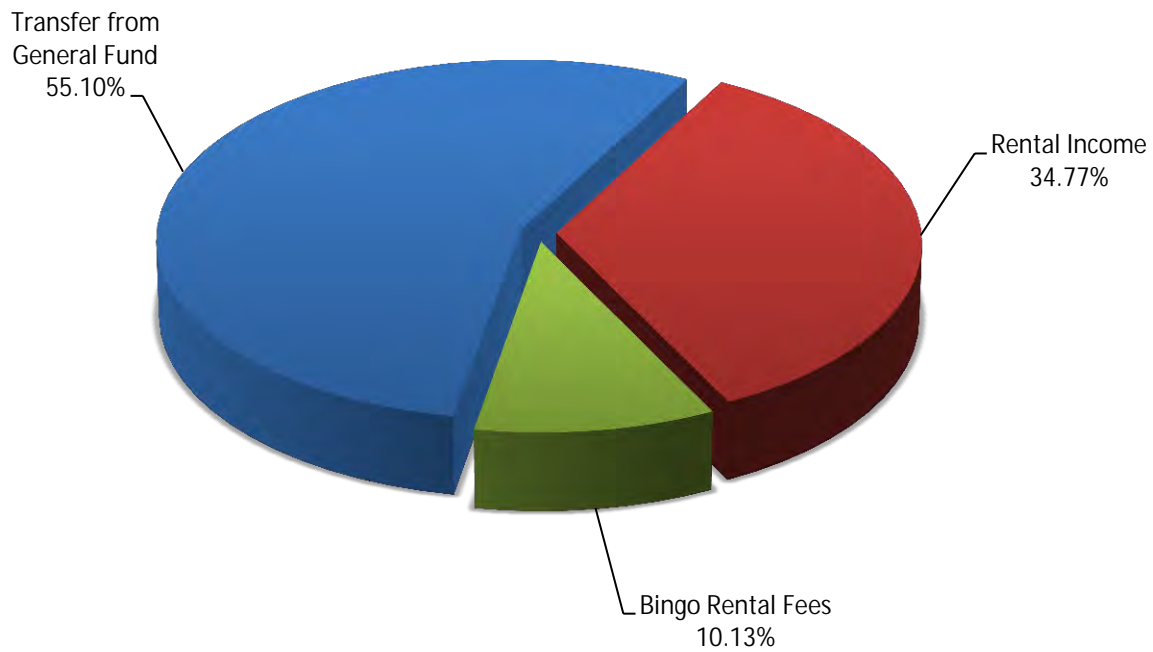
1. The Civic Center is a vibrant facility that is a quality and affordable venue to host events that will bring opportunities for both residents and businesses alike.
  - OBJECTIVE - Offer affordable community outreach programs for residents, community groups and businesses and provide & maintain at least 250 hours in 2015.
    - PURPOSE – To create and maintain goodwill within the community, while showcasing the Civic Center’s capabilities.
    - COMPLETION DATE – December 31, 2015
2. Continue to provide a well maintained facility that meets the needs of both residents and businesses.
  - OBJECTIVE – Modernize the facility with repairs and upgrades, including pictures, furniture, bathroom amenities and paint.
    - PURPOSE: To provide a functional, updated facility that will maintain the existing customer base and attract new businesses.
    - COMPLETION DATE – December 31, 2015
  - OBJECTIVE – Provide modern audio/visual capabilities in the Exhibition Room and Annex.
    - PURPOSE: To enhance bingo functionality and offer up-to-date technology for PowerPoint and photographic presentations to attract new business.
    - COMPLETION DATE – June 30, 2015
3. Provide a cost-effective, cooperative approach to control expenditures.
  - OBJECTIVE – Update record keeping procedures and file system.
    - PURPOSE – Save time and share existing record keeping software currently being used by other village departments.
    - COMPLETION DATE – June 30, 2015

MEASURE	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate
Bingo Bookings	51	50	50
Revenue Generated Bookings	204	254	260
Community Outreach Hours	203	261.5	262
Village Booking Hours	420	383	385
New Events	4	4	7
Key Accounts	2	2	3
Revenue Change from Previous Year	+16%	+14%	+20%

CIVIC CENTER BUDGETED POSITIONS

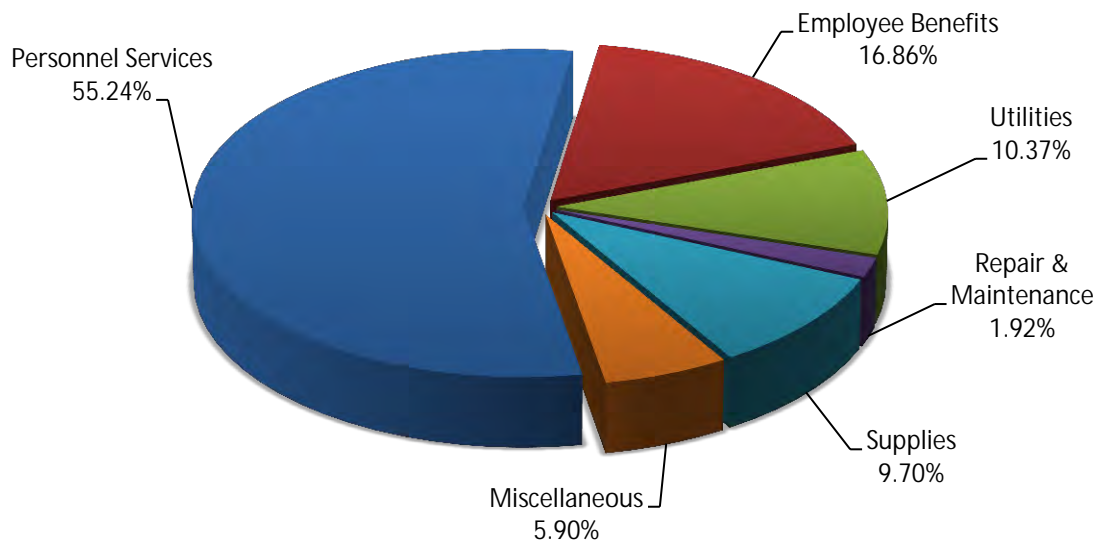
FULL TIME POSITION TITLE	FY2013 ACTUAL	FY2014 CURRENT	FY2015 BUDGET
General Manager	1	1	1
Assistant to General Manager	1	0	0
TOTAL FULL TIME PERSONNEL	2	1	1
PART TIME POSITION TITLE			
Maintenance	6	6	6
Building Supervisor	0	0	1
Seasonal	0	0	1
Building Attendant	4	5	4
TOTAL PART TIME PERSONNEL	10	11	12





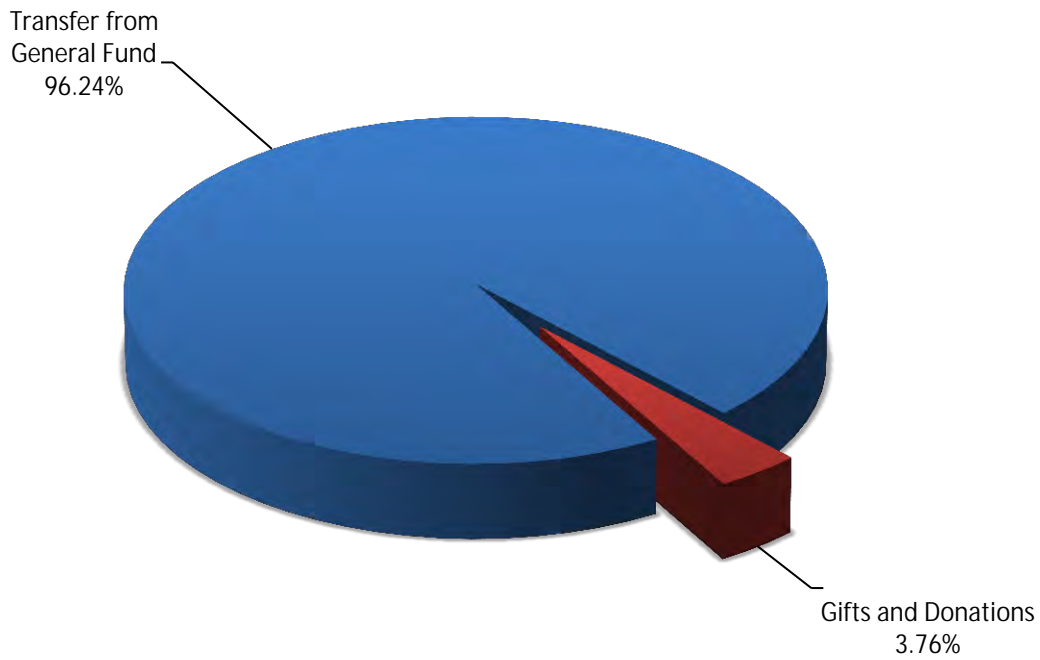
	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Transfer from General Fund	\$ 261,367	\$ 219,038	\$ 218,322	\$ 166,421
Rental Income	79,490	102,277	98,000	105,000
Bingo Rental Fees	33,670	28,980	32,760	30,600
Miscellaneous Service Fees	400	-	-	-
<b>Total Revenue</b>	<b>\$ 374,927</b>	<b>\$ 350,295</b>	<b>\$ 349,082</b>	<b>\$ 302,021</b>



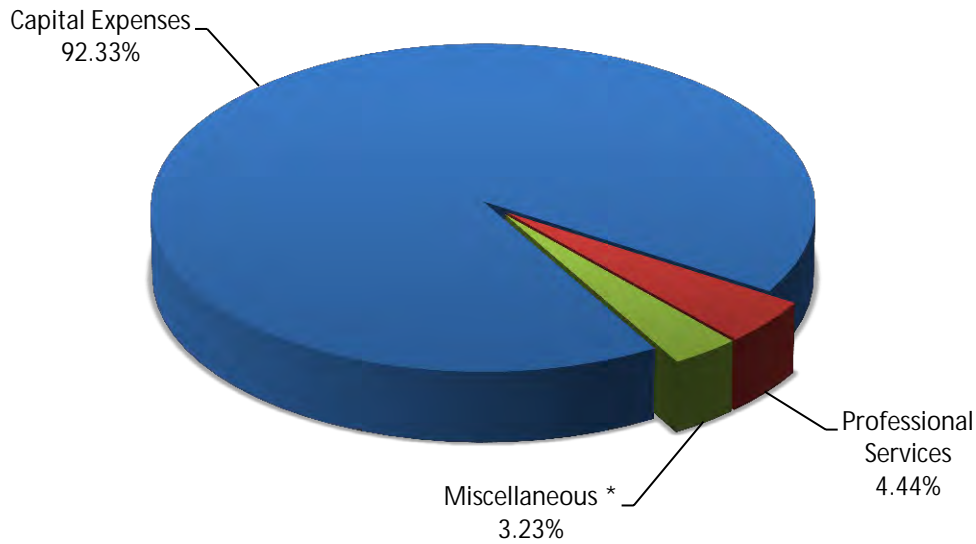


\*Miscellaneous category includes Miscellaneous Expenses, Insurance, Employee Reimbursements, Purchased Services and Professional Services.

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Personnel Services	\$ 150,111	\$ 152,234	\$ 169,197	\$ 166,850
Repair & Maintenance	108,674	80,674	71,189	5,810
Employee Benefits	43,247	36,129	37,735	50,911
Utilities	27,242	26,148	33,289	31,306
Supplies	24,992	35,876	53,390	29,311
Insurance	9,047	8,047	5,882	5,658
Employee Reimbursements	975	810	1,045	1,100
Professional Services	6,303	3,705	5,460	6,700
Purchased Services	9,693	7,516	4,385	3,725
Miscellaneous Expenses	450	450	600	650
<b>Total Expenditures</b>	<b>\$ 380,735</b>	<b>\$ 351,589</b>	<b>\$ 382,172</b>	<b>\$ 302,021</b>



	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Transfer from General Fund	\$ 14,564	\$ 17,028	\$ 155,450	\$ 357,620
Gifts and Donations	6,035	25,523	5,575	13,975
Miscellaneous Fees	-	200	-	-
Fundraising - Garden Walk	4,778	5,430	3,800	-
<b>Total Revenue</b>	<b>\$ 25,377</b>	<b>\$ 48,181</b>	<b>\$ 164,825</b>	<b>\$ 371,595</b>



\* Miscellaneous includes: Credit, Collection & Bank Charges, Utilities, Purchased Services, Supplies and Miscellaneous Expense.

	FY2012 Actual	FY2013 Actual	FY2014 Amended Budget	FY2015 Budget
Capital	\$ -	\$ -	\$ 185,240	\$ 317,370
Credit, Collection & Bank Charges	585	37	200	200
Professional Services	11,995	7,057	26,430	15,250
Utilities	1,071	655	500	3,950
Supplies	900	600	1,000	1,000
Fundraising - Garden Walk	1,301	1,339	3,000	-
Purchased Services	-	-	-	500
Miscellaneous Expense	738,216	11,857	11,950	5,450
<b>Total Expenditures</b>	<b>\$ 754,068</b>	<b>\$ 21,545</b>	<b>\$ 228,320</b>	<b>\$ 343,720</b>

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# Appendix and Glossary

Budget  
Fiscal Year 2015

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Year	Population	Percent Growth
1950	788	--
1960	2,592	228.9%
1970	6,391	146.6%
1980	23,045	260.6%
1990	35,720	55.0%
1997	47,583	33.2%
2000	51,077	7.3%
2004	56,876	11.4%
2008	59,339	4.3%
2010	56,767	-4.3%

Data Source: U.S. Census Bureau, 1950, 1960, 1970, 1980, 1990 Censuses, 1997 Special Census, 2000 Census, 2004 Special Census, 2008 Special Census, 2010 Census.

Village of Orland Park  
Principal Cook and Will County Taxpayers

Fiscal Year 2015

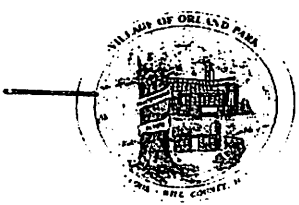
Taxpayers	Type of Business	2012 Assessed Valuation*	Percentage of Total Assessed Valuation
Simon Property Group	Orland Square Mall (includes smaller stores)	\$113,741,630	5.21%
IRC	Lake View Plaza Shopping Center	46,997,304	2.15%
J.C. Penney Co.	Department Store	11,724,327	0.54%
Constance Oswald	Commercial building 2-3 stories	10,843,111	0.50%
St. George Corp	Commercial building over 3 stories	10,681,062	0.49%
Sears	Department Store	9,390,599	0.43%
MCRIL LLC	Carson, Pirie Scott & Co. Department Store	9,098,418	0.42%
B & G Realty	One-story non-fire proof public garage	8,215,010	0.38%
Cambridge Realty Capital	Commercial property with special improvements	7,671,369	0.35%
Macy's Tax Department	Department Store	7,036,751	0.32%
		<u>\$235,399,581</u>	<u>10.78%</u>

Note: Total 2012 Equalized Assessed Valuation for the Village of Orland Park was \$2,183,274,053.

\*This is the most current data available.

Name	Type of Business	Approximate Number Employed
School District #135	Elementary School	745
Marquette Bank	Full Service Bank	600
Jewel/Osco Food Store	Supermarket and Drug Store	500
RJB Properties, Inc.	Janitor Service, Security Systems, Facilities Management	400
High School District #230	Carl Sandburg High School	374
Macy's	Retail Department Store	360
J.C. Penney	Retail Department Store	325
Darvin Furniture	Furniture Dealer – Retail	301
Lowe's Home Improvement	Home Center	300
Carson Pirie Scott	Retail Department Store	300
Panduit Corporation	Manufactures Communication and Telecommunications Products	300
The Horton Group	Insurance and Financial Consultants	300





# VILLAGE OF ORLAND PARK

14700 Ravinia Avenue  
Orland Park, IL 60462  
(708) 403-6150

## Certification

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### STATE OF ILLINOIS COUNTIES OF COOK AND WILL

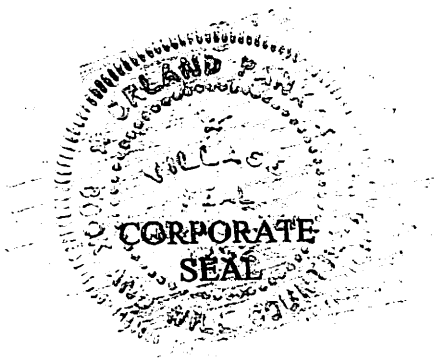
I, John C. Mehalek, DO HEREBY CERTIFY that I am the duly elected and qualified Village Clerk of the Village of Orland Park, Illinois, and as such Village Clerk I am the keeper of the minutes and records of the proceedings of the Board of Trustees of said Village and have in my custody the minutes and books of the records of said Village.


I DO FURTHER CERTIFY that the attached and foregoing is a true and correct copy of:

**Ordinance No. 4945**

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 3<sup>rd</sup> day of December 2014.



  
\_\_\_\_\_  
John C. Mehalek, Village Clerk

# VILLAGE OF ORLAND PARK

14700 Ravinia Avenue  
Orland Park, IL 60462  
[www.orland-park.il.us](http://www.orland-park.il.us)

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**Ordinance No: 4945**

**File Number: 2014-0662**

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING ON JANUARY 1, 2015 AND ENDING ON DECEMBER 31, 2015 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 2nd day of December, 2014 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: 4945

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING ON JANUARY 1, 2015 AND ENDING ON DECEMBER 31, 2015 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 2015

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, 2015.

### 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 1st day of December, 2014

/s/ John C. Mehalek

**John C. Mehalek, Village Clerk**

**Aye:** 7 Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

# VILLAGE OF ORLAND PARK

**Ordinance No: 4945**

DEPOSITED in my office this 1st day of December, 2014

*/s/ John C. Mehalek*

---

**John C. Mehalek, Village Clerk**

APPROVED this 1st day of December, 2014

*/s/ Daniel J. McLaughlin*

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**Daniel J. McLaughlin, Village President**

PUBLISHED this 2nd day of December, 2014

*/s/ John C. Mehalek*

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**John C. Mehalek, Village Clerk**

ABATEMENT	A partial or complete cancellation of a tax levy imposed by the Village.
ACCOUNT	A term used to identify an individual asset, liability, expenditure control, revenue control, or fund balance.
ACCOUNTING SYSTEM	The total structure of records and procedures which discover, record, classify, summarize and report information on the financial position, and results of operations of a government or any of its funds, fund types, balanced account groups, or organizational components.
ACCRUAL BASIS	A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.
ACTIVITY	The smallest unit of budgetary accountability and control which encompassed specific and distinguishable lines of work performed by an organizational unit for the purpose of accomplishing a function for which the Village is responsible.
AFSCME	American Federation of State, County, and Municipal Employees
ANNUALIZE	Taking changes that occurred mid-year and calculating their cost for a full year, for the purpose of preparing an annual budget.
APPROPRIATION	An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is limited to the time it may be expended.
ASSETS	Property owned by a government which has a monetary value.
ASSESSED VALUATION	A valuation set upon real estate or other property by the County Assessor as a basis for levying taxes.
BALANCED BUDGET	The budget is balanced when the sum of estimated revenues and appropriated fund balances is equal to expenditures.
BOARD OF TRUSTEES	The governing body responsible for the oversight of the municipality.
BOND	A written promise, generally under a seal, to pay a specified sum of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically.
BONDED REFINANCING	The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.
BONDED DEBT	That portion of indebtedness represented by outstanding bonds.
BUDGET	A one-year financial document embodying an estimate of proposed revenues and expenditures for the year. The Village is required by State Statute to approve a budget, and the approved budget sets the legal spending limits of the Village. It is the primary means by which most of the expenditures and service levels of the Village are controlled.
BUDGET ADJUSTMENT	A legal procedure utilized by the Village staff and the Village board to revise a budget.
BUDGET DOCUMENT	The instrument used by the budget-making authority to present a comprehensive financial plan of operations of the Village Board.

BUDGET MESSAGE	A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body.
BUDGETARY CONTROL	The control of management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.
CAFR	Comprehensive Annual Financial Report. A governmental unit's official annual report prepared and published as a matter of public record, according to governmental accounting standards.
CAPITAL ASSETS	Assets of significant value and having a useful life of at least one year with a value over \$10,000. Capital assets are also called fixed assets.
CAPITAL BUDGET	A plan of proposed capital outlays and the means of financing them for the current fiscal period.
CAPITAL OUTLAY	Expenditures which result in the acquisition of or addition to fixed assets.
CAPITAL PROJECTS FUND	A fund created to account for financial resources to be used for the acquisition or the construction of major capital facilities or equipment.
CASH BASIS	A basis of accounting in which transactions are recognized only when cash is increased or decreased.
CBA	Collective Bargaining Agreements
CERTIFICATE OF EXCELLENCE IN FINANCIAL REPORTING	An award presented to Governmental units and public employee retirement systems whose comprehensive annual financial reports (CAFR's) are judged by the Government Finance Officer Association of the United States and Canada to substantially conform to certain program standards.
CHART OF ACCOUNTS	The classification system used by the Village to organize the accounting for various funds.
CIP	Capital Improvement Program. A plan of proposed capital expenditures and the means of financing them. Items in the capital budget are usually construction projects designed to improve the value of the government assets. The capital budget is usually enacted as part of the complete annual budget which includes both operating and capital outlays.
COMMODITIES	Consumable items used by Village departments. Examples include office supplies, replacement parts for equipment, and gasoline.
COMPONENT UNIT	A component unit is a legally separate organization that a primary government must include as part of its financial reporting entity for fair presentation in conformity with GAAP.
CONTINGENCY	A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.
CONTRACTUAL SERVICES	A fund established to finance and account for the accumulations of resources for, and the payment of, general long-term debt principal and interest.

DEBT SERVICE FUND	A fund established to finance and account for the accumulations of resources for, and the payment of, general long-term debt principal and interest.
DEBT SERVICE REQUIREMENTS	The amounts of revenue which must be provided for a debt service fund so that all principal and interest payments can be made in full on schedule.
DEFICIT	(1) The excess of an entity's liabilities over its assets (See Fund Balance). (2) The excess of expenditures or expenses over revenues during a single accounting period.
DEPARTMENT	A major administrative organizational unit of the Village which indicates overall management responsibility for one or more activities.
DEPRECIATION	(1) Expiration in service life of fixed assets, other than wasting assets, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or other physical or functional cause. (2) The portion of the cost of a fixed asset charged as an expense during a particular period. NOTE: The cost of such asset prorated over the estimated service life of such asset and each period is charged with part of such cost so that ultimately the entire cost of the asset is charged off as an expense.
DISBURSEMENT	Payments for goods and services in cash or by check.
EAV	The value of property resulting from the multiplication of the assessed value by an equalization factor to make all property in Illinois equal to one third of its market value.
ENCUMBRANCE	The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.
ENTERPRISE FUND	A fund established to finance and account for operations (1) that are financed and operated in a manner similar to private business enterprises- where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purpose. Examples of enterprise funds are those for utilities.
ESTIMATED REVENUE	The amount of projected revenue to be collected during the fiscal year. The amount of revenue budgeted is the amount approved by the Village Board.
EXPENDITURES	If the accounts are kept on the accrual basis this term designates total charges incurred, whether paid or unpaid, including expenses, provision for retirement of debt not reported as a liability of the fund from which retired, and capital outlays. If they are kept on the cash basis, the term covers only actual disbursements for these purposes.

EXPENDITURE BY CLASSIFICATION	A basis for distinguishing types of expenditures; the major classifications used by the Village are: Personal Services, Contractual Services, Commodities, Other Charges and Capital Outlay.
EXPENSES	Charges incurred, whether paid or unpaid, for operation, maintenance, and interest, and other charges which are presumed to benefit the current fiscal period.
FIDUCIARY FUNDS	Funds that are used when a government holds or manages financial resources in an agent or fiduciary capacity.
FISCAL YEAR	A twelve-month period of time to which the annual budget applies and at the end of which a municipality determines its financial position and results of operations. The Village of Orland Park has specified January 1 to December 31 as its fiscal year.
FIXED ASSETS	Assets of a long-term character in which the intent is to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.
FULL FAITH & CREDIT	A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds.)
FUND	An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources, together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of following special regulations, restrictions, or limitations.
FUND ACCOUNTS	All accounts necessary to set forth the financial operations and financial condition of a fund.
FUND BALANCE	The excess of a fund's assets over its liabilities and reserves.
GAAFR	Governmental Accounting, Auditing and Financial Reporting. A Comprehensive practice-oriented guide to accounting and auditing in the public sector.
GAAP	Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.
GAAS	Generally Accepted Auditing Standards. A set of systematic guidelines used by auditors when conducting audits to ensure accuracy, consistency and verifiability of auditor's actions and reports.
GASB	Governmental Accounting Standards Board. An independent organization which has ultimate authority over the establishment of Generally Accepted Accounting Principals (GAAP) for state and local government. GASB members are appointed by the Financial Accounting Foundation (FAF); however the GASB enjoys complete autonomy from the FAF in all technical and standard-setting activities.
GENERAL FUND	The fund that is available for any legal authorized purpose and which is therefore used to account for all revenues and all activities except



	those required to be accounted for in another fund. NOTE: The General Fund is used to finance the ordinary operations of a government unit.
GENERAL OBLIGATION BONDS	Bonds for whose payments the full faith and credit of the issuing body are pledged. More commonly, but not necessarily, general obligation bonds are considered to be those payable from taxes and other general revenues.
GFOA	Government Finance Officers Association. An organization representing municipal finance officers and other individuals and organizations associated with public finance.
GOAL	A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given period.
GRANT	A contribution by one government unit to another. The contribution is usually made to aid in the support of a specified function, but it is sometimes also for general purposes.
HOME RULE MUNICIPALITY	A home rule municipality may exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to regulate for the protection of public health, safety, morals and welfare; to license; to tax; and to incur debt, unless preempted by the State of Illinois. A municipality is designated as a home rule municipality if its population reached 25,000 or if the designation of home rule is approved by voters via a referendum.
IBEW	International Brotherhood of Electrical Workers
IDOT	Illinois Department of Transportation
INCOME	This term is used in accounting for governmental enterprises and represents the excess of the revenues earned over the expenses incurred in carrying on particular phases of an enterprise's activities. As indicated elsewhere, the excess of the TOTAL revenues over the TOTAL expenses of the utility for a particular accounting period is called the "net income."
INFRASTRUCTURE	The physical assets of a government (e.g., streets, water, sewer, public buildings and parks).
INTERFUND TRANSFERS	Amounts transferred from one fund to another fund.
INTERNAL SERVICE FUND	A fund established to finance and account for services and commodities furnished by a designated department or agency to other departments or agencies within a single governmental unit or to other governmental units. Amounts expended by the fund are reimbursed, either from operating earnings or by transfers from other funds, so that the original fund capital is kept intact.
IUOE	International Union of Operating Engineers
LIABILITIES	Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

LONG TERM DEBT	Debt with a maturity of more than one year after the date of issuance.
MAP	Metropolitan Alliance of Police
MODIFIED ACCURAL ACCOUNTING	A basis of accounting used by Governmental Fund types in which revenues are recorded when collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period, and, expenditures are recognized when the related liability is incurred.
OBLIGATIONS	Amounts which a government may be legally required to meet out of its resources. They include not only liabilities, but also encumbrances not yet paid.
OPERATING BUDGET	The portion of the budget that pertains to daily operations that provides the basic government services.
ORDINANCE	A formal legislative enactment by the governing board of a municipality.
PERSONAL SERVICES	Costs related to compensating Village employees, including salaries, wages, and benefits.
PPERS (Police Pension Employees Retirement System)	The PPERS is the retirement system for all of the Village's sworn police employees. PPERS functions for the benefit of these employees and is governed by a five-member pension board.
PRIOR YEAR ENCUMBRANCES	Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation are reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.
PROPERTY TAX	Property taxes are levied on real property according to the property's valuation and the tax rate
RFP (Request for Proposal)	Request for proposal is an invitation for providers of a product or service to bid on the right to supply that product or service to the entity that issued the proposal.
RIGHT OF WAY	Land dedicated to the public which affords primary access by pedestrians and vehicles to abutting properties.
RESERVE	An account used to indicate that a portion of a fund balance is restricted for a specific purpose.
RETAINED EARNINGS	An equity account used to indicate that a portion of a fund balance is restricted for a specific purpose.
REVENUES	Funds that the government receives as income.
SPECIAL REVENUE FUND	A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.
TAXES	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments.
TAX LEVY	The total amount to be raised by general property taxes for

	operating and debt services purposes specified in the Tax Levy Ordinance.
TAX LEVY ORDINANCE	An ordinance by means of which taxes are levied.
TIF	Tax Increment Financing or the act of capturing the amount of property taxes levied by a taxing unit for the year on the appraised value of real property located within a defined investment zone. The tax increments are paid into the TIF fund and used to pay project costs within the zone, including debt service obligations.
TRANSFER IN/OUT	Amounts transferred from one fund to another to assist in financing the services for the recipient fund.
WATER & SEWER FUND	A fund established to account for operations of the water and sewer system. It is operated in a manner similar to private business enterprises where the intent is cost recovery.

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