



VILLAGE OF  
**ORLAND PARK**  
ILLINOIS

BUDGET  
**FISCAL YEAR 2016**  
COOK & WILL COUNTIES

ADOPTED BUDGET

FY 2016

January 1, 2016 – December 31, 2016

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Village of Orland Park  
Illinois**

For the Fiscal Year Beginning

**January 1, 2015**

Executive Director

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, 2015.

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	Patricia A. Gira
Trustee	Carole Griffin Ruzich
Trustee	Daniel T. Calandriello
Trustee	Michael F. Carroll

APPOINTED OFFICIALS

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





From the 1880's to the 1950's, the Village of Orland Park was a small Midwest farm community. The Village began to grow 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.

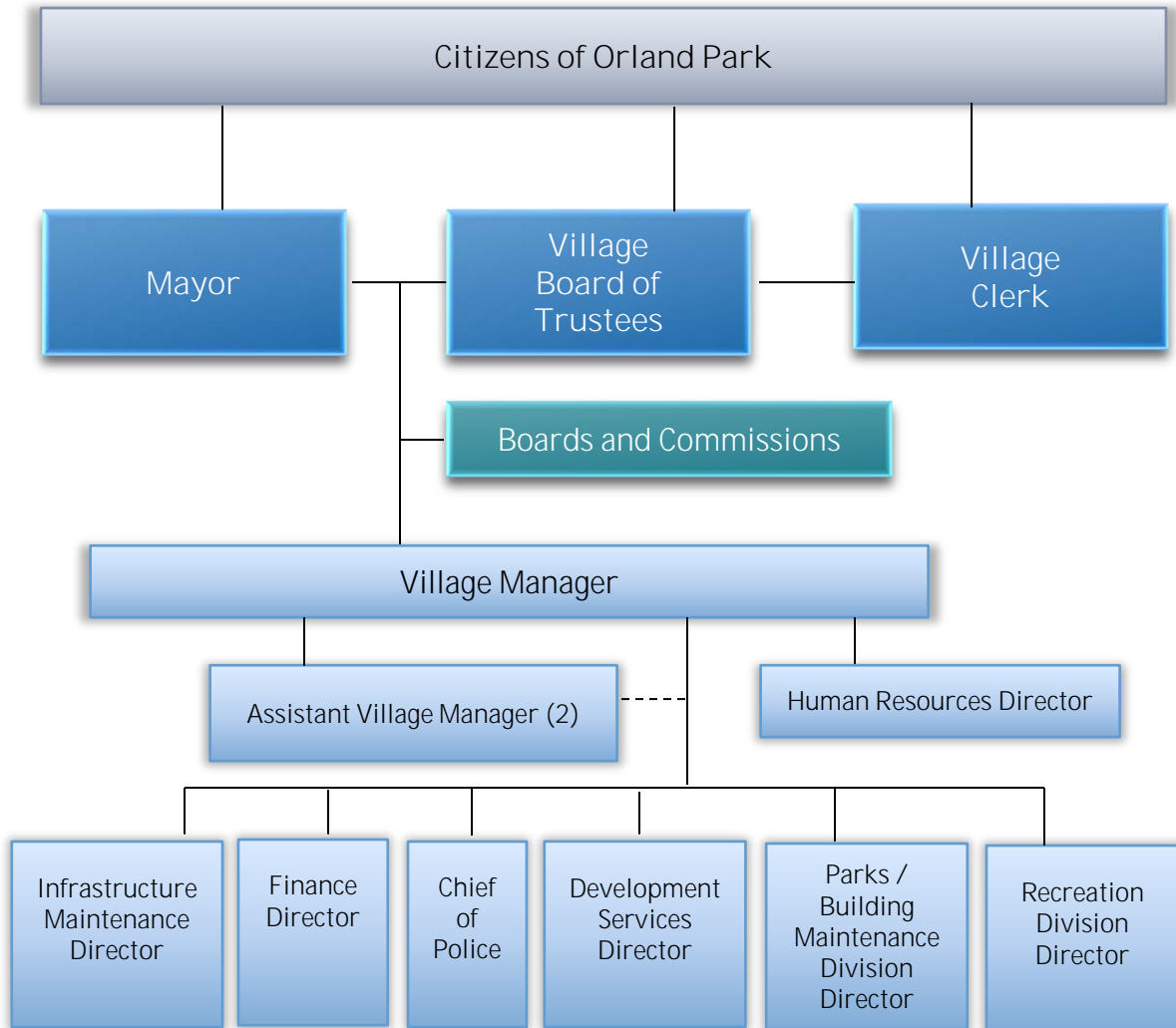


The Village utilizes the Council-Manager form of government and is directed by a board of six **Trustees and a President**. The **“Council-Manager”** form of government has been adopted by many local communities with a population of more than 25,000 and governs more than 3,000 cities and villages in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



Legend:

- Elected Officials
- Appointed Members
- Village Executive Staff

The FY2016 Annual Budget is based upon strategic goals defined by the Village Board of Trustees. These goals focus on economic development, quality of life, downtown development and becoming a high performing organization (HPO). The HPO goal was added during a strategic planning meeting held in July 2015, and will emphasize utilizing technology as a platform for enhancing customer service and improving performance.

## STRATEGIC GOALS

 <b>ECONOMIC DEVELOPMENT</b>	 <b>DOWNTOWN DEVELOPMENT</b>	 <b>QUALITY OF LIFE</b>	 <b>HIGH PERFORMING ORGANIZATION (HPO)</b>
<p><b>Support</b> the formation of an I-80 Development Initiative.</p> <p><b>Recruit</b> targeted professional services, restaurants, and entertainment businesses to the Village of Orland Park.</p> <p><b>Develop</b> a program for the revitalization of legacy retail centers in Orland Park.</p>	<p>Support a long-term plan for the <b>development</b> of the village's downtown area.</p> <p>Program Downtown Orland Park with community <b>events</b>.</p> <p>Downtown Orland Park blends the Old Orland Historic District with the village's present and future, offering a <b>pedestrian friendly</b> environment with both residential and commercial uses.</p>	<p><b>Provide resources</b> and support for the continued delivery of best-in-class core services to Village of Orland Park residents and businesses.</p> <p>Provide for the maintenance and improvement of village parks, facilities and open spaces.</p> <p><b>Maintain</b> and enhance intra-Orland Park transportation.</p> <p><b>Enhance</b> two-way communication with the community.</p> <p><b>Support</b> programs that focus on improving <b>public safety</b>.</p>	<p><b>Increased</b> automation of village services</p> <p><b>Implement</b> Lean Six Sigma Methodology</p> <p><b>Integrate</b> technology across the entire organization</p> <p><b>Dedication</b> to employee development</p> <p><b>Data-driven</b> performance management</p> <p>Business process <b>Improvement</b></p>

Based upon the goals set by the Board of Trustees, staff compiled specific objectives and initiatives that will accomplish these goals. These objectives and initiatives can be found in the strategic plans of the Village's operating departments, as reflected throughout the FY2016 Annual Budget document.

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

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

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



**TRUSTEES**  
**Kathleen M. Fenton**  
**James V. Dodge**  
**Patricia A. Gira**  
**Carole Griffin Ruzich**  
**Daniel T. Calandriello**  
**Michael F. Carroll**

**Village Hall**

March 31, 2016

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 FY2016 Annual Budget for the fiscal year beginning January 1, 2016 and ending December 31, 2016. The FY2016 Annual Budget was approved by the Village Board on December 7, 2015.

The FY2016 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 FY2016 Annual Budget was compiled based upon the four main strategic initiatives defined by the Village Board of Trustees. These initiatives include Economic Development, Downtown Development, Quality of Life, and High Performing Organization. The Village Board and community stakeholders agreed to add the fourth initiative, High Performing Organization, during the strategic planning meeting held in July 2015. The High Performing Organization Model is a leading organizational development practice for local governments dedicated to employee development and customer service enhancement. Each department has formulated objectives to advance these initiatives; as reflected throughout the FY2016 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 the FY2016 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.

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 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 FY2016, 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 FY2016 budget process began in July 2015 when the budget team began meeting with department directors and their respective committee chairpersons. 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 FY2016 budget. The Mayor reviewed the results of these meetings with the budget team and a Village-wide list of Trustee priorities was developed that would be included in budget workshop documents and discussions.

The Village Board had made a number of policy decisions related to revenues and expenditures in prior fiscal years that were continued into FY2016, 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 limit 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 FY2016 budget document was drafted and the final budget document was approved at the December 7, 2015 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 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 FY2016 would bring continued growth to major revenue sources due to 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.

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.

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 FY2016 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 2016 budget exceed Board approved policy requirements for all funds except the Road Exaction Fund and the Capital Improvement Fund. The Village Board planned a one-time partial draw down of the reserves of these funds to fund additional capital projects. These funds will be recouped during the next budget year.

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(s). At the beginning of FY2016, the Village's total outstanding general obligation debt (principal only) amounted to \$87,265,000.

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

### **Capital Strategy**

During FY2016, 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 FY2016 budget process to identify capital expenditure items that were to be included in the FY2016 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. The Village also has an annual neighborhood road resurfacing program so that the condition of its existing roads can be properly maintained.

### **Property Tax**

The Village attempts to maintain a moderate 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. The Village's tax rate has continued to increase due to the continued decline of the Village's EAV and is projected at \$.67 per \$100 of EAV for tax year 2015. During the FY2016 budget process, the Village Board determined that the dollar amount of the 2015 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 2014 and 2015 is anticipated as staff conservatively projected no increase in the Village's EAV. A table depicting the Village's property tax rate for the last five years is included in the Revenue Summaries section of this document.

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 \$36.7 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 FY2016 budget. These funds are to be distributed proportionately amongst all applicants based on the amount of property taxes paid to the Village.

## **Main Street Triangle**

The redevelopment of the Main Street Triangle area continues to be a major focus of the Village Board of Trustees. In 2004, the Village Board approved an ordinance adopting tax increment financing within this area. The long term goal of the Village Board is to create a pedestrian friendly downtown district anchored by the 143<sup>rd</sup> Street commuter station. In previous fiscal years, parcels of land within the Main Street Triangle were purchased by the Village and were utilized to construct public infrastructure and for the future purpose of selling/leasing to developers of residential/commercial structures.

In 2011, the Village entered into a redevelopment agreement with Flaherty and Collins Properties for Phase I of the redevelopment of the Main Street Triangle area to include 295 luxury apartment residences, 4,000 square feet of commercial space and structured parking on approximately 4 acres. The Village incurred phase debt in order to finance this project at an estimated cost of \$65 million. Funding for the project included 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 redevelopment agreement that enables the Village to recover its incentive over time.

During FY2015, the Village entered into an agreement with the University of Chicago Medical Center (UCMC) for the development of a multi-story, multi-tenant Ambulatory Care Center. The Center will consist of approximately 108,000 square feet with an associated drive-through pharmacy on the first floor and a 207 space surface parking lot immediately north and adjacent to the proposed office building. Also included in the project is an above-ground parking structure with at least 513 spaces that will be constructed immediately west over the proposed Jefferson Street. The Village is responsible for constructing the parking deck by the end of 2016 with UCMC contributing \$10,619,730 towards the construction cost.

## **Budget Assumptions**

The following are the more prominent assumptions that were utilized when compiling the Village's FY2016 Annual Budget.

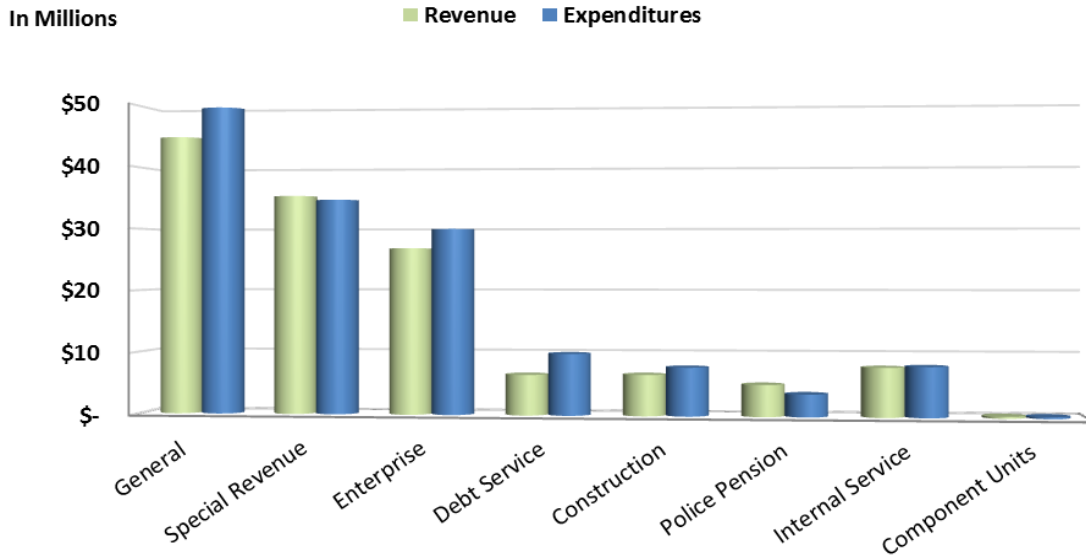
- Revenues were based on the most current economic conditions available, as well as historical trends, where appropriate.
- A 1.00% growth estimate was utilized for the Village's single largest revenue source – sales tax. This was based on a review of the last twelve months of sales tax data and consulting various indices and information available.
- A 1.86% increase in the renewal for employee health care costs.
- The total dollar amount of the Village's 2015 levy equals the 2014 levy, meaning that taxpayers as a whole will not pay more in property taxes to the Village in 2016 than they did in 2015.

## **BUDGET SUMMARY**

Total FY2016 budgeted revenues for all funds amount to \$133,315,451 and total FY2016 budgeted expenditures for all funds amount to \$143,821,053. The following graph presents total revenues and expenditure by fund type.



## 2016 Total Revenues and Expenditures by Fund Type



The FY2016 expenditure budget includes capital expenditures in the amount of \$28,624,183. These expenditures are funded by a variety of sources including Home Rule Sales Tax revenues, line of credit proceeds, as well as operating surpluses available in various funds.

### REVENUE SUMMARY

As noted above, FY2016 total budgeted revenues for all funds, including interfund transfers, are estimated to be \$133,315,451. This is a decrease in revenues of approximately \$18,894,053 or approximately 12.4%, as compared to the FY2015 total amended revenue budget. The revenue change is due to the following:

- Reimbursement included in the FY2016 budget in the amount of \$10,619,730 from the University of Chicago Medical Center for the construction of a multi-level parking structure.
- Line of credit proceeds included in the FY2015 budget in the amount of \$20,649,878 for the funding of various capital projects.
- Receipt of bond proceeds during FY2015 in the amount of \$5,175,000 for the 2007 general obligation bond refunding issuance.
- Various interfund transfers budgeted for in 2015 were \$4,910,992 less in 2016.
- One-time reimbursements for capital projects were \$979,000 less in 2016 compared to 2015.

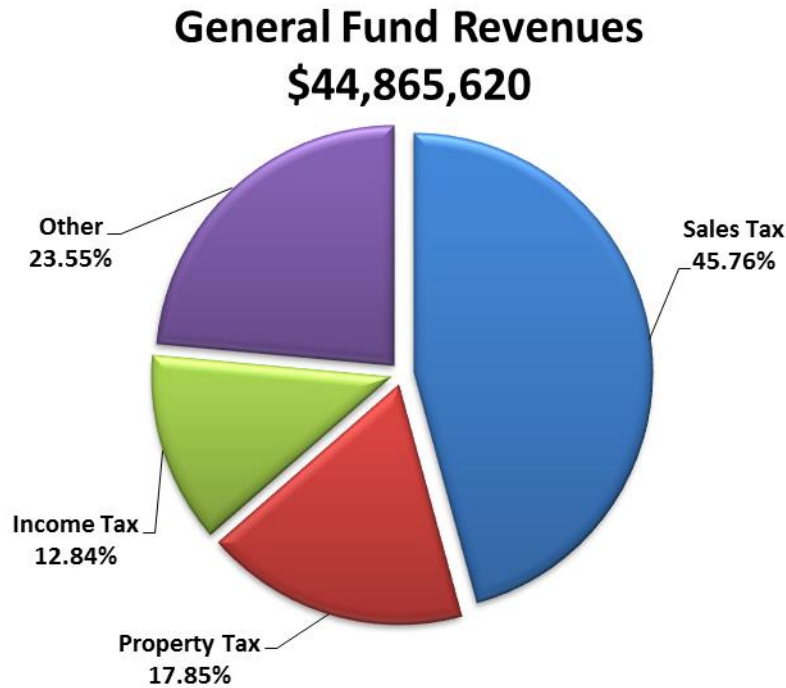
It is projected that 2016 revenues will increase by approximately 1.83 percent when excluding the one-time revenue sources listed above from the 2015 and 2016 revenues.

### General Fund

FY2016 budgeted revenues for the General Fund amount to \$44,865,620, a decrease of approximately \$1,558,950, or 3.3%, as compared to FY2015 total amended General Fund revenues.

The majority of the decrease is due to a decline in revenue from the bi-annual vehicle sticker sale that occurred in FY2015.

The following is an explanation of the three largest General Fund revenue sources included in the Village of Orland Park's FY2016 budget, as depicted in the graph below.



#### *Sales Tax*

The Village's FY2016 budget includes \$20,528,626 in sales tax revenues reflected in the Village's General Fund. As shown above, sales tax revenues account for over 45% of the Village's General Fund revenues. The FY2016 revenue estimate for sales tax was adjusted to project an approximate increase of 1.00% over the FY2015 calendar year estimate. The increase was based on the current economic outlook and the actual sales tax revenue increases the Village experienced during FY2014 and FY2015.

#### *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 a portion of the Village's outstanding general obligation debt. The total amount of property tax budgeted in the Village's General Fund for FY2016 amounts to approximately \$8,006,829; 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 decreased approximately \$542,029 as compared to the FY2015 amount. The decrease 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 2014. The general corporate levy is applied directly to a portion of police salaries, covering approximately 6.2% of annual police department expenditures.

### *Income Tax*

The Village receives income tax from the State of Illinois on a per capita basis. The total income tax budget for FY2016 equals approximately \$5,762,363, as compared to \$5,370,961 for FY2015. The FY2016 budget is based on a per capita amount of \$100.36, as opposed to the FY2015 per capita amount of \$93.31. The Village's current population is 56,767, determined during the 2010 census.

### **Other Funds**

#### *Home Rule Sales Tax*

Approximately \$10,170,182 in home rule sales tax is included in the Village's FY2016 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 FY2016 for road, park and water impact fees equals approximately \$1,499,520 which is approximately a 12% percent increase from the FY2015 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 54 single family homes and 40 townhouses expected to be built in several different developments. Several commercial developments are also planned, including the University of Chicago Medical Center to be the built in the Main Street Triangle area.

#### *Water & Sewer Service Fees*

The estimated Water & Sewer Fund service fee revenues for FY2016 amount to approximately \$25,307,023. It was determined during the 2015 budget process that a new comprehensive water, sewer, and storm rate study was necessary. The study was still in process at the completion of the 2016 budget process. Budgeted revenues were based on revenue requirements of the fund to continue to fund operational and capital requirements.

#### *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 FY2016 budget reflects approximately \$3,863,700 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 FY2016 equals approximately \$1,332,500; 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 FY2016 expenditure budget for all funds, including capital outlay, equals \$143,821,053. This is a decrease of \$39,313,721 or approximately 21.5%, as compared to the FY2015 total amended expenditure budget for all funds. The expenditure decrease is due to the following:

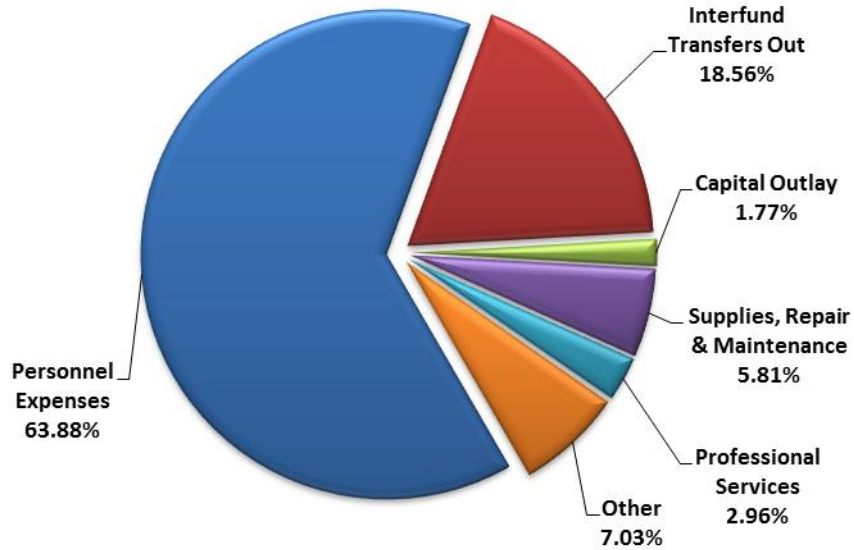
- A decrease in the total capital projects budget from \$39,665,607 in FY2015 to \$28,624,183 in FY2016.
- FY2014 budget rollovers for projects not yet completed added to the FY2015 budget in the amount of \$20,318,411.
- Refunding of general obligation bonds and associated bond issuance costs during FY2015 for the 2015A G.O. refunding issuances in the amount of \$4,720,975.
- Various interfund transfers budgeted for in 2015 were \$4,910,992 less in 2016.
- Customary increases in personnel related expenditures also offset the decrease from FY2016 compared to FY2015.

### 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 FY2016 equals \$49,641,312 or approximately 35% of the Village's total FY2016 expenditure budget. The FY2016 General Fund expenditure budget is approximately \$364,000 less than the FY2015 amended expenditure budget after subtracting budget rollovers that were added to the FY2015 amended expenditure budget. The decrease is due to interfund transfers to various funds being \$1,477,068 less in FY2016 compared to FY2015.

The Village's FY2016 General Fund expenditure budget is broken down as follows:

## General Fund Expenditures \$49,641,312



### Personnel Changes

Three new full time positions were approved in the FY2016 budget. These positions include a Chief Technology Officer that will be responsible for the Information Technology function. This function will be configured into a distinct department that will act as an internal service function to the other operating departments. The other full time positions include two positions that were converted from part time to full time. A part time Plan Review/Inspector was reclassified to full time and a part time Meter Reader was reclassified to a full time Account Technician II.

The following part time positions were also added to the FY2016 budget:

- Part Time Assistant Village Manager – Administration
- Intern – Administration
- Museum Curator - Officials
- Intern – Public Information

### Major Capital Projects – Other Funds

During FY2016, 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 FY2015. The following is a description of major capital projects that are budgeted in FY2016:

- Main Street Triangle Fund –
  - Parking structure, parking lot, Crescent Drive improvements, Jefferson/B Street improvements, and related consulting services - \$17,200,000
  - Land acquisition - \$1,052,981
  
- Capital Improvement Funds –
  - LaGrange Road – Village aesthetic enhancements - \$1,887,405
  - Roadway Maintenance Program – \$3,000,000
  
- Water & Sewer Fund –
  - Flood study stormwater management improvements \$1,739,127

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 FY2016 can be found in the Capital Project Funds and Special Revenue Funds section of this document.


**CLOSING COMMENTS**

The FY2016 budget, as presented, is balanced against revenues, and where applicable, fund balance over and above Board approved policy levels. The FY2016 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 Board; 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

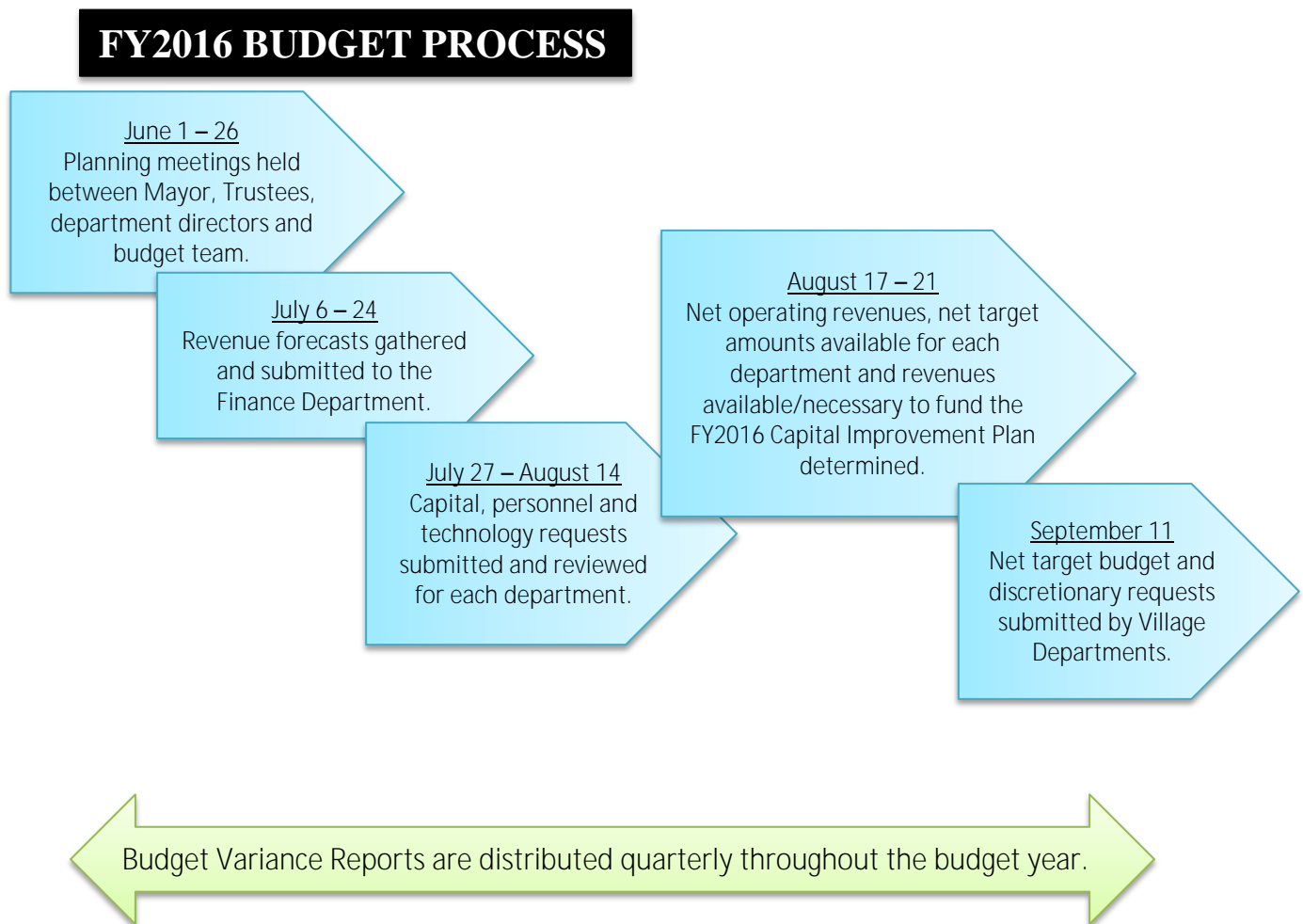
Budget  
Fiscal Year 2016

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Budget Process

The budget process illustrated below was followed for the compilation and passage of the FY2016 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 annual budget. 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, 2016 was adopted through the passage of ordinance number 5042 on December 7, 2015.

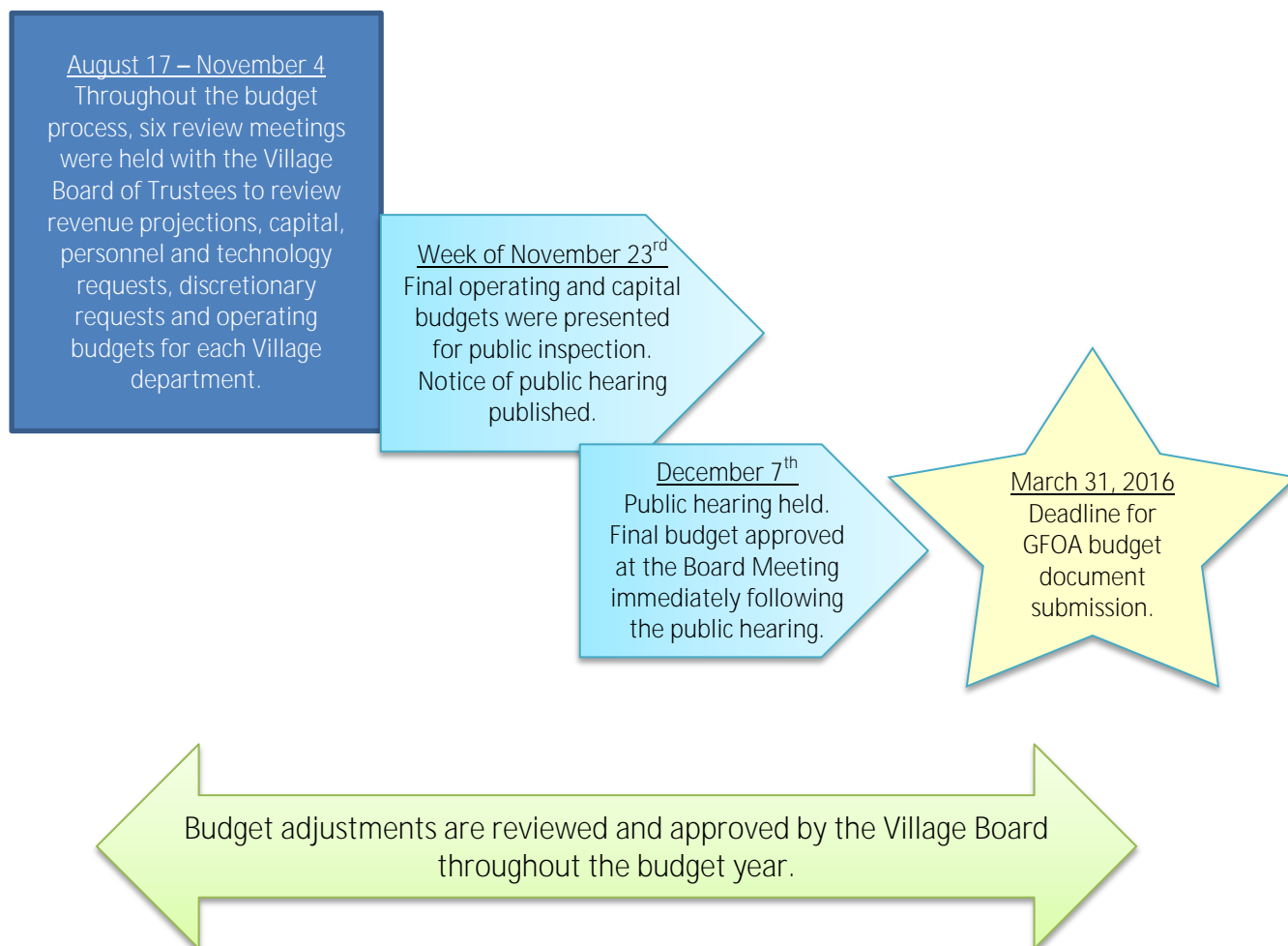




Budget Process, continued

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 2016, 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 of Trustees and Finance Department staff recognizes the significance that a long-term financial plan has on the ability of the Village to anticipate and respond to future financial challenges and opportunities. As a result, in FY2015, a long-term financial plan forecast was presented and reviewed with the Mayor and the Village Board of Trustees, prior to the development of the FY2016 budget. The document reflected prior year actual results, current year budget and a five year forecast period.

The long-term financial plan included the following major funds:

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

The long-term financial plan provided for discussion of the Village's future direction assuming the continuation of current service levels and the cost of providing those services going forward. The service levels planned for in the long-term financial plan support the Village Board strategic initiatives of Economic Development, Downtown Development, Quality of Life and High Performing Organization. Revenues were based on current revenue sources; projections were based on anticipated growth patterns and inflationary increases to program fees and charges. The discussion of the results of the long term financial plan centered on financial and policy decisions that will be needed in the future to balance the need to maintain service levels, fund balances and capital improvement funding against existing revenue sources.

### Assumptions

#### Revenue

- Sales and Use Tax growth tied to CPI rate; starting at 2.1%, rising to 2.4% by 2020.
- Maintain property tax levy at current level.
- Recreation program fees and charges anticipated to increase at 50% of the annual CPI rate.
- Continue 50% Recreation and Parks subsidy and operating subsidies to the Civic Center Fund and Open Lands Fund from the General Fund.
- Water and Sewer rate increases of 3% annually.

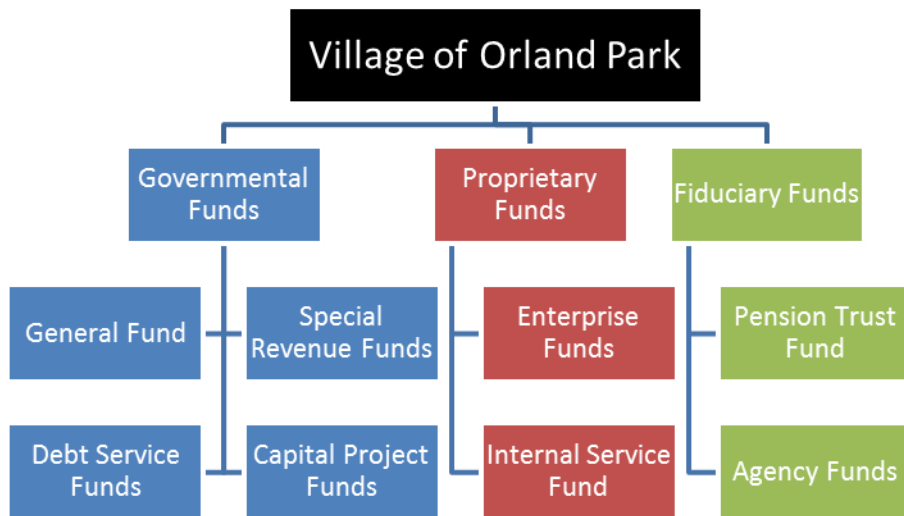
#### Expenditures

- General inflation rate of 2.0%.
- Personnel costs were based on current staffing levels, with inflationary increases applied to wages and benefits starting at 2.5% annually growing to 3.5% by 2020.
- Capital expenditures were capped annually at the following levels: \$7,000,000 in the CIP Fund; \$5,000,000 in the Water & Sewer Fund; \$1,000,000 in the Recreation & Parks Fund and the General Fund; and \$100,000 in the Civic Center Fund.

The long-term financial plan assumptions and projections will be updated annually after analysis of current economic conditions and trends, and will continue to be reviewed with the Village Board of Trustees.

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, and is therefore used to maintain

the majority of the Village's accounting activity.

- ❖ Special revenue funds account for revenue sources that are restricted to expenditures for a specific purpose (not including expendable trusts or major capital projects).
  - *Motor Fuel Tax Fund* — accounts 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* — accounts for contributions received from developers for future recreational proposes as well as the expenditure of these contributions.
  - *Seizure and Forfeiture Fund* — accounts 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* — accounts 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* — accounts for incremental real estate taxes and all TIF related expenditures of the Main Street Triangle development area.
  - *Recreation and Parks Fund* - accounts for the revenue and expenses incurred for the recreational functions that include administration, programs, parks, Sportsplex, Centennial Pool, and special recreation.
- ❖ Debt service funds account for the servicing of general long-term debt not being financed by proprietary or nonexpendable trust funds, including accounting 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 project funds account for the acquisition of fixed assets or construction of major capital projects not being financed by proprietary or nonexpendable trust funds.
  - *Road Exaction Fund* — accounts for road improvements funded by road exaction fees.
  - *Capital Improvement Fund* — accounts for public improvements and large multi-year projects that are funded by various sources.

### 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.

- *Water and Sewer Fund* — accounts 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* — accounts 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 funds account for operations that provide services to other departments or agencies of the Village, or to other governments, on a cost-reimbursement basis.
  - *Insurance Fund* — accounts 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

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.
  - *Police Pension Fund* — accounts 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.
- ❖ 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.
  - *Special Assessments* — to account for special assessment collections and the related forwarding of the collections to the bondholders.

The following is an illustration of the relationship between the Village’s operating departments (in blue) and fund appropriations.



## 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.

#### Basis of Budgeting

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.

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 \$2,063,847,959. 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 \$178,006,886. As of January 1, 2016, the Village had \$87,265,000 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, 2016, the Village had a debt to EAV ratio of 4.23%.

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 12/31/2015	Budgeted Revenues FY2016	Budgeted Expenditures FY2016
General Operation Funds			
General Fund	\$ 31,594,296	\$ 44,865,620	\$ 49,641,312
Special Revenue Funds			
Motor Fuel Tax	687,534	1,337,640	1,332,522
Park Development	659,356	330,700	-
Seizure and Forfeiture	464,997	54,000	-
Home Rule Sales Tax	30,548,614	10,179,510	3,631,275
Recreation and Parks	-	10,301,063	10,301,063
Main St. Triangle TIF	16,746,614	13,052,002	19,360,069
Enterprise Funds			
Water and Sewer	6,494,050	26,444,994	29,483,214
Commuter Parking	36,963	334,032	415,100
Construction Funds			
Road Exaction	984,218	468,590	1,202,808
Capital Improvement	866,358	6,120,434	6,586,792
Internal Service Fund			
Insurance	2,938,645	7,905,277	8,065,553
Component Units			
Civic Center	-	271,630	271,630
Open Lands Acquisition	190,244	45,685	26,750
Debt Service Funds			
2006 G.O. Bond	17,737	107	-
2007 G.O. Bond	(9,989,207)	-	-
2009 G.O. Bond Refunding	124,940	800,550	801,000
2010 G.O. Bond Refunding	296,444	2,459,339	2,459,442
2011 G.O. Bond Refunding	196,348	1,430,325	1,430,800
2012 G.O. Bond A Refunding	11,578	890,200	890,675
2012 G.O. Bond B & C Refunding	(1,815,335)	-	1,059,838
2012 G.O. Bond D Refunding	193,854	928,700	929,195
2013 G.O. Bond C Refunding	(908,334)	-	271,506
2013 G.O. Bond A&B Refunding	(1,695,647)	-	1,073,700
2015 G.O. Bond	(920,247)	-	979,475
Police Pension Fund	74,853,065	5,095,053	3,607,334
<b>TOTAL ALL FUNDS</b>	<b>\$ 152,577,086</b>	<b>\$ 133,315,451</b>	<b>\$ 143,821,053</b>

Village of Orland Park

Fund Balance Analysis

Fiscal Year 2016

	Depreciation Addback FY2016	Projected Fund Balance Reserve	Projected Total Fund Balance 12/31/2016
General Operation Funds			
General Fund	\$ -	\$ 16,379,321	\$ 10,439,283
Special Revenue Funds			
Motor Fuel Tax	-	-	692,652
Park Development	-	500,000	490,056
Seizure and Forfeiture	-	-	518,997
Home Rule Sales Tax	-	37,094,759	2,090
Recreation and Parks	-	-	-
Main St. Triangle TIF	-	36,501,761	(26,063,214)
Enterprise Funds			
Water and Sewer	3,955,000	7,029,188	381,642
Commuter Parking	85,000	-	40,895
Construction Funds			
Road Exaction	-	250,000	-
Capital Improvement	-	400,000	-
Internal Service Fund			
Insurance	-	885,000	1,893,369
Component Units			
Civic Center	-	-	-
Open Lands Acquisition	-	-	209,179
Debt Service Funds			
2006 G.O. Bond	-	-	17,844
2007 G.O. Bond	-	-	(9,989,207)
2009 G.O. Bond Refunding	-	-	124,490
2010 G.O. Bond Refunding	-	-	296,341
2011 G.O. Bond Refunding	-	-	195,873
2012 G.O. Bond A Refunding	-	-	11,103
2012 G.O. Bond B & C Refunding	-	-	(2,875,173)
2012 G.O. Bond D Refunding	-	-	193,359
2013 G.O. Bond C Refunding	-	-	(1,179,840)
2013 G.O. Bond A&B Refunding	-	-	(2,769,347)
2015 G.O. Bond	-	-	(1,899,722)
Police Pension Fund	-	-	76,340,784
	<u>\$ 4,040,000</u>	<u>\$ 99,040,029</u>	<u>\$ 47,071,454</u>

# Village of Orland Park

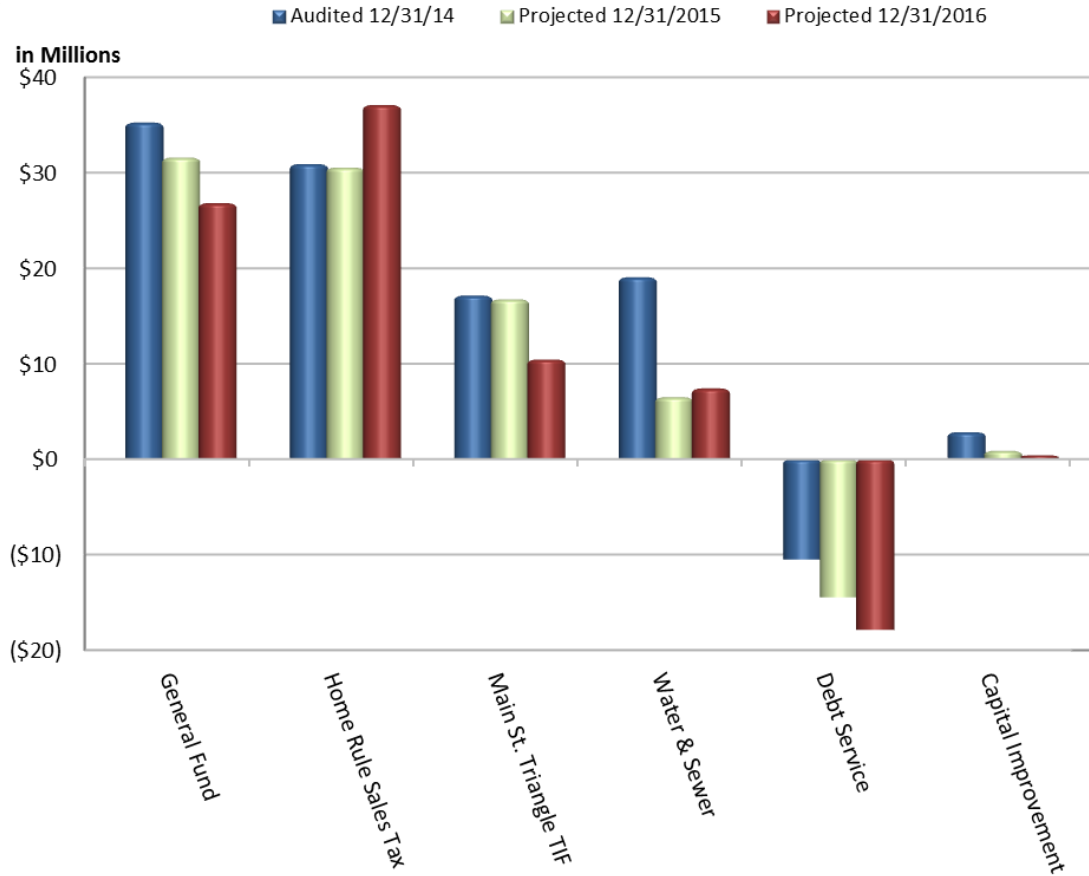
## Fund Balance Summary

Fiscal Year 2016

	Audited * 12/31/2014	Projected* 12/31/2015	Projected* 12/31/2016
General Operation Funds			
General Fund	\$ 35,259,211	\$ 31,594,296	\$ 26,818,604
Special Revenue Funds			
Motor Fuel Tax	1,685,594	687,534	692,652
Park Development	678,894	659,356	990,056
Seizure and Forfeiture	423,997	464,997	518,997
Home Rule Sales Tax	30,914,384	30,548,614	37,096,849
Recreation and Parks	4,509	-	-
Main St. Triangle TIF	17,140,271	16,746,614	10,438,547
Enterprise Funds			
Water and Sewer	19,059,459	6,494,050	7,410,830
Commuter Parking	82,746	36,963	40,895
Construction Funds			
Road Exaction	669,411	984,218	250,000
Capital Improvement	2,827,745	866,358	400,000
Internal Service Fund			
Insurance	2,612,075	2,938,645	2,778,369
Component Units			
Civic Center	-	-	-
Open Lands Acquisition	341,342	190,244	209,179
Debt Service Funds			
2003 G.O. Bond Refunding	(65)	-	-
2004 G.O. Bond Refunding	(44)	-	-
2006 G.O. Bond	17,574	17,737	17,844
2007 G.O. Bond	(9,895,041)	(9,989,207)	(9,989,207)
2009 G.O. Bond Refunding	225,390	124,940	124,490
2010 G.O. Bond Refunding	296,548	296,444	296,341
2011 G.O. Bond Refunding	396,823	196,348	195,873
2012 G.O. Bond A Refunding	12,053	11,578	11,103
2012 G.O. Bond B & C Refunding	(775,297)	(1,815,335)	(2,875,173)
2012 G.O. Bond D Refunding	494,329	193,854	193,359
2013 G.O. Bond C Refunding	(640,903)	(908,334)	(1,179,840)
2013 G.O. Bond A&B Refunding	(641,597)	(1,695,647)	(2,769,347)
2015 G.O. Bond Funding	-	(920,247)	(1,899,722)
Bond Projects	-	-	-
Police Pension Fund			
Police Pension	73,443,006	74,853,065	76,340,784
<b>TOTAL ALL FUNDS</b>	<b>\$ 174,632,414</b>	<b>\$ 152,577,086</b>	<b>\$ 146,111,483</b>

\* 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, 2014, 2015, and 2016.



**GENERAL FUND** – The total FY2016 fund balance for the General Fund is projected to have an approximate decrease of \$4,775,700 when compared to FY2015. Reserves accumulated during the 2014 fiscal year were used to fund expenditures approved during the FY2016 budget process. The fund balance reserve for FY2016 is \$26,818,604, of which \$13,707,936 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 \$1,671,385 for future economic loans to local businesses, \$1,000,000 for vehicle and equipment purchases, a contingency reserve of 5% of budgeted expenditures equaling \$2,606,110 and an excess cash reserve of 15% of budgeted expenditures, equal to \$7,818,329. It is projected at the end of FY2016 that the General Fund will exceed the Board approved minimum fund balance requirement by approximately \$12,400.

**HOME RULE SALES TAX FUND** – The total FY2016 fund balance for the Home Rule Sales Tax Fund is projected to have increased when compared to FY2015 by approximately \$6,548,200. 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, 2013 A, B & C and 2015A General Obligation Bonds, as well as capital projects within the Main Street Triangle area, with home rule sales tax revenue. Debt service payments totaling \$20,554,928 and \$13,997,285 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 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 FY2016, this reserve totals \$2,542,546.

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 and are available to sufficiently cover the deficit.

WATER AND SEWER FUND – The fund balance is projected to increase from FY2015 by approximately \$916,800. 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 an operation reserve and a reserve for repair and replacement of system assets. The total reserve for FY2016 is \$7,410,830.

DEBT SERVICE FUNDS – A portion of the negative fund balance is attributable to the 2007 General Obligation Bond Fund which will end FY2016 with a negative balance of \$9,989,207. The remainder of the negative fund balance is related to the 2012 B & C, 2013 A, B & C and 2015A General Obligation Bond Funds. The debt service payments for these funds 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 LaGrange Road corridor from 131<sup>st</sup> Street to 179<sup>th</sup> Street and 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. Also, during 2016, the Village Board approved a one-time partial draw down of the reserve to fund additional capital projects.

	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Revenues:			
Taxes	\$ 49,194,615	\$ 48,712,472	\$ 50,116,966
Licenses & Permits	1,432,299	2,884,523	1,866,800
Intergovernmental	7,977,868	8,363,029	7,526,565
Charges for Services	36,277,932	41,483,071	41,766,383
Investment Income	3,856,123	3,315,124	3,260,080
Fines & Forfeitures	1,359,391	1,252,500	1,189,000
Miscellaneous	4,243,637	3,248,078	14,199,523
Total Revenues	<u>104,341,864</u>	<u>109,258,797</u>	<u>119,925,317</u>
Expenditures:			
General Government	16,612,131	23,426,908	24,656,301
Public Safety	18,537,061	19,670,390	20,078,900
Planning & Development	3,237,019	4,416,341	5,512,497
Public Works	5,854,558	5,845,394	5,638,052
Culture & Recreation	9,833,859	11,517,578	10,301,063
Water & Sewerage	19,599,778	23,636,752	21,447,103
Commuter Parking	251,454	329,381	330,100
Capital Outlay	9,720,607	55,679,510	26,598,483
Debt Service:			
Principal	7,649,426	10,015,547	9,271,645
Interest & Fiscal Charges	4,355,643	2,895,544	2,856,775
Total Expenditures	<u>95,651,537</u>	<u>157,433,345</u>	<u>126,690,919</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	8,690,327	(48,174,548)	(6,765,602)
Other Financing Sources (Uses):			
Operating Transfers In	9,834,793	16,869,003	13,090,134
Operating Transfers Out	(9,834,793)	(16,990,603)	(13,090,134)
Excess Cash Flow Proceeds	879,167	-	300,000
Line of Credit Proceeds	5,964,735	20,649,878	-
General Obligation Bonds Issued	-	5,175,000	-
Bond Issuance Costs	-	(63,465)	-
Premium on Bond Issuance	-	245,975	-
Payment to Fiscal Agent	-	(4,657,510)	-
Total Other Financing Sources (Uses)	<u>6,843,902</u>	<u>21,228,278</u>	<u>300,000</u>
Net Change in Fund Balance	15,534,229	(26,946,270)	(6,465,602)
Fund Balance Beginning of Period	<u>163,989,127</u>	<u>179,523,356</u>	<u>152,577,086</u>
Fund Balance End of Period	<u>\$ 179,523,356</u>	<u>\$ 152,577,086</u>	<u>\$ 146,111,484</u>

# Village of Orland Park

## Revenues, Expenditures, and Changes in Fund Balance

Fiscal Year 2016

	General	Debt Service	Capital Improvement	Main Street Triangle TIF	Recreation and Parks	Home Rule Sales Tax
<b>Revenues:</b>						
Taxes	\$ 31,068,310	\$ 4,863,075	\$ -	\$ 275,000	\$ 1,014,435	\$ 10,170,182
Licenses & Permits	1,866,800	-	-	-	-	-
Intergovernmental	6,045,043	-	125,000	-	-	-
Charges for Services	2,887,434	-	-	-	3,863,697	-
Investment Income	82,427	453	27,280	1,664,772	-	9,328
Fines & Forfeitures	1,135,000	-	-	-	-	-
Miscellaneous	448,084	1,645,693	-	10,812,230	113,400	-
Total Revenues	<u>43,533,098</u>	<u>6,509,221</u>	<u>152,280</u>	<u>12,752,002</u>	<u>4,991,532</u>	<u>10,179,510</u>
<b>Expenditures:</b>						
General Government	10,423,784	-	-	-	-	2,288,000
Public Safety	20,078,900	-	-	-	-	-
Planning & Development	3,410,747	-	-	2,075,000	-	-
Public Works	5,638,052	-	-	-	-	-
Culture & Recreation	-	-	-	-	10,301,063	-
Water & Sewerage	-	-	-	-	-	-
Commuter Parking	-	-	-	-	-	-
Capital Outlay	878,300	-	6,586,792	15,200,000	-	-
Debt Service:						
Principal	-	8,005,000	-	1,742,178	-	-
Interest & Fiscal Charges	-	1,890,631	-	342,891	-	-
Total Expenditures	<u>40,429,783</u>	<u>9,895,631</u>	<u>6,586,792</u>	<u>19,360,069</u>	<u>10,301,063</u>	<u>2,288,000</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	3,103,315	(3,386,410)	(6,434,512)	(6,608,067)	(5,309,531)	7,891,510
<b>Other Financing Sources (Uses):</b>						
Operating Transfers In	1,332,522	-	5,968,154	-	5,309,531	-
Operating Transfers Out	(9,211,529)	-	-	-	-	(1,343,275)
Excess Cash Flow Proceeds	-	-	-	300,000	-	-
Total Other Financing Sources (Uses)	<u>(7,879,007)</u>	<u>-</u>	<u>5,968,154</u>	<u>300,000</u>	<u>5,309,531</u>	<u>(1,343,275)</u>
Net Change in Fund Balance	(4,775,692)	(3,386,410)	(466,358)	(6,308,067)	-	6,548,235
Projected Fund Balance at 1/1/2016	<u>31,594,296</u>	<u>(14,487,869)</u>	<u>866,358</u>	<u>16,746,614</u>	<u>-</u>	<u>30,548,614</u>
Projected Fund Balance 12/31/2016	<u>\$ 26,818,604</u>	<u>\$ (17,874,279)</u>	<u>\$ 400,000</u>	<u>\$ 10,438,547</u>	<u>\$ -</u>	<u>\$ 37,096,849</u>

# Village of Orland Park

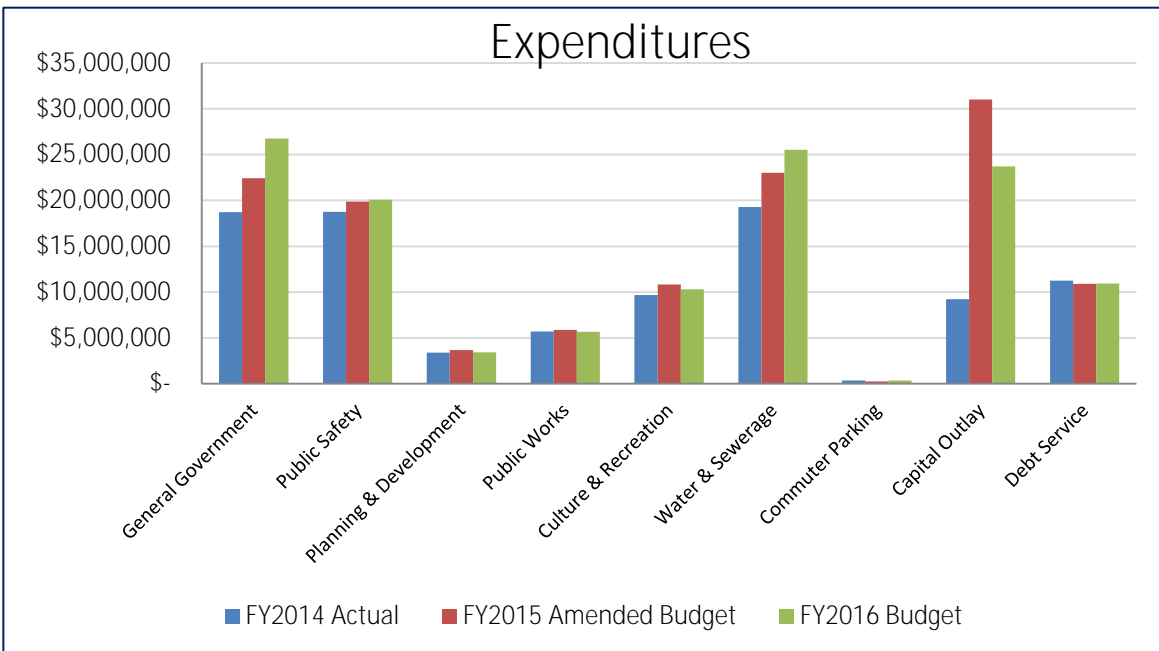
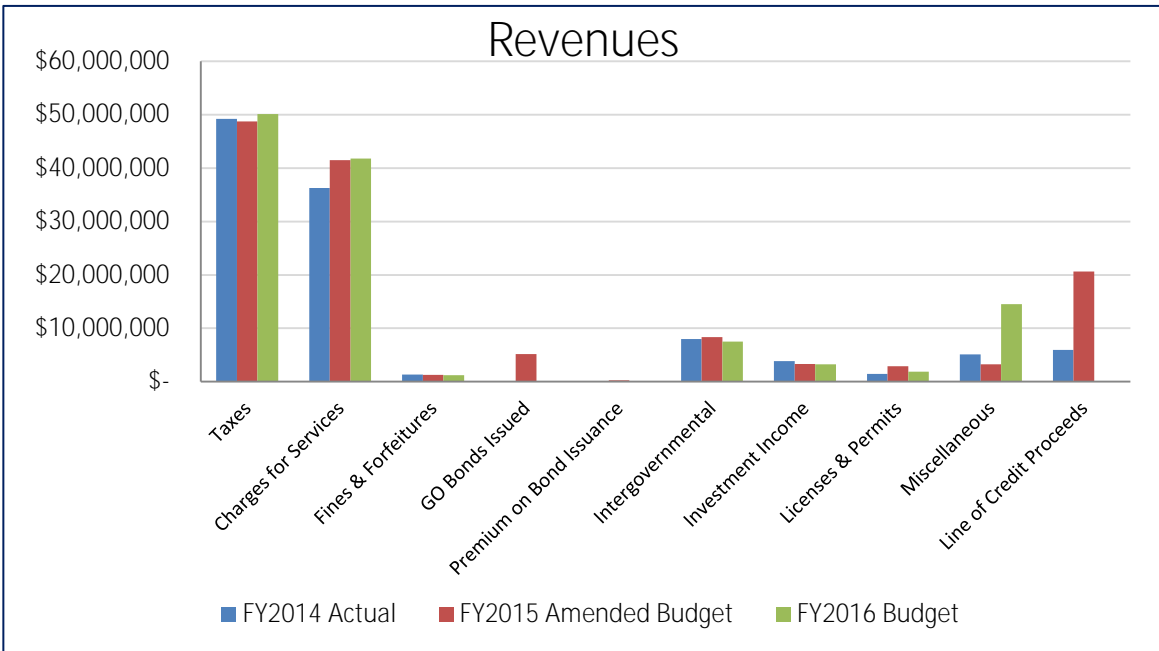
## Revenues, Expenditures, and Changes in Fund Balance

Fiscal Year 2016

	Other Governmental Funds	Enterprise	Component Units	Internal Service	Police Pension	Total FY2016 Budget
<b>Revenues:</b>						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ 2,725,964	\$ 50,116,966
Licenses & Permits	-	-	-	-	-	1,866,800
Intergovernmental	1,332,522	-	-	24,000	-	7,526,565
Charges for Services	794,210	26,346,301	-	7,874,741	-	41,766,383
Investment Income	10,098	66,813	-	6,536	1,392,373	3,260,080
Fines & Forfeitures	54,000	-	-	-	-	1,189,000
Miscellaneous	100	875	202,425	-	976,716	14,199,523
Total Revenues	<u>2,190,930</u>	<u>26,413,989</u>	<u>202,425</u>	<u>7,905,277</u>	<u>5,095,053</u>	<u>119,925,317</u>
<b>Expenditures:</b>						
General Government	-	-	271,630	8,065,553	3,607,334	24,656,301
Public Safety	-	-	-	-	-	20,078,900
Planning & Development	-	-	26,750	-	-	5,512,497
Public Works	-	-	-	-	-	5,638,052
Culture & Recreation	-	-	-	-	-	10,301,063
Water & Sewerage	-	21,447,103	-	-	-	21,447,103
Commuter Parking	-	330,100	-	-	-	330,100
Capital Outlay	-	2,909,127	-	-	-	25,574,219
Debt Service:						
Principal	-	541,384	-	-	-	10,288,562
Interest & Fiscal Charges	-	630,600	-	-	-	2,864,122
Total Expenditures	<u>-</u>	<u>25,858,314</u>	<u>298,380</u>	<u>8,065,553</u>	<u>3,607,334</u>	<u>126,690,919</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	2,190,930	555,675	(95,955)	(160,276)	1,487,719	(6,765,602)
<b>Other Financing Sources (Uses):</b>						
Operating Transfers In	-	365,037	114,890	-	-	13,090,134
Operating Transfers Out	(2,535,330)	-	-	-	-	(13,090,134)
Excess Cash Flow Proceeds	-	-	-	-	-	300,000
Total Other Financing Sources (Uses)	<u>(2,535,330)</u>	<u>365,037</u>	<u>114,890</u>	<u>-</u>	<u>-</u>	<u>300,000</u>
Net Change in Fund Balance	(344,400)	920,712	18,935	(160,276)	1,487,719	(6,465,602)
Projected Fund Balance at 1/1/2016	<u>2,796,105</u>	<u>6,531,013</u>	<u>190,244</u>	<u>2,938,645</u>	<u>74,853,065</u>	<u>152,577,086</u>
Projected Fund Balance 12/31/2016	<u>\$ 2,451,705</u>	<u>\$ 7,451,725</u>	<u>\$ 209,179</u>	<u>\$ 2,778,369</u>	<u>\$ 76,340,784</u>	<u>\$ 146,111,483</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 2016

Fund	Budgeted Revenues	Budgeted Expenditures	Variance
General Fund	\$ 44,865,620	\$ 49,641,312	\$ (4,775,692)
Special Revenue Funds			
Motor Fuel Tax	1,337,640	1,332,522	5,118
Park Development	330,700	-	330,700
Seizure/Forfeiture	54,000	-	54,000
Home Rule Sales Tax	10,179,510	3,631,275	6,548,235
Main St. Triangle TIF	13,052,002	19,360,069	(6,308,067)
Recreation & Parks	10,301,063	10,301,063	-
Enterprise Funds			
Water & Sewer	26,444,994	29,483,214	(3,038,220)
Commuter Parking	334,032	415,100	(81,068)
Debt Service Funds			
2006 G.O. Bond	107	-	107
2009 G.O. Bond Refunding	800,550	801,000	(450)
2010 G.O. Bond Refunding	2,459,339	2,459,442	(103)
2011 G.O. Bond Refunding	1,430,325	1,430,800	(475)
2012A G.O. Bond Refunding	890,200	890,675	(475)
2012B & C G.O. Bond Refunding	-	1,059,838	(1,059,838)
2012D G.O. Bond Refunding	928,700	929,195	(495)
2013C G.O. Bond	-	271,506	(271,506)
2013A & B G.O. Bond	-	1,073,700	(1,073,700)
2015 G.O. Bond	-	979,475	(979,475)
Construction Funds			
Road Exaction	468,590	1,202,808	(734,218)
Capital Improvement	6,120,434	6,586,792	(466,358)
Police Pension Fund	5,095,053	3,607,334	1,487,719
Internal Service Funds			
Insurance	7,905,277	8,065,553	(160,276)
Component Units			
Civic Center	271,630	271,630	-
Open Lands Acquisition	45,685	26,750	18,935
TOTAL ALL FUNDS	\$ 133,315,451	\$ 143,821,053	\$ (10,505,602)

## Lines of Credit

In 2013, the Village secured a \$30 million line of credit to provide financing for the Ninety 7 Fifty Redevelopment project. As of December 31, 2015, the outstanding balance of this line of credit was \$22,290,448.

The Village established a \$20 million line of credit in 2015 to provide funding for storm water and road improvement projects. To date, \$6,741,000 in proceeds have been received from this line of credit.

## General Obligation Bonds

The Village of Orland Park received outstanding bond ratings during its 2015 general obligation bond issuance. **Moody's Investors Service issued the Village an Aa1 rating** and **Standard and Poor's issued the Village an AA+ rating**. 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, 2016 of \$1,537.25.

Summary of Current G.O. Debt Issues as of January 1, 2016General 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.**

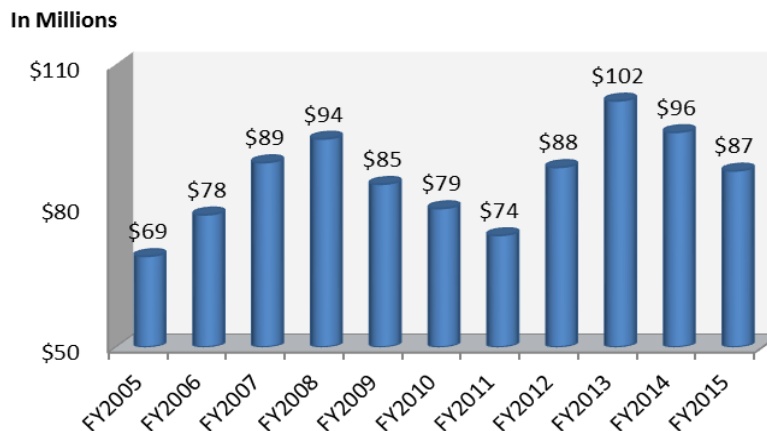
General Obligation Corporate Purpose Bonds – Series 2015A

Original Issue Amount: \$4,475,000  
 Original Issue Date: August 17, 2015  
 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, 2014	Issuances	Retirements	Outstanding at January 1, 2016
Series 2007	4,595,000	-	4,595,000	-
Series 2008	7,215,000	-	380,000	6,835,000
Series 2009	4,875,000	-	635,000	4,240,000
Series 2010	10,835,000	-	2,100,000	8,735,000
Series 2011	6,710,000	-	1,290,000	5,420,000
Series 2012A	8,725,000	-	715,000	8,010,000
Series 2012B	18,000,000	-	-	18,000,000
Series 2012C	2,000,000	-	650,000	1,350,000
Series 2012D	3,545,000	-	860,000	2,685,000
Series 2013A	18,000,000	-	-	18,000,000
Series 2013B	2,000,000	-	650,000	1,350,000
Series 2013C	9,110,000	-	70,000	9,040,000
Series 2015A	-	4,475,000	875,000	3,600,000
<b>TOTAL</b>	<b>\$95,610,000</b>	<b>\$4,475,000</b>	<b>\$12,820,000</b>	<b>\$87,265,000</b>

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



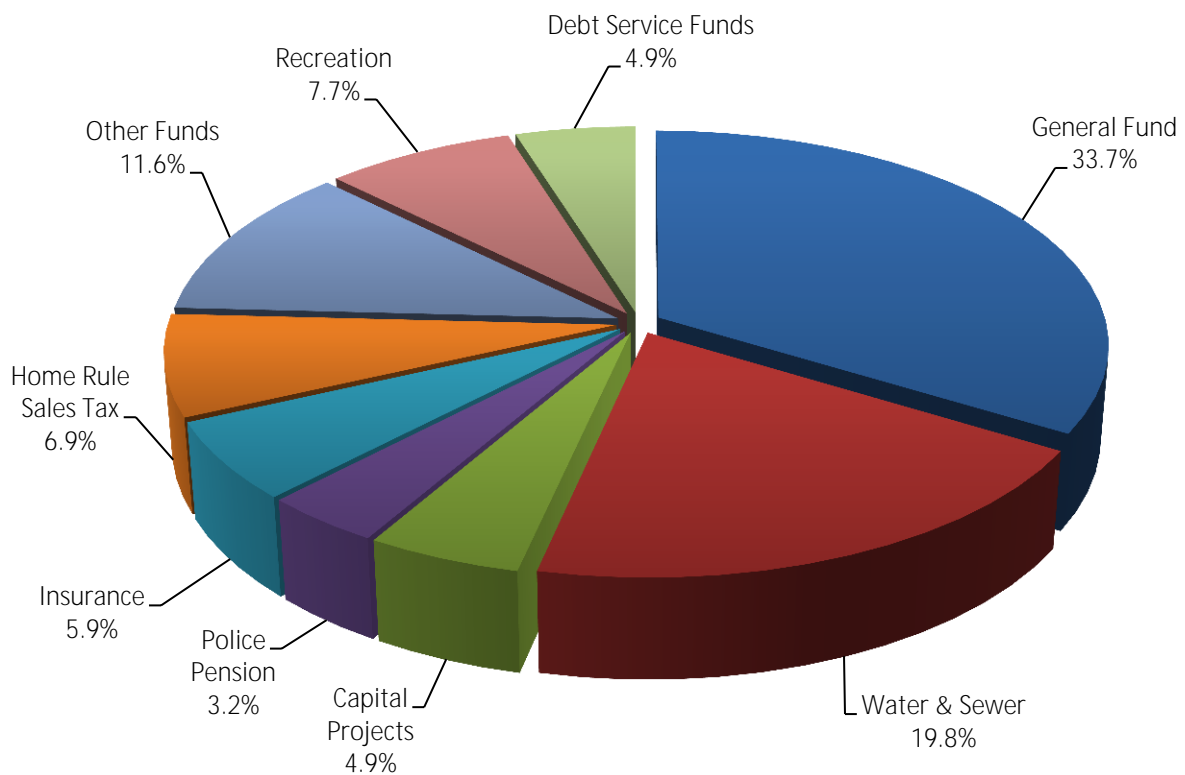
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# Revenue Summaries

Budget  
Fiscal Year 2016

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Total Revenues  
\$133,315,451



# Village of Orland Park

## Revenue Summary by Fund FY2014 - FY2016

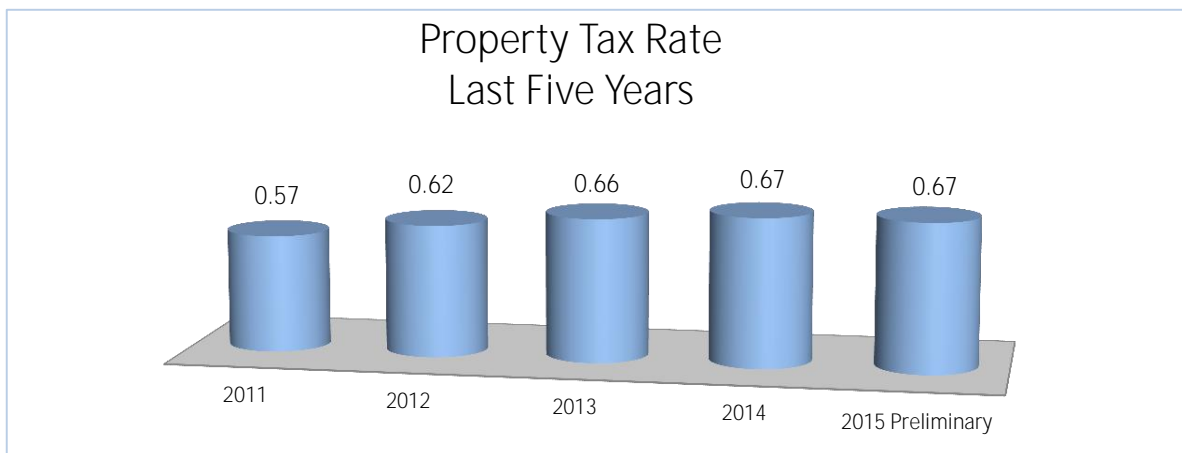
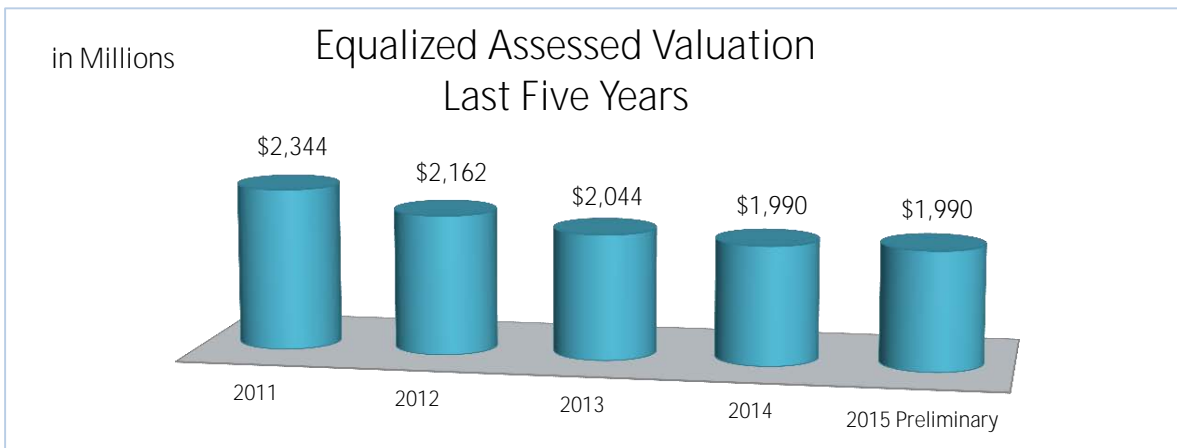
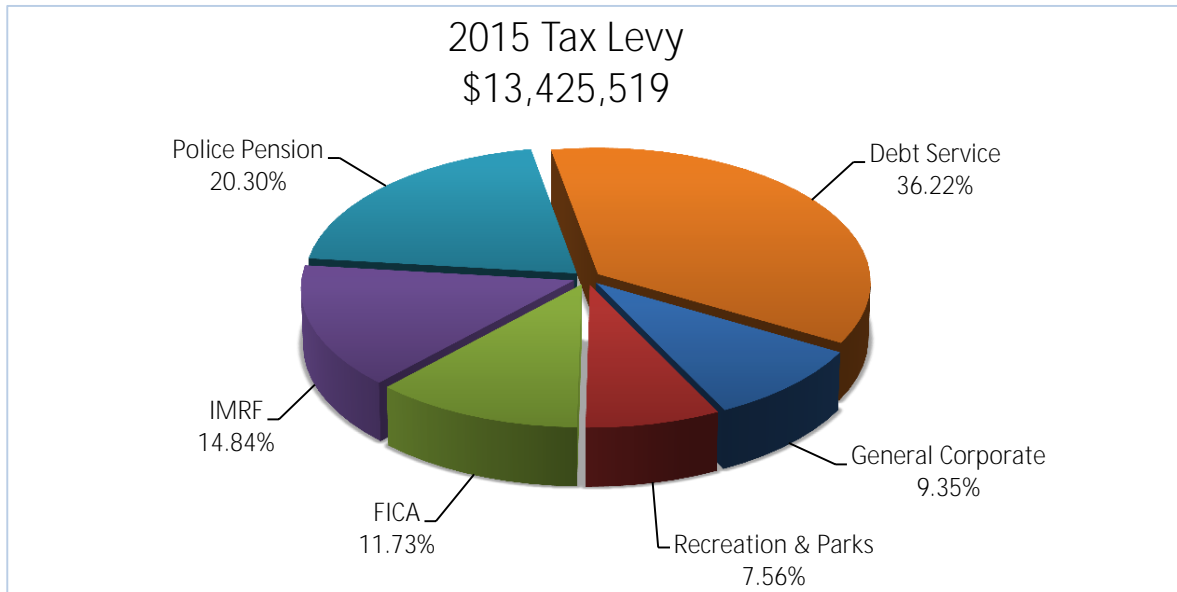
Fiscal Year 2016

	FY2014 Actual	FY2015 Amended Budget	FY2016 * Board Approved	% Change FY2016 - FY2015
<i>REVENUES</i>				
General Fund	\$ 44,359,811	\$ 46,424,569	\$ 44,865,620	-3.36%
Motor Fuel Tax Fund	1,973,160	1,374,749	1,337,640	-2.70%
Park Fund	240,348	469,362	330,700	-29.54%
Seizure and Forfeiture Fund	244,435	52,500	54,000	2.86%
Home Rule Sales Tax Fund	10,014,746	10,051,668	10,179,510	1.27%
Main Street Triangle Fund	10,670,372	1,706,884	13,052,002	664.67%
Recreation and Parks	9,857,268	10,904,268	10,301,063	-5.53%
Water and Sewer Fund	22,096,637	36,366,882	26,444,994	-27.28%
Commuter Parking Fund	293,324	320,705	334,032	4.16%
2006 G.O. Bond Fund	618,511	175	107	-38.86%
2009 G.O. Bond Refunding Fund	418,949	704,600	800,550	13.62%
2010A G.O. Bond Refunding Fund	2,253,586	2,441,743	2,459,339	0.72%
2011 G.O. Bond Refunding Fund	1,478,414	1,231,125	1,430,325	16.18%
2012A G.O. Bond Fund	295,812	889,500	890,200	0.08%
2012D G.O. Bond Fund	965,416	630,900	928,700	47.20%
2013A&B G.O. Bond Fund	5	-	-	0.00%
2013C G.O. Bond Fund	2	-	-	0.00%
Bond Projects	-	5,420,975	-	-100.00%
Road Exaction Fund	123,076	306,677	468,590	52.80%
Capital Improvement Fund	3,216,589	19,710,344	6,120,434	-68.95%
Police Pension Fund	3,838,975	4,636,979	5,095,053	9.88%
Insurance Fund	7,724,773	7,880,432	7,905,277	0.32%
Civic Center Fund	285,775	302,021	271,630	-10.06%
Open Lands Acquisition Fund	50,577	371,595	45,685	-87.71%
<b>TOTAL REVENUES</b>	<b>\$ 121,020,560</b>	<b>\$ 152,198,653</b>	<b>\$ 133,315,451</b>	<b>-12.41%</b>

\*FY 2016 budgeted revenue for the Main Street Triangle Fund includes a one-time revenue source originating from the construction of a parking structure in the Main Street Triangle area.



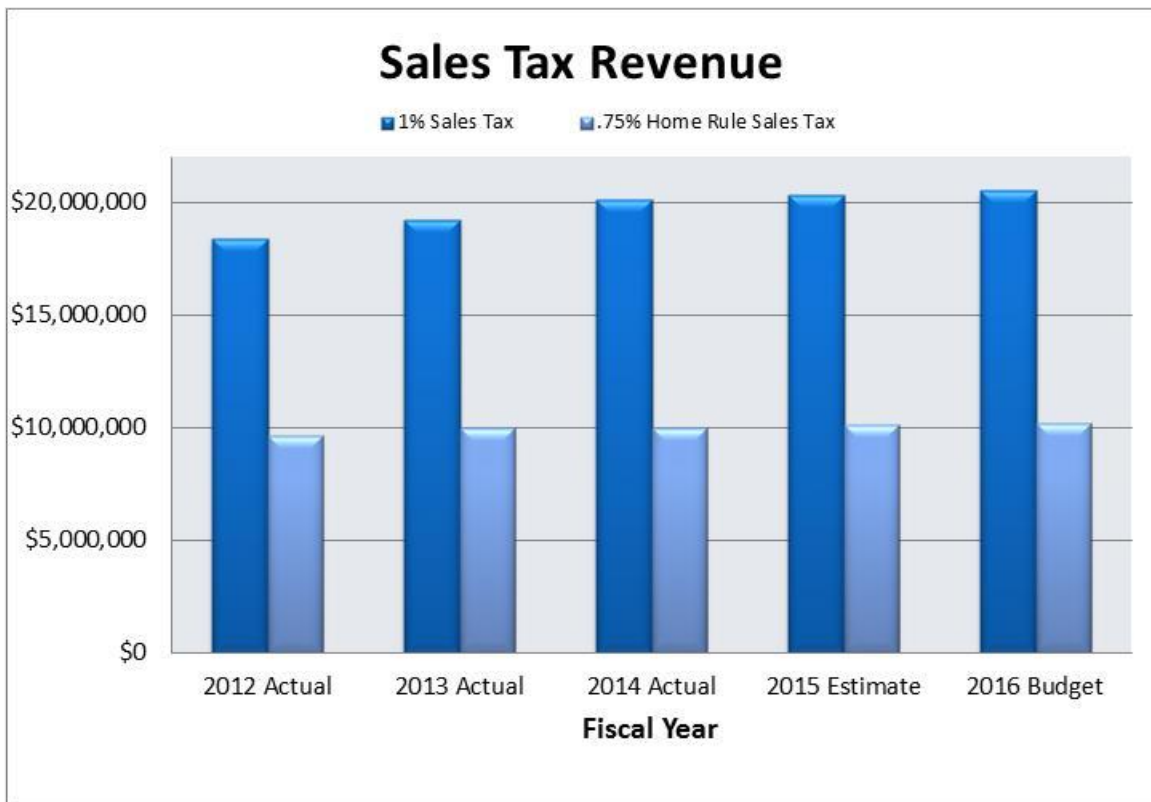
DESCRIPTION	Preliminary 2015	Final 2014	Final 2013
Equalized Assessed Valuation - Cook	\$ 1,990,006,948	\$ 1,990,006,948	\$ 2,043,664,161
% Change		-2.60%	-5.47%
<b>Tax Rates:</b>			
General Corporate	0.0631	0.1143	0.1200
Recreation & Parks	0.0510	0.0510	0.0518
FICA	0.0791	0.0761	0.0718
IMRF	0.1001	0.0974	0.0971
Police Pension	0.1370	0.1215	0.1076
Debt Service	0.2444	0.2143	0.2087
<b>TOTAL VILLAGE RATE</b>	<b>0.6746</b>	<b>0.6746</b>	<b>0.6569</b>
Library	0.2534	0.2485	0.2160
2010B G.O. Refunding Library (421)	0.0827	0.0821	0.0796
<b>TOTAL LIBRARY RATE</b>	<b>0.3361</b>	<b>0.3305</b>	<b>0.2956</b>
<b>TOTAL RATE - VILLAGE &amp; LIBRARY</b>	<b>1.0108</b>	<b>1.0052</b>	<b>0.9525</b>
<b>Tax Extensions:</b>			
General Corporate	1,255,610	2,274,483	2,453,204
Recreation & Parks	1,014,435	1,014,634	1,058,297
FICA	1,574,159	1,514,515	1,467,465
IMRF	1,992,276	1,939,123	1,983,977
Police Pension	2,725,964	2,417,988	2,198,171
Debt Service	4,863,075	4,264,775	4,264,405
<b>TOTAL VILLAGE LEVY</b>	<b>\$ 13,425,519</b>	<b>\$ 13,425,519</b>	<b>\$ 13,425,519</b>
Library	5,043,367	4,944,477	4,414,712
2010B G.O. Refunding Library (421)	1,645,693	1,633,093	1,626,093
<b>TOTAL LIBRARY LEVY</b>	<b>\$ 6,689,060</b>	<b>\$ 6,577,570</b>	<b>\$ 6,040,805</b>
<b>TOTAL LEVY - VILLAGE &amp; LIBRARY</b>	<b>\$ 20,114,578</b>	<b>\$ 20,003,088</b>	<b>\$ 19,466,323</b>



The following is a summary of major revenue sources, trends and assumptions for fiscal year 2016.

**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 2015 were estimated to increase by 1.13 % compared to fiscal year 2014 and projected to be 3.16% greater than the original budgeted amount. Sales tax estimates for fiscal year 2016 were based on a 1.00% increase over the fiscal year 2015 estimate. The percentage increase was determined by evaluating current trends in sales tax and consulting various indices and available information.

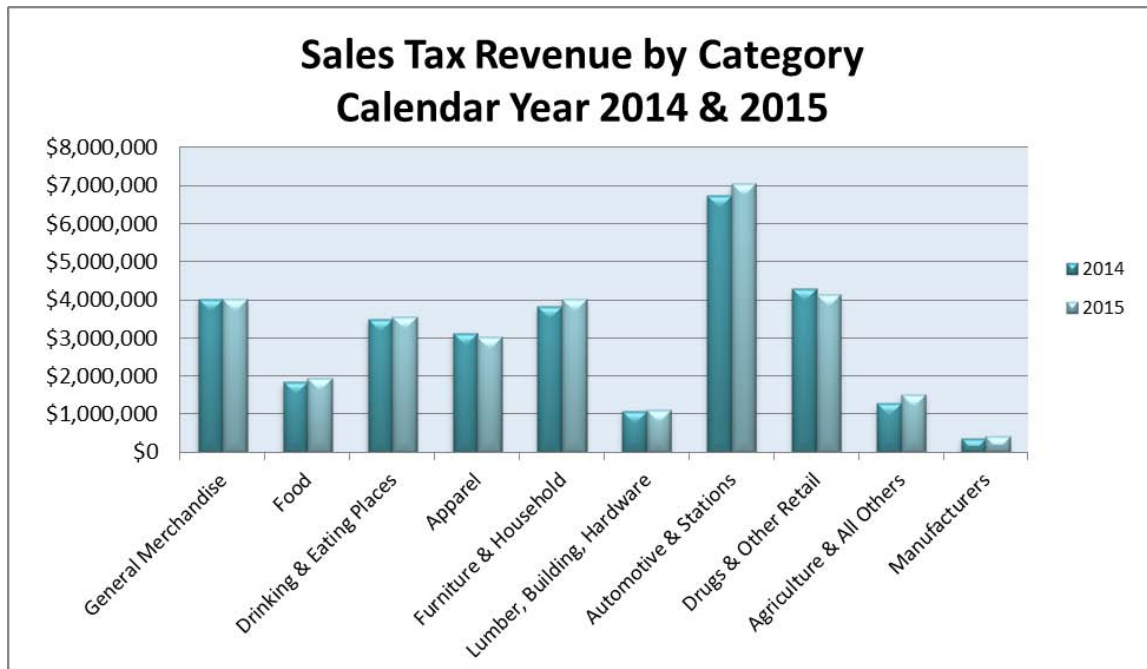
On January 1, 2016, the total sales tax rate in Orland Park increased to 9.75%, as Cook County increased its home rule tax rate by 1%. The effect of this change on sales tax revenue within the Village is still unknown but since the Village is on a county border, consumers can cross the border line and make purchases at a significantly lower tax rate.



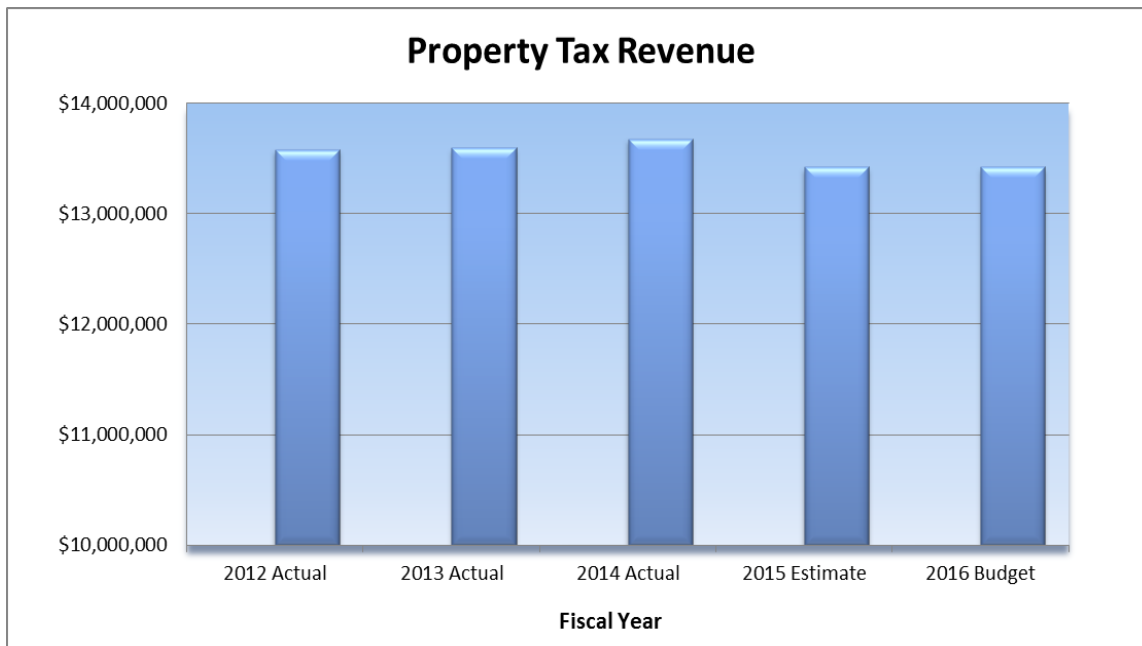
The following table details the distribution of the 1% state sales tax and the .75% home rule sales tax by major category. The total figures are for sales during January 2015 through December 2015. This is the most current data available.

Calendar 2015 Distribution						
	Municipal Tax		Home Rule Tax		Total	
		Percent		Percent		Percent
General Merchandise	\$ 2,424,101	11.8%	\$ 1,580,750	15.6%	\$ 4,004,851	13.0%
Food	1,552,771	7.5%	394,898	3.9%	1,947,669	6.3%
Drinking & Eating Places	2,060,873	10.0%	1,500,328	14.8%	3,561,202	11.6%
Apparel	1,729,618	8.4%	1,295,793	12.8%	3,025,411	9.8%
Furniture & Household	2,295,082	11.1%	1,712,940	16.9%	4,008,022	13.0%
Lumber, Building, Hardware	633,858	3.1%	474,951	4.7%	1,108,808	3.6%
Automotive & Stations	6,079,686	29.5%	975,443	9.6%	7,055,130	22.9%
Drugs & Other Retail	2,714,254	13.2%	1,424,767	14.0%	4,139,020	13.4%
Agriculture & All Others	896,238	4.3%	627,442	6.2%	1,523,680	4.9%
Manufacturers	238,194	1.2%	174,985	1.7%	413,179	1.3%
<b>TOTAL</b>	<b>\$ 20,624,675</b>	<b>100.0%</b>	<b>\$ 10,162,297</b>	<b>100.0%</b>	<b>\$ 30,786,972</b>	<b>100.0%</b>

The following chart compares calendar year 2014 and 2015 total sales tax collections by category. The largest dollar increase was in the automotive and stations category, which increased by \$305,221 or 4.33%. This category includes sales at gas stations and automotive parts and repair stores. Total sales tax increased by 2.26% from 2014 to 2015 compared to an increase of 3.05% from 2013 to 2014.

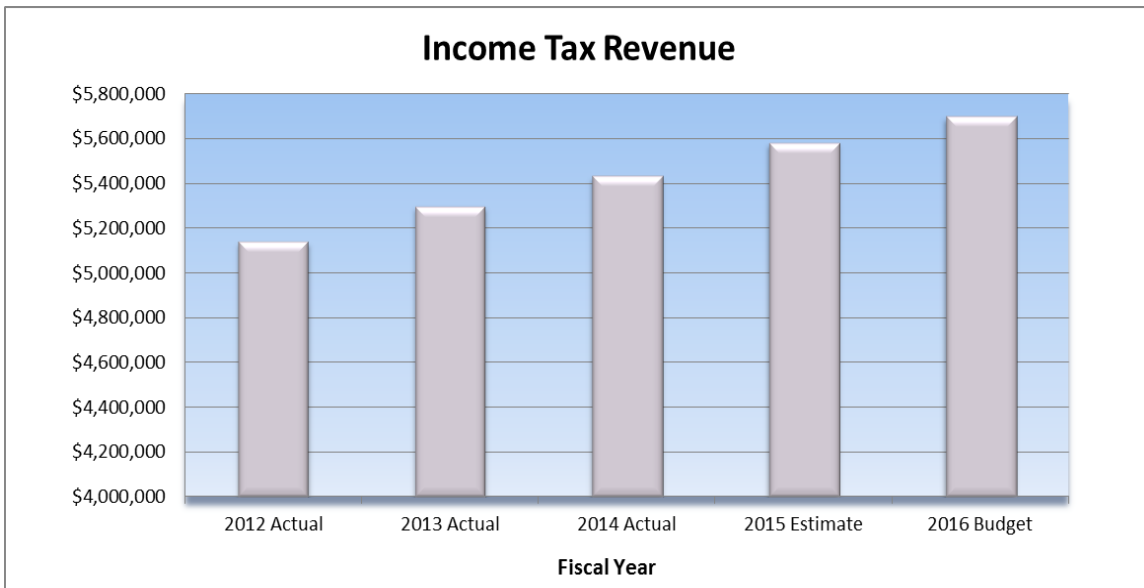


PROPERTY TAXES – The Village levies property taxes for the purposes of general corporate, recreation, IMRF, FICA and police pension, as well as to fund a portion of debt service payments **due on the Village’s outstanding** general obligation debt. The following chart and table represent the total property tax levy collections, as well as collections by category for 2012 through 2016. The 2015 levy, collected in 2016, is equal to the 2012, 2013, and 2014 levy based upon a Board policy decision.



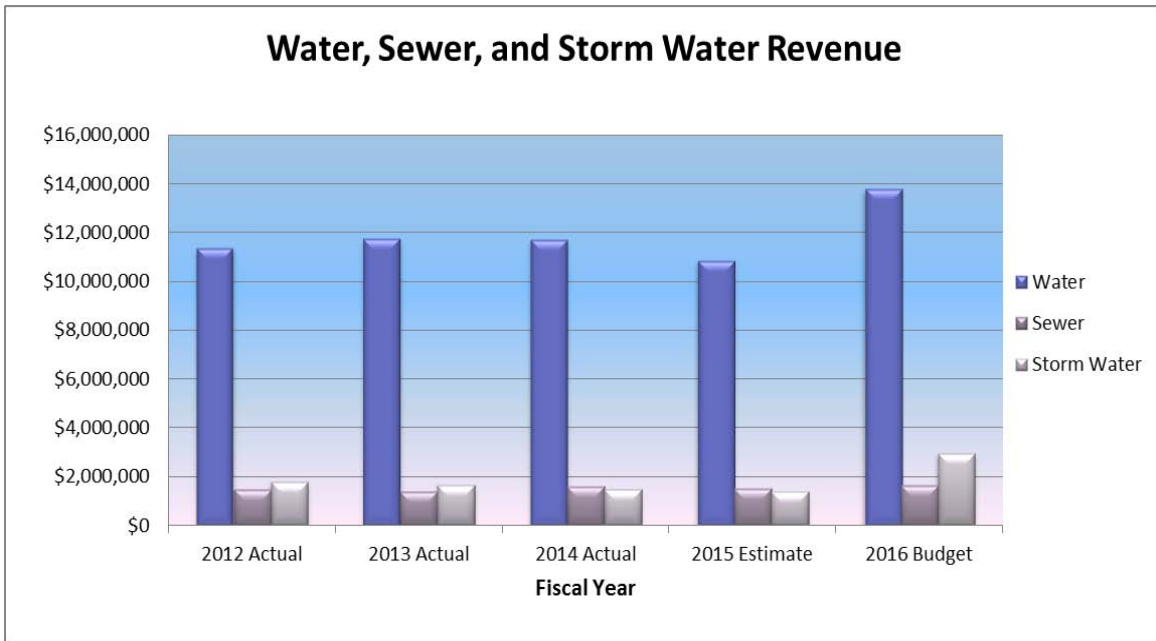
	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Estimate	FY2016 Budget
General Corporate	2,216,062	2,679,160	2,484,752	2,274,484	1,255,610
Recreation & Parks	1,081,422	1,072,897	1,071,288	1,014,634	1,014,435
IMRF	1,764,648	1,931,620	2,007,744	1,939,123	1,992,276
FICA	1,382,954	1,430,078	1,485,052	1,514,515	1,574,159
Police Pension	2,018,985	2,115,062	2,230,451	2,417,988	2,725,964
Debt Service	5,119,658	4,366,651	4,400,248	4,264,775	4,863,075
<b>TOTAL</b>	<b>13,583,729</b>	<b>13,595,468</b>	<b>13,679,535</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 2016 is based on the results from the 2010 census. The fiscal year 2015 estimate is based on \$98.33 per capita and the fiscal year 2016 budget is based on \$101.04 per capita. The per capita amounts utilized are published by the Illinois Municipal League.



WATER, SEWER, STORM WATER REVENUE – It was determined during the 2015 budget process that a comprehensive water, sewer, and storm rate study was necessary. As part of this study, staff, along with Water Rate Study consultant, will analyze all variables utilized to calculate rates, including but not limited to, revenue requirements, consumption trends (both past and projected), current tier levels, direct and indirect cost allocations, storm water rate structure options, adequate reserves and proper allocation of reserves to each rate. The study was still in process at the completion of the 2016 budget process. In the interim, an increase in the water, sewer and storm rates of 2.7%, based upon the Municipal Cost Index, was approved. This will allow the Village to begin to collect the revenue necessary to cover the cost of providing services in FY2016, while final rates are determined. Budgeted revenues were based on revenue requirements of the fund to continue to meet operational and capital requirements.

The Village projected a total of 30 new residential water/sewer/storm water customers coming online to the water system during fiscal year 2015 and 103 new residential customers coming online during fiscal year 2016.



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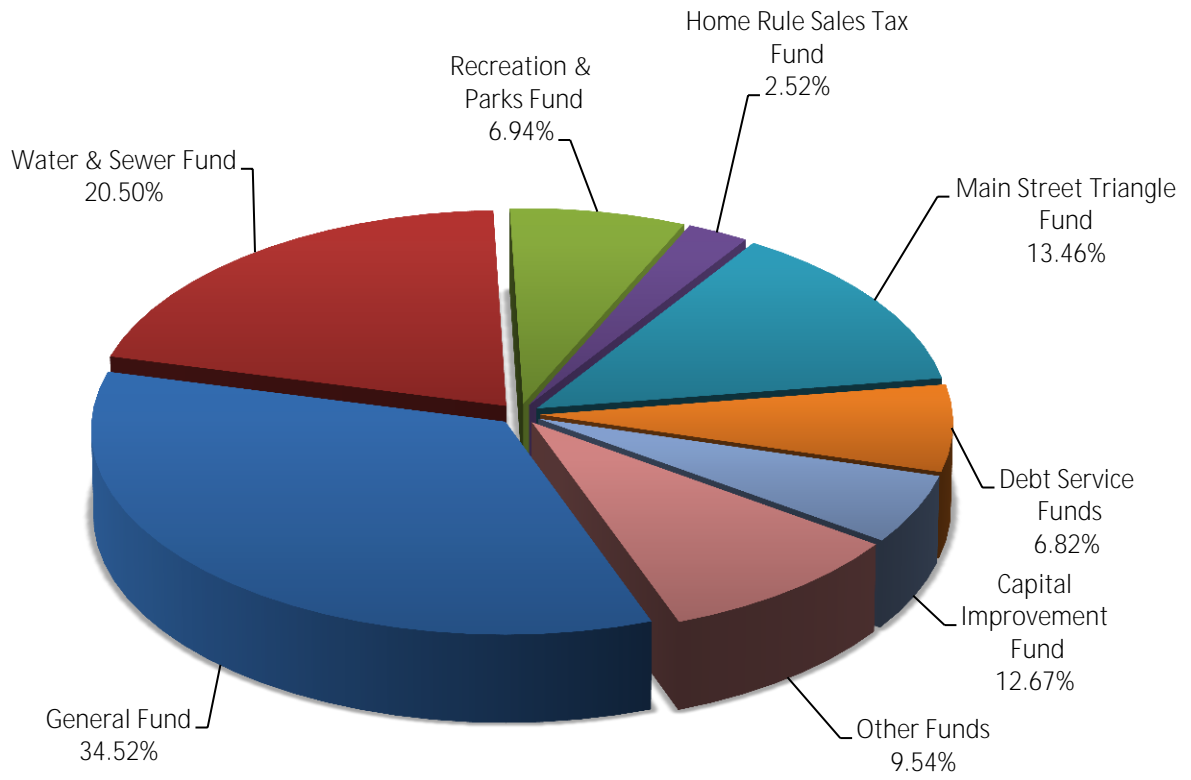
# Expenditure Summaries

Budget  
Fiscal Year 2016

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### Total Expenditures \$143,821,053



# Village of Orland Park

## Expenditure Summary by Fund FY2014 - FY2016

Fiscal Year 2016

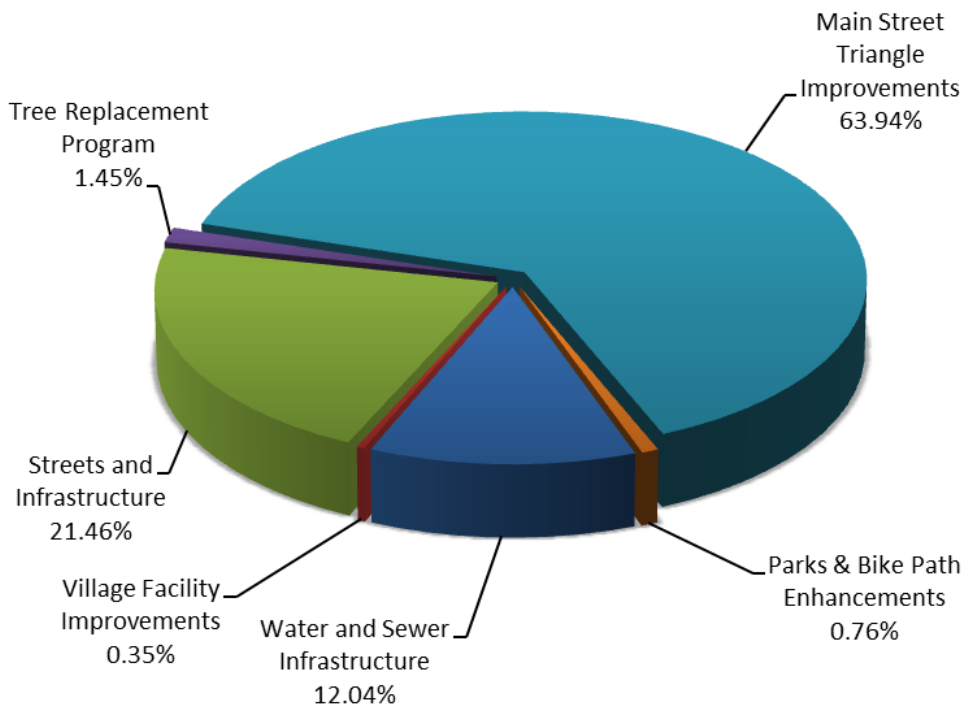
	FY2014 Actual	FY2015 Amended Budget *	FY2016 Board Approved	% Change FY2016 - FY2015
<i>EXPENDITURES</i>				
General Fund	\$ 44,113,014	\$ 51,286,380	\$ 49,641,312	-3.21%
Motor Fuel Tax Fund	1,314,409	2,366,385	1,332,522	-43.69%
Park Fund	36,896	213,016	-	-100.00%
Seizure and Forfeiture Fund	60,831	-	-	0.00%
Home Rule Sales Tax Fund	4,613,531	6,234,476	3,631,275	-41.75%
Main St. Triangle TIF Fund	1,879,645	5,271,081	19,360,069	267.29%
Recreation and Parks	9,852,760	11,326,811	10,301,063	-9.06%
Water and Sewer Fund	24,070,796	49,906,610	29,483,214	-40.92%
Commuter Parking Fund	331,571	432,381	415,100	-4.00%
2003 G.O. Bond Fund	1,451	-	-	0.00%
2004 G.O. Bond Fund	2,941	-	-	0.00%
2006 G.O. Bond Fund	604,234	-	-	0.00%
2007 G.O. Bond Fund	1,009,615	1,017,981	-	-100.00%
2009 G.O. Bond Fund	803,985	805,050	801,000	-0.50%
2010 G.O. Bond Fund	2,432,828	2,442,193	2,459,442	0.71%
2011 G.O. Bond Fund	1,431,985	1,431,600	1,430,800	-0.06%
2012A G.O. Bond Fund	287,958	889,975	890,675	0.08%
2012B & C G.O. Bond Fund	390,168	1,040,038	1,059,838	1.90%
2012D G.O. Bond Fund	933,319	931,375	929,195	-0.23%
2013 C G.O. Bond Fund	268,914	267,431	271,506	1.52%
2013 A & B G.O. Bond Fund	404,221	1,054,050	1,073,700	1.86%
2015 G.O. Bond Fund	-	-	979,475	0.00%
Road Exaction Fund	220,625	65,256	1,202,808	1743.21%
Capital Improvement Fund	7,966,236	28,988,292	6,586,792	-77.28%
Bond Projects	-	5,365,975	-	-100.00%
Police Pension Fund	(586,120)	3,335,286	3,607,334	8.16%
Insurance Fund	6,592,999	7,532,167	8,065,553	7.08%
Civic Center Fund	297,347	339,021	271,630	-19.88%
Open Lands Acquisition Fund	106,789	581,093	26,750	-95.40%
<b>TOTAL EXPENDITURES</b>	<b>\$ 109,442,949</b>	<b>\$ 183,123,923</b>	<b>\$ 143,821,053</b>	<b>-21.46%</b>

\* The FY2015 Amended Budget includes FY2014 budget rollovers amounting to \$25,935,167.

The total fiscal year 2016 capital improvement budget for the Village of Orland Park is \$28,624,183, a 27.7% decrease from the fiscal year 2015 adopted capital budget of \$39,615,607. The decrease is due primarily to budgeting approximately \$11,789,000 less for water, sewer and stormwater improvements, and approximately \$11,926,000 less for road improvements. This is offset by an increase in Main Street Triangle improvements of approximately \$16,120,000 due to the construction of a parking structure. The capital improvement budget for fiscal year 2016 represents approximately 20% of the total fiscal year 2016 budget. Detailed information related to all capital projects is included on the following pages.

<u>Uses</u>	<u>FY2016 Capital Expenditures</u>
Water and Sewer Infrastructure	\$ 3,445,127
Village Facility Improvements	100,000
Streets and Infrastructure	6,143,265
Tree Replacement Program	414,900
Main Street Triangle Improvements	18,302,891
Parks & Bike Path Enhancements	218,000
	\$ 28,624,183

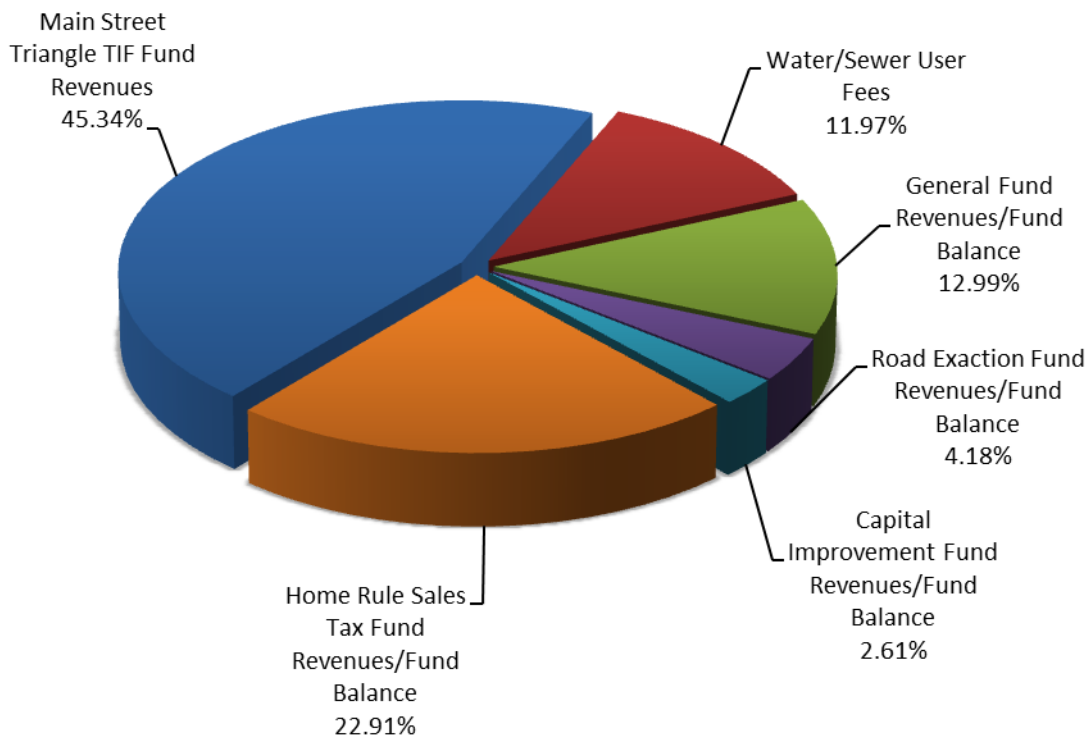
### Where the Money Goes (Uses) FY 2016



The FY2016 capital improvement budget will be funded through fund revenues and reserves. 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.

<u>Sources</u>	<u>FY2016 Capital Revenues</u>
Main Street Triangle TIF Fund Revenues	\$ 13,052,002
Water/Sewer User Fees	3,445,127
General Fund Revenues/Fund Balance	3,740,071
Road Exaction Fund Revenues/Fund Balance	1,202,808
Capital Improvement Fund Revenues/Fund Balance	590,011
Home Rule Sales Tax Fund Revenues/Fund Balance	6,594,164
	<u>\$ 28,624,183</u>

### Where the Money Comes From (Sources) FY2016



MAIN STREET TRIANGLE – UCMC/PARKING DECK IMPROVEMENTS

On August 17, 2015, the Village and University of Chicago Medicine (UCM) entered into a lease agreement related to the development of the University's office medical building - currently under construction at the corner of 143<sup>rd</sup> Street and La Grange Road in the Main Street Triangle TIF District.

Based on this agreement, the Village will be constructing, operating and maintaining a four-story (five-level), approximately 200,000 square-foot public parking structure with at least 520 parking spaces and containing approximately 12,000 square-feet of commercial space with outdoor seating on the north side of the structure. The parking structure will be located adjacent to the University of Chicago Medical Center building at the northeast corner of 143rd Street and Ravinia Avenue. In addition, the Village is also responsible for related infrastructure improvements. This includes construction of a surface parking lot adjacent to the medical center building, and construction of two new public streets that will service the medical center building and parking structure.



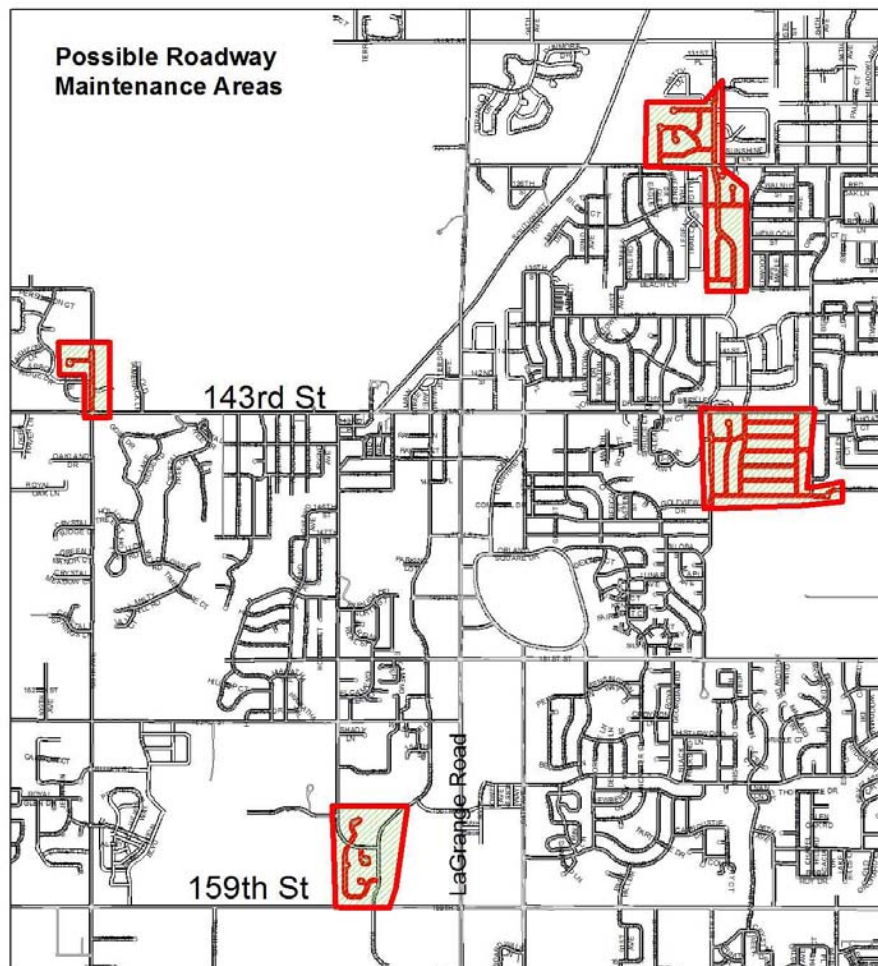
FUND: Main Street Triangle TIF Fund

FY2016 PROJECT BUDGET: \$17,200,000

OPERATING BUDGET IMPACT: Once construction is completed, the Village will have ongoing operating costs related to the operation and maintenance of the parking structure, commercial property, surface parking lot and public streets. Operating costs will be partly offset by entering into a lease agreement with a tenant for the commercial space. The Village will also have revenue available from lease payments made by UCM to offset the operating costs listed above.

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, pavement marking, sidewalk slab raising, pneumatic curb repairs and pavement rejuvenation. The program includes reconstruction or resurfacing of roads based on the current condition and evaluation of the road.



FUND: Capital Improvement Fund

FY2016 PROJECT BUDGET: \$3,000,000

OPERATING BUDGET IMPACT: Preventative roadway maintenance of existing roadways will reduce future operating costs by reducing the need for emergency repairs, including pothole patching and inlet repairs.

LAGRANGE ROAD – 131<sup>ST</sup> TO 179<sup>TH</sup> STREET AESTHETIC ENHANCEMENTS

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.



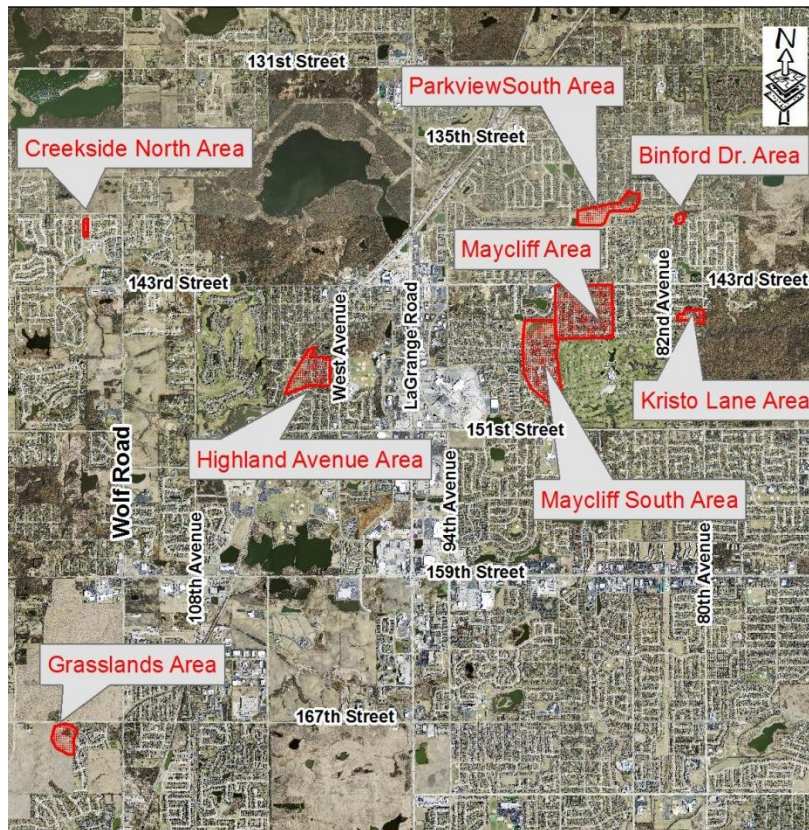
FUND: Capital Improvement Fund

FY2016 PROJECT BUDGET: \$1,887,405

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 and utility fund budget.

FLOOD STUDY STORMWATER MANAGEMENT IMPROVEMENTS

In 2004, a consultant was hired by the Village to study the existing stormwater management systems and related flooding issues. As a result of that flood study, several areas in the Village were identified as needing improvements. Since that time, many projects in the Village have been completed, including a storm sewer sliplining project in the Maycliff area which is 90% completed. Remaining areas in the Village to be improved include Grasslands, Villa West (Parkview South), Kristo Lane, Highland Avenue, Creekside North and Binford Drive. These improvements will help to relieve flooding and other stormwater issues in these areas. The projects will be designed and implemented over multiple years.



FUND: Water & Sewer Fund

FY2016 PROJECT BUDGET: \$1,739,127

OPERATING BUDGET IMPACT: There is no additional impact on the operating budget, since this project replaces existing storm water infrastructure.



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 paid by the Village at 4% per year for a term of 5 years through 2016. Quarterly payments are required in the amount of \$263,223.

**Main Street Triangle**



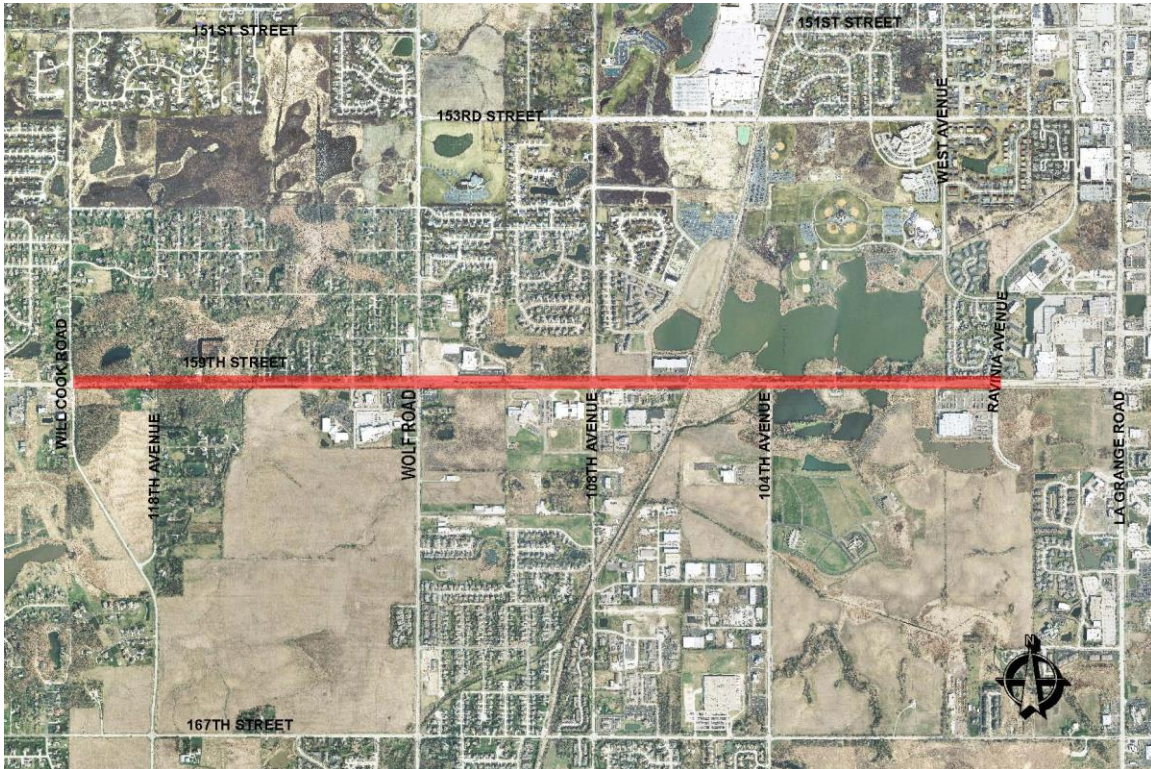
FUND: Main Street Triangle TIF Fund

FY2016 PROJECT BUDGET: \$1,052,891

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

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** also include bid document preparation, construction oversight and construction management.



FUND: Capital Improvement Fund

FY2016 PROJECT BUDGET: \$455,860

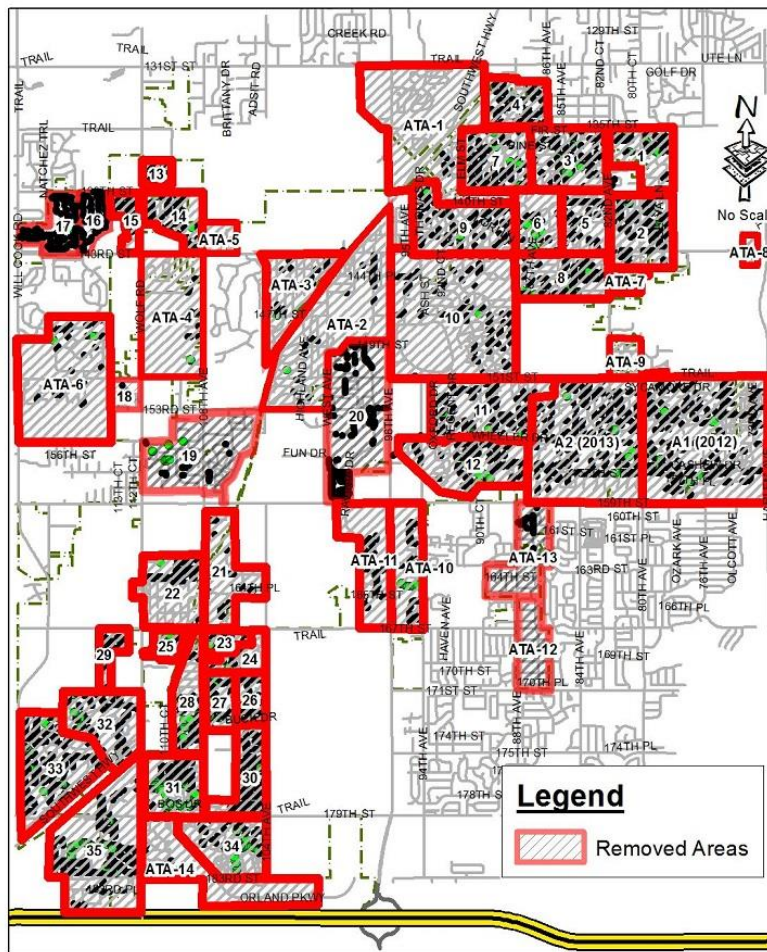
OPERATING BUDGET IMPACT: After construction is complete, the Village will be responsible for its share of the annual maintenance of the sidewalks, bike paths, water main, sanitary sewer, traffic signals, streetlights and ornamental railings from Will/Cook Road to Ravinia Avenue. The maintenance costs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

TREE REPLACEMENT PROGRAM

The primary focus of this program has been the removal of ash trees in the Village parkways and on Village owned properties due to the emerald ash borer infestation. Tree removal is nearly completed throughout the Village.

The 2016 budget will fund the replacement of parkway ash trees that have been previously removed. Tree replacement will be performed through a contractual agreement with an outside vendor.

**Village of Orland Park**



FUND: Capital Improvement Fund

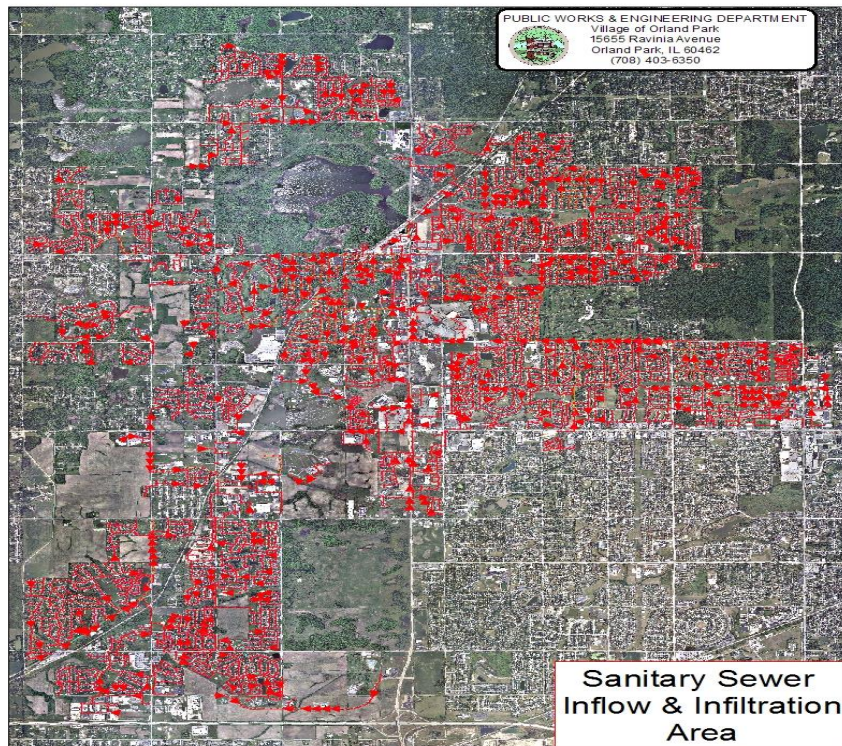
FY2016 PROJECT BUDGET: \$414,900

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

INFILTRATION AND INFLOW REDUCTION IMPROVEMENTS

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

In November, 2015, the Village contracted with an outside vendor to assist in meeting the new I&I requirements of the Metropolitan Water Reclamation District. This contractor will assist the Village in conducting studies to quantify the amount of **I&I entering the Village's waste water collection** system. The Village will televise and inspect about 12% of the system in FY16. After identification of deficiencies is made, specific recommendations will determine the future steps required to minimize and eliminate any I&I.



FUNDING SOURCE: Water and Sewer Fund

FY2016 PROJECT BUDGET: \$380,000

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 Program is a multi-year project that serves to provide higher quality water to streams and rivers.

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



FUND: Water & Sewer Fund

FY2016 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.

CULVERT REPLACEMENT – ORLAN BROOK DRIVE

The Orland Brook subdivision located between Wheeler Drive and 159<sup>th</sup> Street at 86<sup>th</sup> Avenue was constructed in the mid 1970's. The corrugated metal culvert pipes crossing under Orland Brook Drive that were installed at that time have deteriorated and need replacement.



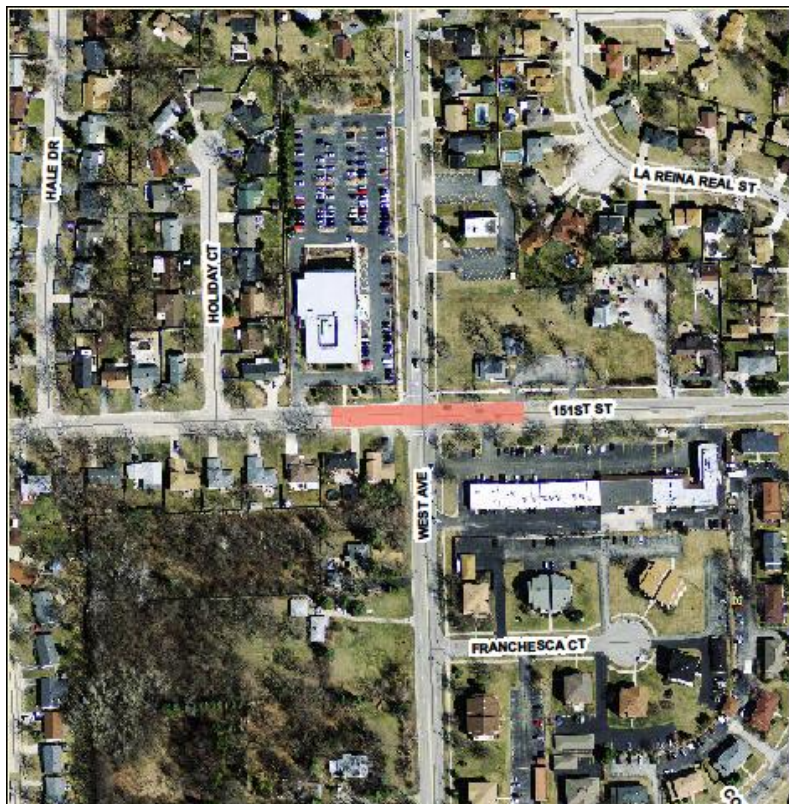
FUND: Water & Sewer Fund

FY2016 PROJECT BUDGET: \$300,000

OPERATING BUDGET IMPACT: There is no additional impact on the operating budget, since this is a replacement of existing infrastructure.

ROUNDAABOUT PH II ENGINEERING AND LAND ACQUISITION- 151<sup>ST</sup> STREET AT WEST AVENUE

Currently, the Village is in the final design phase of reconstructing 151<sup>st</sup> Street from Ravinia Avenue to West Avenue. Since the time of design of the roadway improvements, the Village has considered utilizing roundabouts as an alternate means of enhancing traffic flow throughout the Village. **The Village's transportation plan identified this intersection as a potential location for a roundabout.** The intersection of 151<sup>st</sup> Street and West Avenue currently operates as an all way stop condition. As traffic increases throughout the area the level of service at this location will decrease. This project will study the effectiveness of a roundabout at this location.



FUND: Capital Improvement Fund

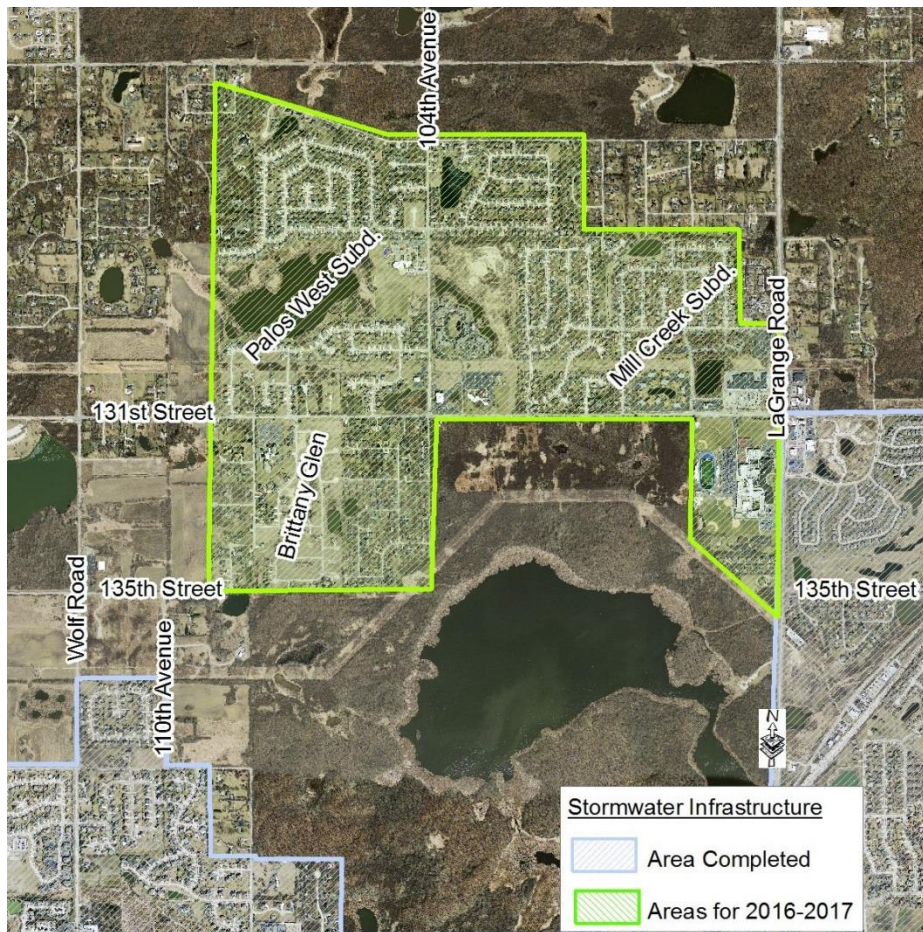
FY2016 PROJECT BUDGET: \$250,000

OPERATING BUDGET IMPACT: Upon completion, the roundabout will be added to the Village's street inventory. The Village will be responsible for future pavement maintenance including maintaining the landscaping in the circle and stormwater infrastructure. These costs will be added to the Public Works - Streets Division and Utility Division budgets.

STORM SEWER INFRASTRUCTURE MAPPING

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

The next phase of storm sewer infrastructure mapping is the collection of data in areas that are not annexed into the Village but are served by the Village's sanitary sewer system.



FUND: Water & Sewer Fund

FY2016 PROJECT BUDGET: \$250,000

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.



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

FY2016 PROJECT BUDGET: \$200,000

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.

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

RECREATION - PARKS

Project	Project Description	Funding Source	Budget
Parking Lot / Bike Path Rehab Program	Replace or repair existing parking lots and bike/walking paths.	Recreation & Parks Fund	\$25,000
John Humphrey Complex - Football Field Scoreboard	Replace scoreboard at football field.	Recreation & Parks Fund	23,000
		TOTAL	\$48,000

RECREATION – CENTENNIAL POOL

Project	Project Description	Funding Source	Budget
Concession Furniture/Shade Structures	Add/replace existing concession area furniture and shade structures.	Recreation & Parks Fund	\$60,000
Lazy River Heater	Replace outdated heater in the lazy river.	Recreation & Parks Fund	35,000
CPAC – Zero Depth Inlets	Replace inlets in the zero depth pool.	Recreation & Parks Fund	27,000
CPAC Chemical Feeders	Replace chemical controllers in the T-Pool, Lazy River and Zero Depth Pool.	Recreation & Parks Fund	24,000
CPAC Funbrellas	Replace /add Funbrella shade structures.	Recreation & Parks Fund	24,000
		TOTAL	\$170,000

RECREATION - SPORTSPLEX

Project	Project Description	Funding Source	Budget
Locker Room Maintenance	Improve water heating efficiency and temperature control along with aesthetic enhancements.	Recreation & Parks Fund	\$100,000
		TOTAL	\$100,000

DEVELOPMENT SERVICES - PLANNING

Project	Project Description	Funding Source	Budget
Doctor Marsh	Engineering of wetland restoration and trails for public access.	Capital Improvement Fund	\$95,000
		TOTAL	\$95,000

PUBLIC WORKS

Project	Project Description	Funding Source	Budget
Traffic Signal / Pedestrian Enhancements 179 <sup>th</sup> Street & Wolf Road	Add pedestrian crossing enhancements to traffic signals.	Capital Improvement Fund	\$30,000
Streetlight Installation Program	Install streetlights in various locations to improve traffic/pedestrian safety.	Capital Improvement Fund	25,000
Sidewalk Gap and Repair Program	Install and repair sidewalks in various locations to improve pedestrian safety.	Capital Improvement Fund	25,000
Bridge Deck Repairs - I-80 & Wolf Road	<b>Village's share of repairs.</b>	Capital Improvement Fund	20,000
		TOTAL	\$100,000

DEVELOPMENT SERVICES - TRANSPORTATION

Project	Project Description	Funding Source	Budget
Roundabout at 147 <sup>th</sup> & Ravinia Avenue	Acquisition of right of way.	Capital Improvement Fund	\$100,000
Connect 153 <sup>rd</sup> & Jillian Crossing Pedestrian Paths	Design path connection between 153 <sup>rd</sup> to Jillian.	Capital Improvement Fund	30,000
Bike/Pedestrian Path Enhancements	Design and construct additional bike and pedestrian path segments and enhancements.	Capital Improvement Fund	25,000
		TOTAL	\$155,000

MAIN STREET TRIANGLE

Project	Project Description	Funding Source	Budget
Consulting Services	Miscellaneous consulting services related to development projects within the TIF district.	Main Street Triangle – TIF Fund	\$50,000
		TOTAL	\$50,000

WATER AND SEWER

Project	Project Description	Funding Source	Budget
Sanitary Sewer Lining, Televising & Improvements	Annual program to meet MWRD inflow and infiltration requirements.	Water and Sewer Fund	\$100,000
Large Meter Testing	Annual program for testing large meters on a 3 year rotation.	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	61,000
Main Pumping Station Electrical Equipment Evaluation	Evaluation and recommendations for replacement of 30 year old equipment.	Water and Sewer Fund	60,000
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	50,000
Lift Station Improvements	Improvements to facilities as determined by Public Works.	Water and Sewer Fund	50,000
Main Pumping Station Pump Installation / Rehabilitation	Inspection / rehabilitation of Pump #3.	Water and Sewer Fund	45,000
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	40,000
		TOTAL	\$476,000

During the strategic planning session held in July 2015, the Village Board of Trustees adopted a fourth strategic pillar, high performing organization. The Board discussion focused on technology as a platform for delivering services and organizational emphasis on improving performance. In order to transform the **Village’s approach to increased use of technology resources**, a Chief Technology Officer position was added during the FY2016 budget process. Four other new full and part time positions were approved to be added to the FY2016 budget. Also, two positions were reclassified from part time to full time. The new and reclassified positions are as follows:

Added Positions	Department	Status
Chief Technology Officer	MIS	Full Time
Building Inspector/Plan Review	Building	Full Time (Reclassified from Part Time)
Account Technician II	Finance	Full Time (Reclassified from Part Time)
Assistant Village Manager	<b>Village Manager’s Office</b>	Part Time
Intern	<b>Village Manager’s Office</b>	Part Time
Museum Curator	Officials	Part Time
Intern	Public Information Office	Part Time - Seasonal

**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 FY2016 **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 1.86% premium increase. 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 2016 budget for health insurance including vision, dental, and life is \$5,908,361.

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 FY2016 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 plan, 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. These rates also include a wellness incentive rate for those employees that participate in the biometric screening.

Department/Division	FY2014 Actual	FY2015 Year End	FY2016 Budget
Village Manager	7	7	7
MIS	3	3	4
Village Clerk	2.25	2.75	3
Office of Public Information	1.75	1.25	1
Finance	10	10	10
Finance /Water	2	2	3
Officials	1	1	1
Development Services / Administration	6	6	6
Development Services / Building	7	7	8
Development Services / Planning	4	4	4
Development Services / Transportation & Engineering	3	3	3
Building Maintenance	8.8	8.8	8.8
ESDA	0.5	0.5	0.5
Recreation /Administration	19.75	20.75	20.75
Recreation / Parks	15.6	13.6	13.6
Recreation / Centennial Pool	0.5	0.5	0.85
Recreation / Special Recreation	1	1	1
Public Works / Administration	1.75	2.25	2.25
Public Works / Streets	22	22	22
Public Works / Transportation	2	1	1
Public Works / Vehicle and Equipment	7	8	7
Public Works / Water and Sewer	21.15	22.15	21.75
Police	125.5	129.5	129.5
Civic Center	1	1	1
TOTAL ALL DEPARTMENTS/DIVISIONS	273.55	278	280

Village of Orland Park

Part Time Personnel Schedule

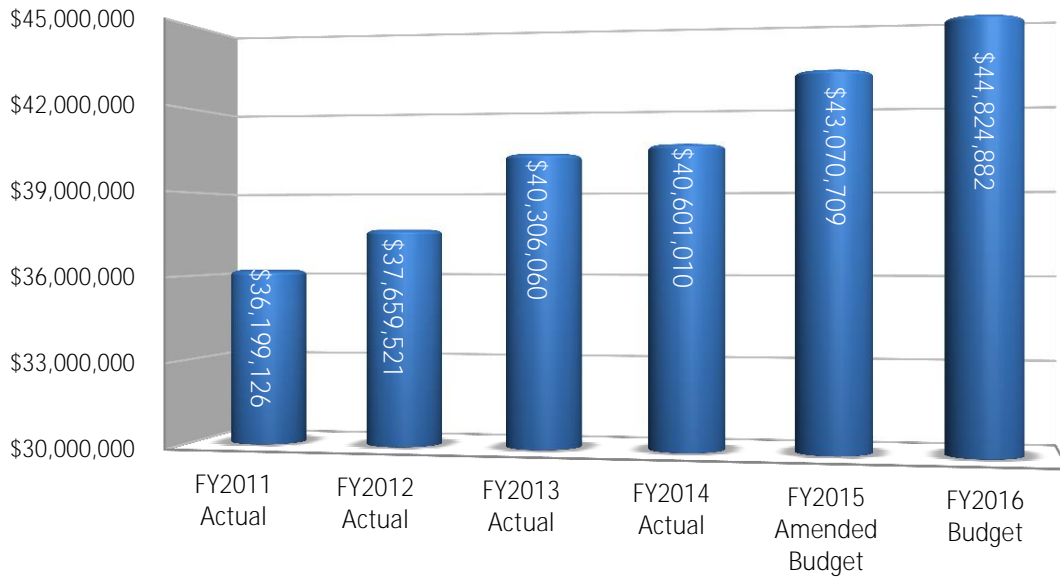
Fiscal Year 2016

Department/Division	FY2014 Actual	FY2015 Year End	FY2016 Budget
Village Manager	4	3	5
MIS	3	3	3
Village Clerk	1	2	2
Office of Public Information	1	2	3
Finance	4	6	6
Finance /Water	4	4	0
Officials	10	12	13
Development Services / Administration	1	1	0
Development Services / Building	8	9	11
Development Services / Planning	2	1	2
Development Services / Transportation & Engineering	1	1	1
Building Maintenance	7	5	5
Recreation /Administration	38	45	46
Recreation / Programs	135	98	104
Recreation / Parks	68	71	81
Recreation / Centennial Pool	218	212	212
Recreation / Sportsplex	103	98	124
Recreation / Special Recreation	98	98	74
Public Works / Administration	2	1.6	1.7
Public Works / Streets	13	10	10
Public Works / Transportation	3	3.4	4.3
Public Works / Water and Sewer	19	19	19
Police	60	76	79
Civic Center	10	12	12
<b>TOTAL ALL DEPARTMENTS/DIVISIONS</b>	<b>813</b>	<b>793</b>	<b>818</b>



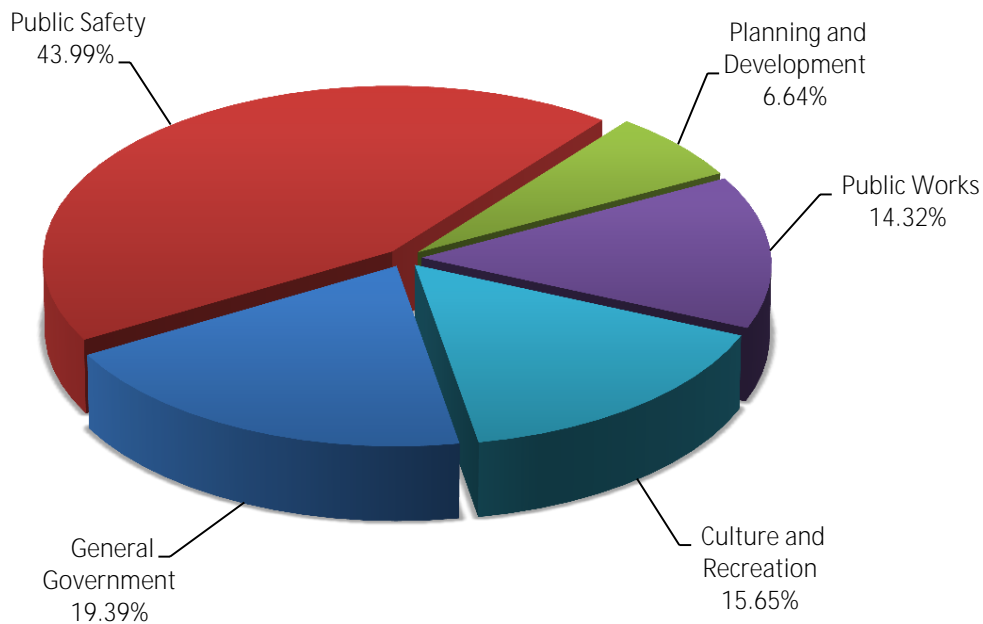
The following graph illustrates the Village's total salary and benefit costs for FY2011 - FY2016.

### Total Salary and Benefit Costs



The following chart depicts the percentage of total salary and benefits by function for FY2016.

### Salary and Benefit Costs by Function FY2016



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# General Fund

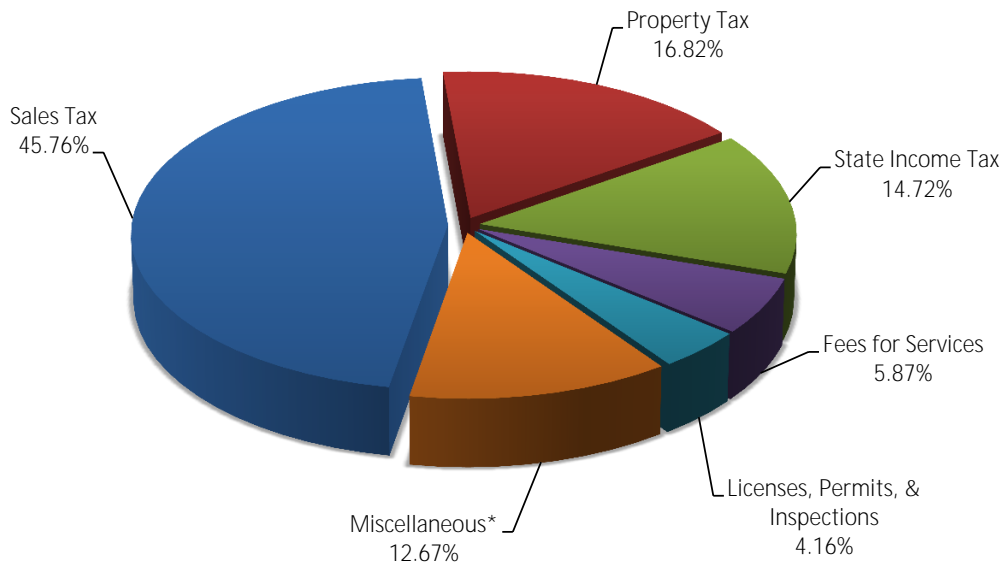
Budget  
Fiscal Year 2016

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The General Fund reflects the operations of the following departments:

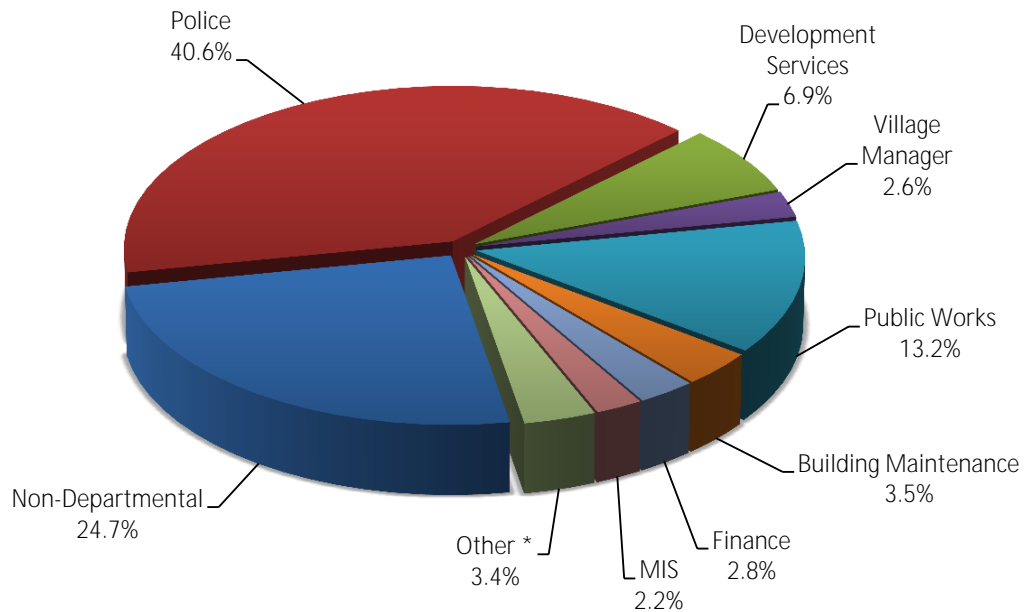
1. Village Manager
2. Village Clerk
3. Public Information Office
4. Finance
5. MIS
6. Officials
7. Development Services
8. Building Maintenance
9. Emergency Services and Disaster Agency
10. Public Works
11. Police

The General Fund contributes \$44,865,620 or 33.7%, to **the Village of Orland Park's total \$133,315,451 revenue budget** and accounts for approximately \$49,641,312, or 34.5%, of the total \$143,821,053 expenditure budget.



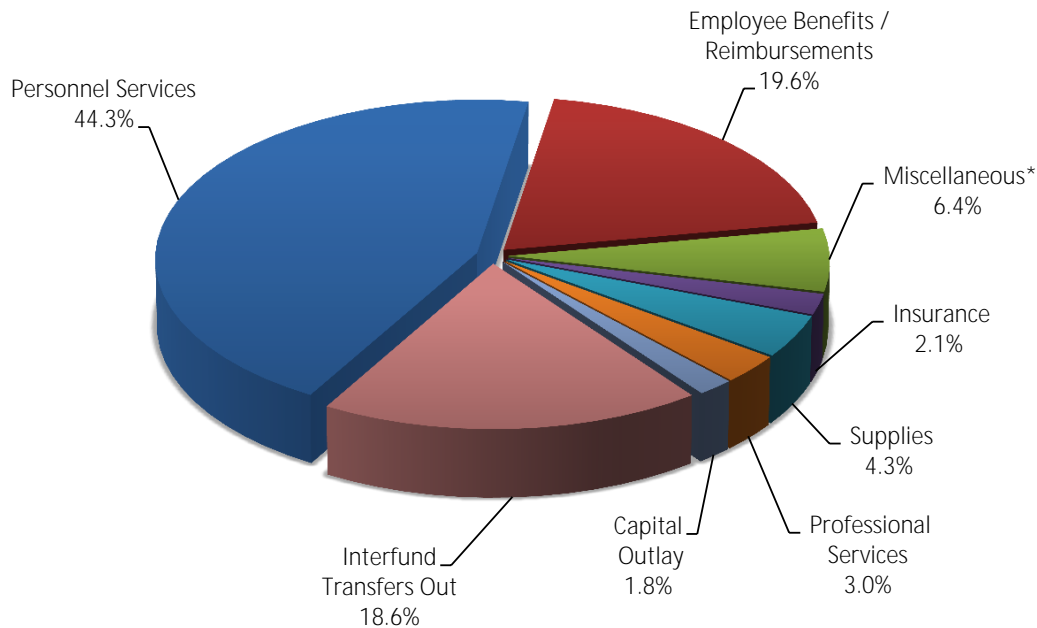
\*Miscellaneous category includes Fines & Penalties, Interest Income, Road & Bridge Tax, Fees by Agreement, Miscellaneous Events, Other Income, Personal Property Replacement Tax, Transfer from Other Funds, Grants/Intergovernmental and Other Taxes.

	FY 2013 Actual	FY 2014 Actual	FY2015 Amended Budget	FY2016 Budget
Sales Tax	\$ 19,228,819	\$ 20,096,128	\$ 19,682,101	\$ 20,528,626
Property Tax	8,155,920	8,207,998	8,146,109	7,548,009
State Income Tax	6,325,038	6,567,653	6,372,114	6,604,405
Fees for Services	2,391,438	2,516,771	2,563,703	2,634,032
Grants/Intergovernmental	325,771	381,915	351,226	347,860
Other Taxes	1,594,403	1,609,917	1,631,060	1,591,000
Licenses	1,721,375	605,931	1,733,545	703,800
Permits	438,997	388,918	594,778	645,500
Inspections	424,255	433,779	553,000	517,500
Fines and Penalties	1,254,636	1,114,956	1,200,000	1,135,000
Interest Income	610,182	26,270	128,754	82,427
Road and Bridge Tax	375,651	379,680	402,749	458,820
Fees by Agreement	46,700	28,000	54,500	36,400
Miscellaneous Events	180,135	184,822	203,410	217,002
Other Income	591,081	459,372	400,139	448,084
Personal Property Replacement Tax	46,083	43,291	41,000	34,633
Transfer from Home Rule Fund	134,174	-	-	-
Transfer from Motor Fuel Tax Fund	1,349,547	1,314,409	2,366,381	1,332,522
Transfer from Insurance Fund	25,045	-	-	-
<b>Total Revenue</b>	<b>\$ 45,219,250</b>	<b>\$ 44,359,811</b>	<b>\$ 46,424,569</b>	<b>\$ 44,865,620</b>



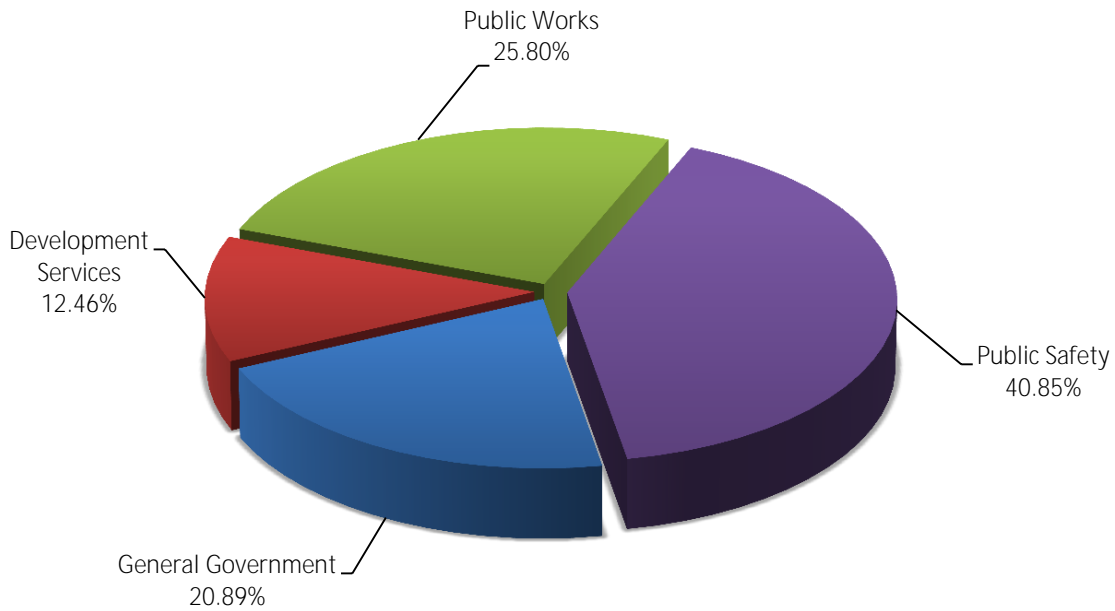
\*Other includes ESDA, Officials, Boards & Commissions, Village Clerk and Public Information Office

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Non-Departmental	\$ 7,271,884	\$ 8,964,572	\$ 13,600,037	\$ 12,275,894
Police	18,570,938	18,414,092	19,630,010	20,143,105
ESDA	73,295	62,138	65,380	66,887
Development Services	3,089,046	2,864,818	3,531,607	3,428,155
Village Manager	1,116,638	1,130,896	1,177,742	1,290,099
Public Works	6,219,875	6,826,929	7,273,712	6,574,677
Building Maintenance	1,901,783	2,039,201	2,011,000	1,739,219
Finance	1,357,611	1,225,282	1,369,149	1,372,923
MIS	876,343	1,137,187	1,131,847	1,113,696
Officials	322,384	356,016	405,411	464,757
Boards & Commissions	405,040	498,015	482,213	512,900
Village Clerk	361,466	262,357	338,089	346,576
Public Information Office	299,609	331,510	270,183	312,424
<b>Total Expenditures</b>	<b>\$ 41,865,912</b>	<b>\$ 44,113,014</b>	<b>\$ 51,286,380</b>	<b>\$ 49,641,312</b>

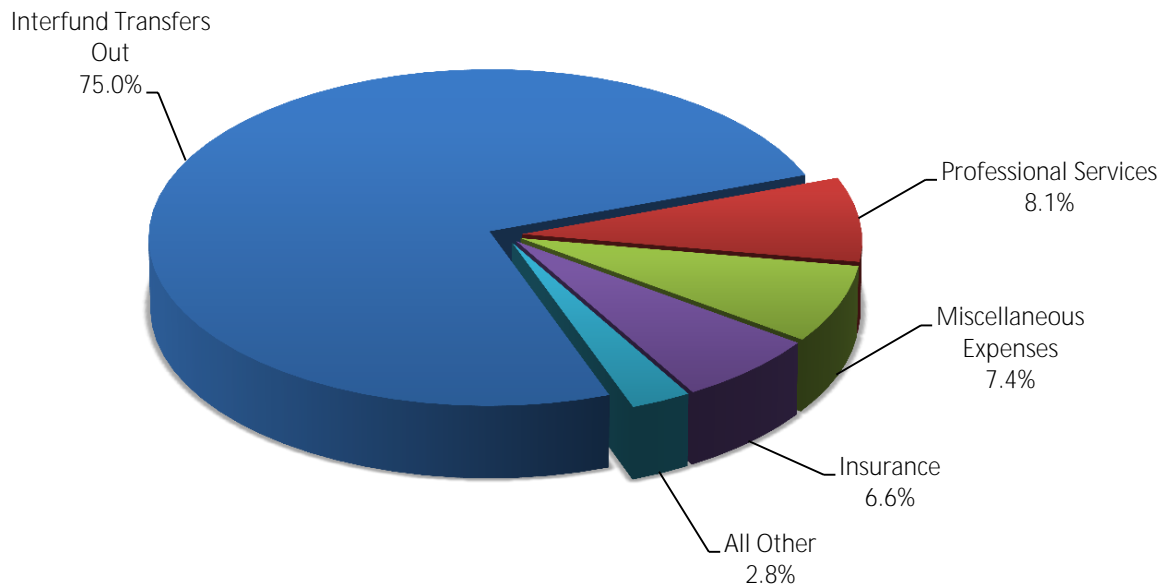


\*Miscellaneous category includes Credit, Collection & Bank Charges, Rent, Recreation Program Expense, Repair & Maintenance, Miscellaneous Expense, Utilities and Purchased Services.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Amended Budget	FY 2016 Budget
Personnel Services	\$ 20,207,924	\$ 19,809,594	\$ 21,172,475	\$ 21,989,001
Employee Benefits	8,613,995	8,545,351	8,808,997	9,307,587
Employee Reimbursements	260,341	294,865	325,395	412,828
Credit, Collection & Bank Charges	33,196	27,602	28,945	26,310
Professional Services	1,112,616	1,304,253	1,597,270	1,468,942
Utilities	431,313	546,143	621,427	579,233
Purchased Services	420,313	585,643	644,343	650,019
Repair & Maintenance	978,925	854,713	835,839	728,754
Rent	46,914	54,786	66,568	72,693
Insurance	1,105,063	932,181	985,595	1,047,810
Supplies	2,096,482	2,278,747	2,442,450	2,154,490
Capital	545,777	1,300,924	1,553,318	878,300
Interest	-	1,354,525	-	-
Miscellaneous	778,194	190,439	1,494,312	1,080,816
Recreation Program Expense	25,685	29,619	31,700	33,000
Interfund Transfers Out	5,209,174	6,003,628	10,677,746	9,211,529
<b>Total Expenditures</b>	<b>\$ 41,865,912</b>	<b>\$ 44,113,014</b>	<b>\$ 51,286,380</b>	<b>\$ 49,641,312</b>



	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
General Government	\$ 13,912,758	\$ 15,945,037	\$ 10,892,987	\$ 10,370,029
Development Services	3,089,046	2,864,818	6,427,024	6,186,150
Public Works	6,219,875	6,826,929	14,205,599	12,808,254
Public Safety	18,644,233	18,476,230	19,760,770	20,276,879
<b>Total Expenditures</b>	<b>\$ 41,865,912</b>	<b>\$ 44,113,014</b>	<b>\$ 51,286,380</b>	<b>\$ 49,641,312</b>



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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Professional Services	\$ 808,404	\$ 966,683	\$ 1,097,750	\$ 999,832
Employee Reimbursements	26,437	27,357	41,255	104,538
Interfund Transfers Out	5,209,174	6,003,628	10,677,746	9,211,529
Insurance	349,780	377,127	355,292	815,363
Interest	-	1,354,525	-	-
Utilities	128,650	118,909	162,650	137,556
Miscellaneous Expenses	715,530	88,742	1,143,851	907,671
Purchased Services	130	-	60,048	67,000
Supplies	583	-	32,500	6,095
Credit, Collection and Bank Charges	33,196	27,602	28,945	26,310
<b>Total Expenditures</b>	<b>\$ 7,271,884</b>	<b>\$ 8,964,572</b>	<b>\$ 13,600,037</b>	<b>\$ 12,275,894</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 of active and sustainable community relations through customer service and community engagement.

**DEPARTMENT FUNCTIONS:**

The Village of Orland Park operates under 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 with 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 2016 balanced budget adopted by the Village Board. Review all purchases and programs that are presented to the Village Board at Village Committee and Board meetings.
    - PURPOSE – To ensure that the organization follows the policy direction set by the Village Board during the budget process.
    - COMPLETION DATE – June 30, 2016
  - OBJECTIVE – Successfully negotiate responsible collective bargaining agreements with AFSCME and Police Supervisors.
    - PURPOSE – To provide the Village with the guidelines for compensation and the work environment for employee groups represented by unions.
    - COMPLETION DATE – June 1, 2016
  - OBJECTIVE – Guide the preparation and adoption of the 2017 Budget and a comprehensive multi-year capital improvement plan. Meet with Department Directors to review 2017 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, 2016
  - OBJECTIVE – 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, 2016
2. Update the Village Strategic Plan with goals and objectives established by the Village Board and supported by the goals and objectives of all Village Departments.
  - OBJECTIVE – Update the 2017-2019 Strategic Plan, revising the goals outlined in the multi-year plan.
    - PURPOSE – To strengthen the Village Board of Trustees' vision for the community and further its use as the basis of strategic planning.
    - COMPLETION DATE – July 31, 2016
  - OBJECTIVE - Confirm that all departmental goals and objectives determined in the FY2017 budget process **support the direction of the Village Board's** strategic plan.

- PURPOSE – To ensure each department's strategic plan is in line with the Board's vision for the community.
  - COMPLETION DATE – December 15, 2016
3. Enhance the excellent quality of life in Orland Park through programs and projects.
- OBJECTIVE – Promote the Centennial Park West concert venue by hosting two or more high quality community events in 2016.
    - PURPOSE – To provide Village residents with high quality entertainment and recreational opportunities.
    - COMPLETION DATE – September 15, 2016
  - 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, 2016
  - OBJECTIVE – Provide convenient access to Village information, and provide feedback opportunities through spot surveys and the **Village's website**. Maintain **the Village's position** as a leader in public transparency, including 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, 2016, 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, 2016, 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, 2016, 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, 2016, on-going

STRATEGIC PLAN GOAL: High Performing Organization

5. Demonstrate a dedication to employee development and customer service enhancement through the incorporation of the High Performance Organization (HPO) framework.
  - OBJECTIVE – Per the Matrix **Consulting Group’s** organizational staffing assessment, the Village will pursue a centralized information technology (IT) function. Appoint and successfully integrate the newly created position of a Chief Technology Officer (CTO).
    - PURPOSE – To lead a department that serves as an internal consultant and provides strategic advice on matters relating to systems integration and its impact **on the organization’s operational efficiency**.
    - COMPLETION DATE – December 15, 2016, ongoing
  - OBJECTIVE – Develop a multi-year IT strategic plan in which the Village-wide short-term and long-term technology goals are **aligned with the Village’s overall mission**.
    - PURPOSE – To align the IT department function with the **Village’s** strategic objectives.
    - COMPLETION DATE – December 15, 2016, ongoing
  - OBJECTIVE – Update the ICMA Performance Management system and upload all collected data on a quarterly basis. Report progress to the Village Board when data is **complete and available through ICMA’s Center for Performance Analytics**.
    - PURPOSE – To identify opportunities to improve performance and reduce costs.
    - COMPLETION DATE – August 31, 2016
  - OBJECTIVE – Roll out Lean Six Sigma Training to equip staff with tools that increase operational efficiencies and enhance customer service; continue implementation of HPO principles for the entire organization, including relevant training of supervisory and management staff.
    - PURPOSE – To develop an organizational multi-year training plan, focusing on customer service and lean business process principles.
    - COMPLETION DATE – December 15, 2016, ongoing

DEPARTMENT MISSION:

The Human Resources Division of **the Village Manager's Office** strives to recruit and retain a qualified and diverse workforce to meet the varied needs of the organization; to train and develop the workforce toward performance that exceeds community expectations; to administer employee benefits 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 benefits inquiries and issues on behalf of all Village 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 Coordinator, 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: 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: High Performing Organizations

1. Provide leadership, participation, and support to the implementation of High Performing Organization leadership training.
  - OBJECTIVE – Director and HR Generalist to attend High Performing Organization (HPO) seminar.
    - PURPOSE- To learn HPO principles, incorporate these principles into the HR function and build them into HR communications to employees and candidates to promote a High Performing Organizational culture.
    - COMPLETION DATE – December 31, 2016, on-going

- OBJECTIVE – Attend Lean Six Sigma training, with the HR Director earning Yellow Belt Certification and the HR Generalist earning Green Belt Certification.
    - PURPOSE – To learn the principles of Lean Six Sigma and incorporate into HR processes and systems.
    - COMPLETION DATE – June 2016, on-going
2. Ensure Human Resource procedures, policies, incentive and rewards systems are consistent with the Village Value Statement and HPO principles.
- OBJECTIVE – Prepare a comprehensive update of the Employee Manual to incorporate HPO principles. Review and submit a draft of the Employee Manual to the Village Manager for consideration.
    - PURPOSE – To ensure supervisors and employees understand Village policies and implement them properly, thereby reducing risks and providing a resource to Village employees.
    - COMPLETION DATE – July, 15, 2016
  - OBJECTIVE – Formalize the new hire on-boarding process to include a quarterly orientation session at which employees will be trained on Village values, culture, organization, and policies.
    - PURPOSE – To provide employees with consistent and useful information regarding the Village of Orland Park, our culture and expectations.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Develop an alternative performance evaluation process. Start with the Public Works department; develop a performance improvement team to foster ideas to improve the current form and process.
    - PURPOSE – To improve the timeliness and effectiveness of employee evaluations.
    - COMPLETION DATE – December 31, 2016.
  - OBJECTIVE – Analyze the current safety programs and develop a plan to revitalize and or implement new programs. Emphasis will be placed on programs to maximize regulatory compliance and reduce exposure to disability and worker's compensation liability.
    - PURPOSE – To proactively address risks thus reducing safety incidents and related expenses.
    - COMPLETION DATE – December 31, 2016
3. Provide for a human resources/payroll software implementation of the Innoprise system working in conjunction with the Finance Department.
- OBJECTIVE – Fully implement the Innoprise 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 – To provide human resources, payroll personnel, and managers with an efficient tool to house employee data, process employee changes, reduce current

redundancies and inefficient processes, and provide for compliance with tax and other regulatory issues associated with employees. A comprehensive software solution will provide Village management with 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, 2016; HR Implementation of Applicant Tracking by April 30, 2016; Benefits administration by August 30, 2016.

4. Maintain positive and productive labor relations.

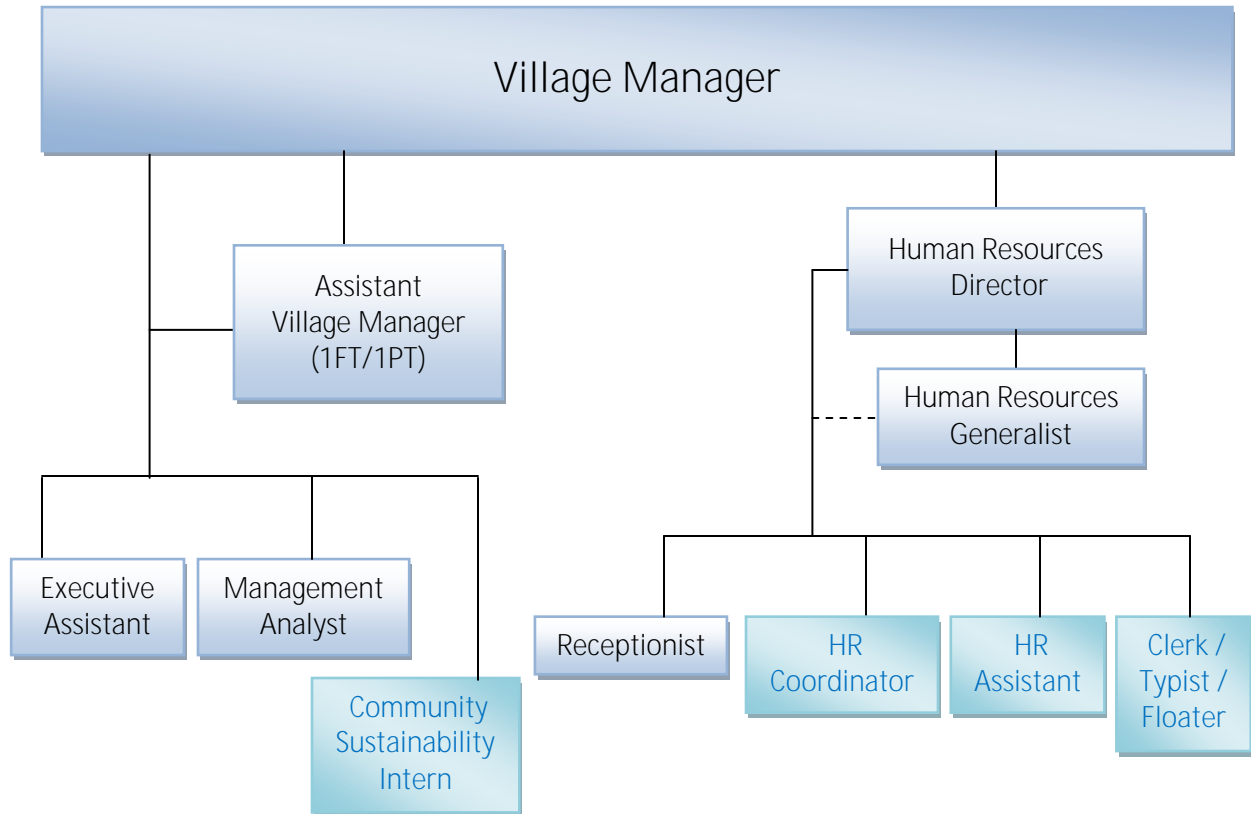
- OBJECTIVE – Limit grievance arbitrations to no more than three per year.
  - PURPOSE – To reduce the number of negative interactions with unions.
  - COMPLETION DATE – December 31, 2016
- OBJECTIVE – Conduct at least two Health and Wellness Advisory Committee meetings.
  - PURPOSE – To inform and educate Village employees on health and wellness issues.
  - COMPLETION DATE – December 31, 2016
- OBJECTIVE – Support the successful negotiation of collective bargaining agreements with AFSCME, Police Supervisors and the meet and confer agreement with the Deputy Chief and Commanders. Implement health care language consistent with the strategy of choice, consumerism, and wellness. Provide information, prepare documents, and implement final agreements.
  - PURPOSE – To provide the Village with the guidelines for compensation and work environment for employee groups represented by unions.
  - COMPLETION DATE – December 31, 2016

5. Continue the employee benefit strategy of Choice, Consumerism, and Wellness.

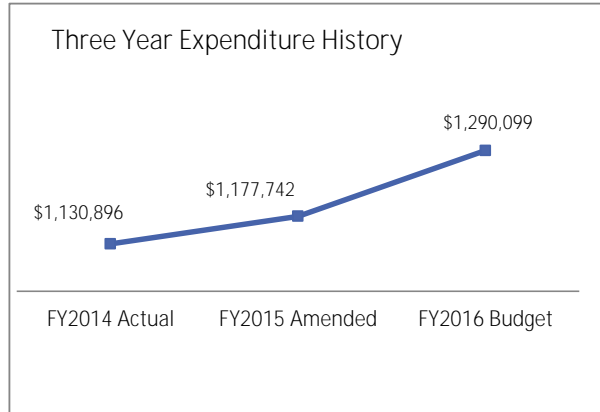
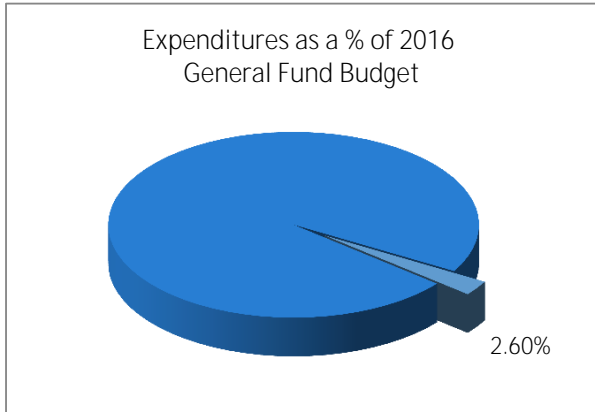
- OBJECTIVE –Explore alternate retiree health insurance programs, strategies to manage the escalating cost of specialty drugs, and additional ways to incentivize consumerism.
  - PURPOSE – Provide for continued focus on how to minimize health care plan increases.
  - COMPLETION DATE – July 31, 2016, on-going

MEASURE	FY2014 Actual	FY2015 Actual	FY2016 Estimate
Number of Positions Filled	477	530	450
Turnover Rate: All Full-time Employees	6.1%	2.9%	4.5%
Employee Health Screening Participants	305	309	310
HSA Participants	81	97	110
Average Number of Working Days from Position Requisition to Conclusion of the Testing/Interview Process - External Candidates	60	61	45
Average Number of Working Days from Position Requisition to Conclusion of the Testing/Interview Process - Internal Candidates	30	n/a	25
Workers Compensation – Number of Days Lost to Injury – All Departments	427	248	340



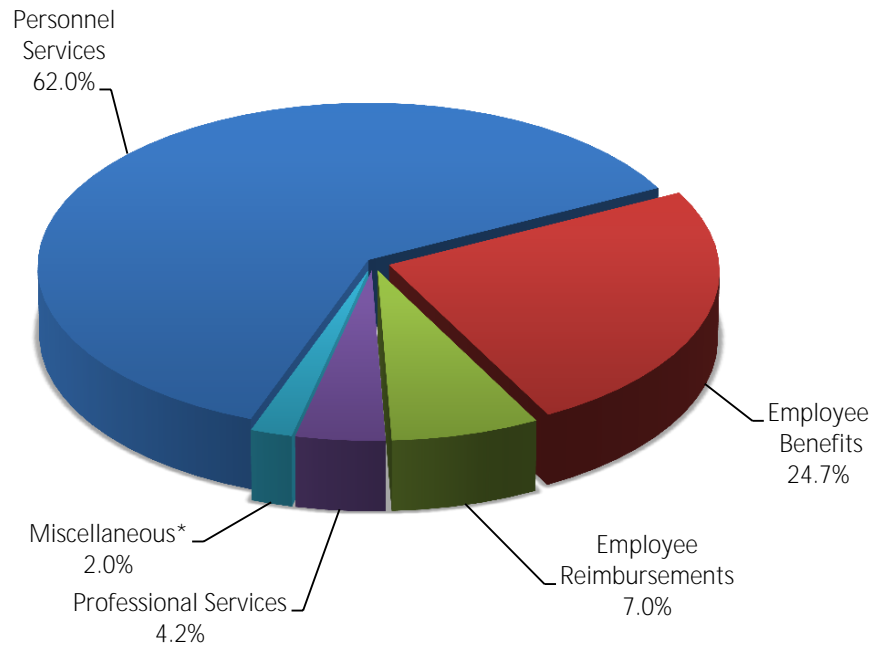


Part-time positions indicated by blue text.



VILLAGE MANAGER BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
Village Manager	1	1	1
Assistant Village Manager	1	1	1
Human Resources Director	1	1	1
Human Resources Generalist	1	1	1
Executive Assistant to Village Manager	1	1	1
Management Analyst	1	1	1
Clerk Typist I	1	1	0
Receptionist	0	0	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>7</b>	<b>7</b>	<b>7</b>
PART TIME POSITION TITLE			
Assistant Village Manager	0	0	1
Clerk / Typist / Floater	1	1	1
Clerk Typist	1	1	0
Human Resources Intern	1	0	0
Human Resources Assistant	1	1	1
Human Resources Coordinator	0	0	1
Intern/Undergrad	0	0	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>4</b>	<b>3</b>	<b>5</b>



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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 646,886	\$ 685,549	\$ 709,738	\$ 800,289
Employee Benefits	306,390	290,385	301,358	319,202
Employee Reimbursements	72,683	75,908	83,460	90,545
Professional Services	59,161	54,878	53,000	54,500
Utilities	6,532	4,894	5,889	5,690
Purchased Services	86	343	-	-
Rent	-	-	2,712	2,712
Repair and Maintenance	746	3,048	2,598	3,128
Insurance	12,639	6,426	6,617	4,256
Supplies	11,456	7,006	12,370	9,777
Miscellaneous Expenses	59	2,458	-	-
<b>Total Expenditures</b>	<b>\$ 1,116,638</b>	<b>\$ 1,130,896</b>	<b>\$ 1,177,742</b>	<b>\$ 1,290,099</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.

## DEPARTMENT FUNCTIONS:

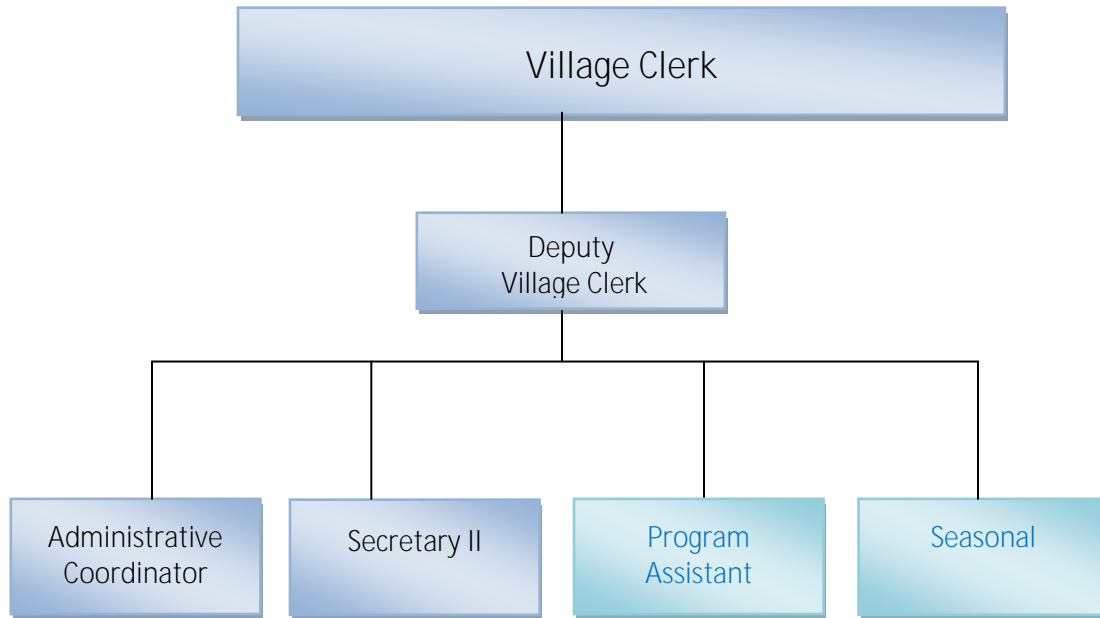
**The Village Clerk's Office is responsible for storing and preserving the original records and documents of the Village, including, but not limited to, recorded documents, Board and Committee minutes, ordinances, resolutions, contracts, and agreements. The Village Clerk attends all Board of Trustees 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, 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

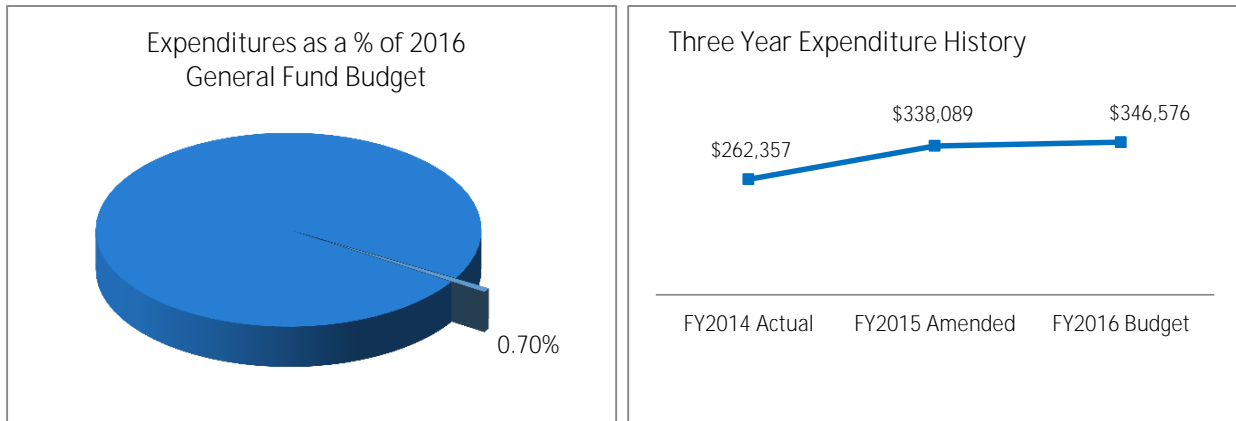
1. Complete a monthly audit of the Village's Citizens Information Center website.
  - OBJECTIVE – Maintain the Illinois Policy Institutes Local Transparency Project Grading Rubric score of 100%.
    - PURPOSE – To provide current information for citizens when researching the Village's website.
    - COMPLETION DATE – December 31, 2016, ongoing
2. 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.
  - OBJECTIVE – 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.
    - PURPOSE – To dispose of all expired documents and make room in the storage area for future documents.
    - COMPLETION DATE – December 31, 2016, ongoing
3. Establish **the Clerk's Office** as the central library for all 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, 2016, ongoing

4. Support residents' needs by providing excellent Village services.
  - 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, 2016, ongoing
  - OBJECTIVE – Accommodate residents with 2016 Presidential Election materials and information.
    - PURPOSE – To provide residents with the resources needed to successfully vote in the upcoming presidential election.
    - COMPLETION DATE – November 8, 2016
  - OBJECTIVE – Provide employees with ongoing training, evaluation of current technology and upgrades, evaluation of staff levels and identification of increased service areas needed.
    - PURPOSE – Provide necessary resources to employees that allow for excellent Village service.
    - COMPLETION DATE – December 31, 2016, ongoing
5. Implement a new open records (FOIA) management database.
  - OBJECTIVE – Replace the current FOIA system which is becoming outdated and unable to support the number of FOIA request the Village receives each year.
    - PURPOSE – To provide a more efficient system for processing and archiving open records requests by utilizing new technologies.
    - COMPLETION DATE – December 31, 2016

MEASURE	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate
Number of Absentee Applications Processed	460	250	450
Number of Ordinances Processed	95	79	80
Number of Resolutions Processed	13	17	15
Number of Meeting Minutes Processed (Board and Committees)	101	108	100
Agendas Processed (Board and Committees)	101	108	100
Number of Intersection Solicitation Permits	9	9	10
Number of Raffle Permits	26	31	35
Passports Processed	707	696	750
Voter Registrations	147	66	150
Number of FOIA Request Received	1,334	1,474	1,575
Number of FOIA Requests referred to <b>Citizen's Information Center on Village Website</b>	59	60	70



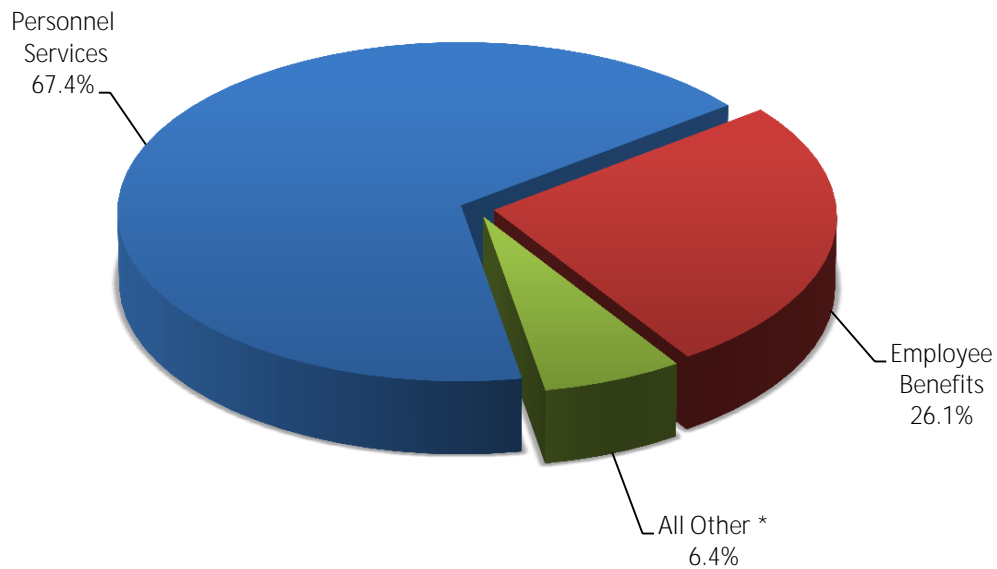
Part-time positions are indicated by blue text.



VILLAGE CLERK BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
Deputy Village Clerk	0.5	1	1
Facility Coordinator/Database Admin	1	1	0
Administrative Coordinator	0	0	1
Secretary I	0.75	0.75	0
Secretary II	0	0	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>2.25</b>	<b>2.75</b>	<b>3</b>
PART TIME POSITION TITLE			
Seasonal	1	1	1
Program Assistant/Clerk	0	1	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>1</b>	<b>2</b>	<b>2</b>





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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 243,895	\$ 177,962	\$ 226,950	\$ 233,741
Employee Benefits	94,147	66,785	89,016	90,593
Employee Reimbursements	489	1,014	1,560	1,705
Professional Services	-	91	100	125
Utilities	2,715	2,611	2,243	2,750
Purchased Services	9,226	7,042	6,500	7,500
Rent	-	-	-	2,200
Repair & Maintenance	2,963	2,113	3,006	2,400
Insurance	3,072	1,947	1,475	501
Supplies	4,959	2,792	7,239	5,061
<b>Total Expenditures</b>	<b>\$ 361,466</b>	<b>\$ 262,357</b>	<b>\$ 338,089</b>	<b>\$ 346,576</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 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 the 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, Instagram, YouTube 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 GOAL: Quality of Life

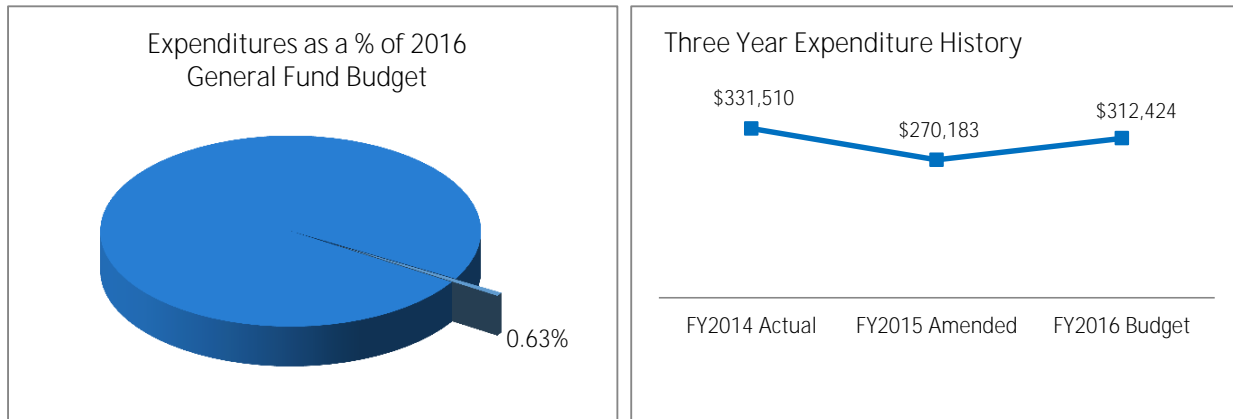
1. Develop and coordinate two telephone town hall meetings.
  - OBJECTIVE – Continue efforts to utilize all means possible to communicate with the stakeholders of the Village.
    - PURPOSE – To provide residents with an easy and comfortable method to share feedback, voice concerns and ask questions.
    - COMPLETION DATE – December 31, 2016
2. Implement **Peak Democracy's Open Town Hall** online forum platform.
  - OBJECTIVE – Utilize Open Town Hall to hold online meetings with the community.
    - PURPOSE – To give Village residents another platform for public engagement that will allow them to voice concerns and ask questions.
    - COMPLETION DATE – April 1, 2016
3. 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 – Establish a protocol to centralize the dissemination of information by directing all media and general inquiries to the Office of Public Information.
    - PURPOSE – To strengthen the **Village's profile locally, regionally, and nationally** through the consistent use of a single, strong Village-wide voice.
    - COMPLETION DATE – June 1, 2016

- OBJECTIVE – Oversee the creation of a new Village slogan and a Village of Orland Park Style Guide. All departments will have information outlining the proper usage of Village logos and colors that will provide a template for Village letterhead, business cards, memoranda, media releases, email signatures, flyers, and publications.
    - PURPOSE – To create a brand image/corporate identity for the Village, its elected officials, departments and services.
    - COMPLETION DATE – August 1, 2016
4. 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.
    - PURPOSE – To provide easily accessible information to the community through the use of the Village's YouTube Channel with a link from the Village's Facebook page.
    - COMPLETION DATE - December 31, 2016
  - 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, 2016
  - 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, 2016
5. Produce quarterly informational newsletters.
- OBJECTIVE – Produce quarterly editions of the Orland Park Public, the Village's newsletter, beginning the year with the Annual Report, followed by three general information newsletters. These publications will be available in print and electronic formats.
    - PURPOSE – To provide current information about what is happening in Village government.
    - COMPLETION DATE - December 31, 2016
6. Continue to develop additional community outreach efforts.
- OBJECTIVE – Create an engagement program and contact database of specific individuals on the local, regional, state, and national levels. Prepare two communications per month, incorporating accomplishments and facts about the Village to be distributed to the contact database.

- PURPOSE – To provide timely and relevant information about the Village to key segments of the community.
- COMPLETION DATE - December 31, 2016
  
- OBJECTIVE – Produce a Village blog to be included on and complement the Village website.
  - PURPOSE – To 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, 2016

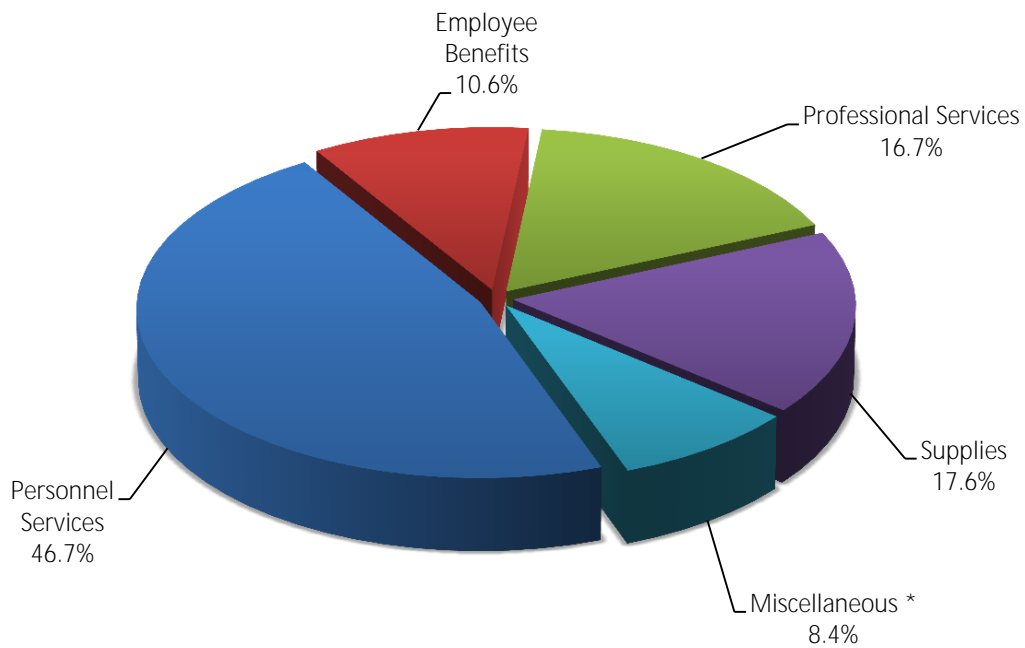
MEASURE	FY 2014 Actual	FY 2015 Actual	FY2016 Estimate
Facebook Posts / Followers	1,203 / 1,500	1,709 / 1,314	1,800 / 1,400
Twitter Number of Tweets / Followers	1,084 / 750	643 / 789	650 / 800
YouTube Subscribers / Views	950 / 59,830	1,416 / 461,150	1,500 / 470,000
Pinterest Boards / Pins	106 / 1,316	238 / 3,725	300 / 4,000
<b>Number of Cable PSA's and Short Segments</b>	63	38	50
Number of Releases & Placed Stories	69	89	100





OFFICE OF PUBLIC INFORMATION BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
Deputy Village Clerk	0.5	0	0
Communications Manager	1	1	1
Secretary I	0.25	0.25	0
<b>TOTAL FULL TIME PERSONNEL</b>	<b>1.75</b>	<b>1.25</b>	<b>1</b>
PART TIME POSITION TITLE			
Communication Specialist	1	1	1
Media Specialist	0	1	1
Seasonal / Intern	0	0	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>1</b>	<b>2</b>	<b>3</b>



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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 155,950	\$ 166,002	\$ 138,270	\$ 145,902
Employee Benefits	50,106	51,733	32,371	33,128
Employee Reimbursements	913	959	900	1,200
Professional Services	39,021	55,888	40,308	52,200
Supplies	35,036	39,782	36,254	54,895
Utilities	17,548	16,506	21,400	25,049
Insurance	1,035	640	680	50
<b>Total Expenditures</b>	<b>\$ 299,609</b>	<b>\$ 331,510</b>	<b>\$ 270,183</b>	<b>\$ 312,424</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 and monitoring **the Village's purchasing process**,
- 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 property and auto physical damage and liability 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 23,500 water meters every two months, and processing and distribution of accurate water/sewer/refuse bills to approximately 23,500 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 – Perform a review of the Village's Economic Development Loan Program guidelines.
    - PURPOSE – To ensure the program is accessible to a wide range of targeted beneficiaries.
    - COMPLETION DATE – March 31, 2016
  - OBJECTIVE - Manage the Economic Development Loan Program application, funding and repayment processes.
    - PURPOSE – To ensure adherence to the guidelines of the program.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Develop financial incentive tools and programs, including the identification of funding sources.
    - PURPOSE – To provide tools and programs that support the goal of attracting and incentivizing business development.
    - COMPLETION DATE – December 31, 2016
  - 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, 2016

STRATEGIC PLAN GOAL: Downtown Development

2. Provide analysis and support to staff and the Village Board in order to further development of 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, 2016

- OBJECTIVE – Track and analyze the financial impact of the Ninety 7 Fifty on the Park and University of Chicago Medical Center redevelopment projects within the Main Street Triangle TIF District.
  - PURPOSE – To provide information to evaluate the financial success of the projects in relation to the terms of the redevelopment agreements and the generation of incremental tax revenues.
  - COMPLETION DATE – December 31, 2016

## STRATEGIC PLAN GOAL: Quality of Life

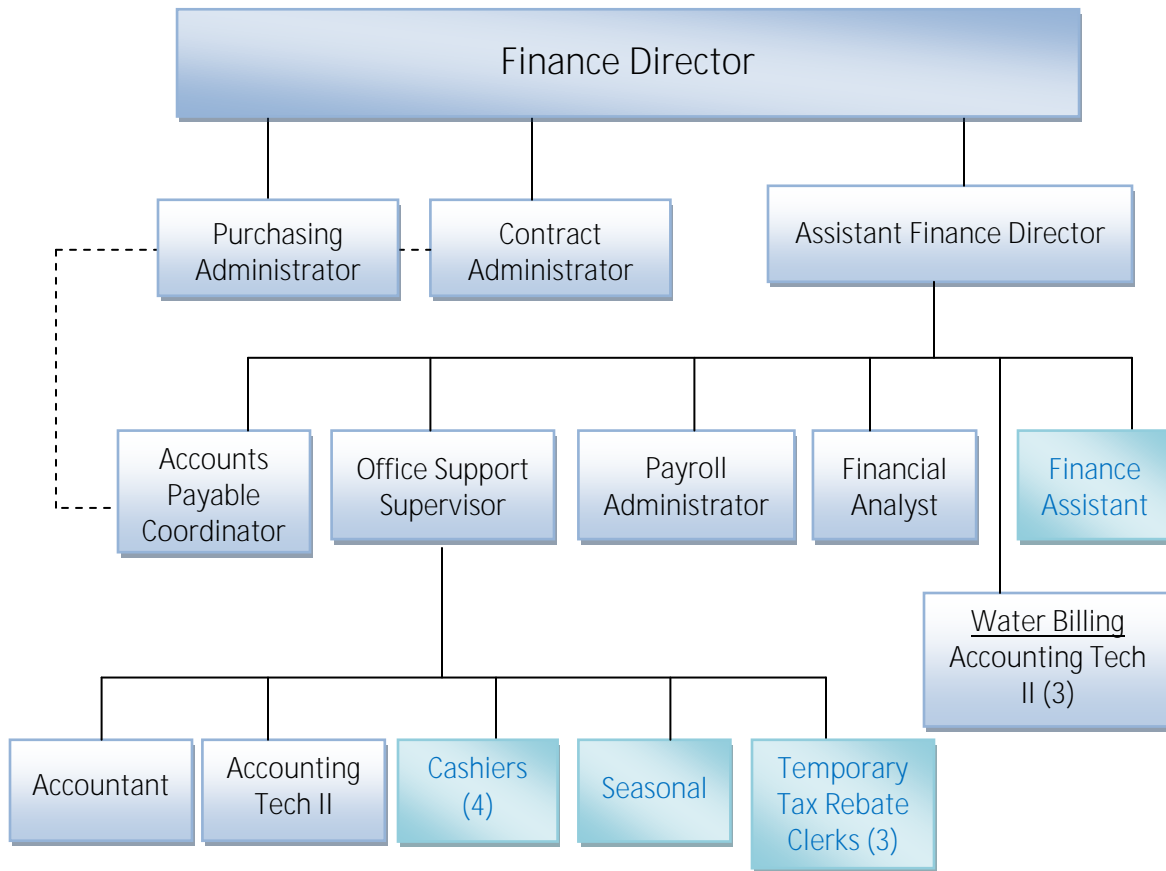
3. Provide services and support to Board members, Village employees and Village stakeholders in order to enhance core services, public events, open lands, intra-Orland Park transportation and two-way communication between the Village and its citizens and stakeholders.
  - OBJECTIVE – Develop transparent, 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, 2016

## STRATEGIC PLAN GOAL: High Performing Organization

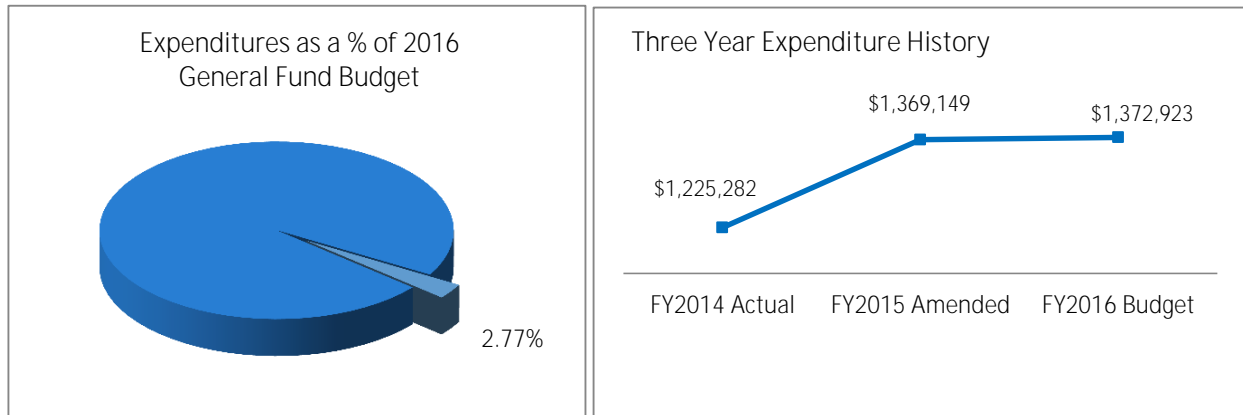
4. **Utilize technology and business process improvements to automate Village’s services and improve internal/external facing functions.**
  - OBJECTIVE – Receive the GFOA Distinguished Budget Presentation Award which is recognized nationally as a policy document, financial plan and communication device for stakeholders.
    - PURPOSE – To provide Village stakeholders with a document that **communicates the Village’s operational and financial plans and policies.**
    - COMPLETION DATE – March 31, 2016
  - 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 – June 30, 2016
  - OBJECTIVE – **Update the Village’s purchasing rules and guidelines and prepare an updated Purchasing Guide.**
    - PURPOSE – To provide Village staff and vendors with a document that contains **a list of the Village’s rules and guidelines in order to enhance and streamline the purchasing process.**
    - COMPLETION DATE – March 31, 2016

- OBJECTIVE – **Update the Village’s** long-term financial plan as part of the annual budget process.
  - PURPOSE - To **identify the Village’s ability to** continue funding operations at current or enhanced levels, as well as to fund future capital improvement projects.
  - COMPLETION DATE – December 31, 2016
  
- OBJECTIVE – Attend the Innoprise Annual User Conference.
  - PURPOSE – To maximize **staff’s knowledge of the functionality of each of the** Innoprise applications.
  - COMPLETION DATE – December 31, 2016
  
- OBJECTIVE – Complete Implementation of 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, 2016
  
- OBJECTIVE – Complete implementation of Innoprise HR/Payroll.
  - PURPOSE – To provide a fully automated, efficient system to house employee data and benefit information, process all aspects of employee payroll and benefits, ensure compliance with tax and other regulatory issues associated with employees.
  - COMPLETION DATE – December 31, 2016
  
- OBJECTIVE – Implement the Innoprise Mobile App for CIS (Water Billing) of Innoprise HR/Payroll.
  - PURPOSE – To provide an easy to use, fully automated method for obtaining billing account information.
  - COMPLETION DATE – December 31, 2016
  
- OBJECTIVE – Implement an enhanced version of Innoprise Citizen Access in order to provide the option to purchase Village vehicle stickers on line.
  - PURPOSE – To provide an easy to use, automated method for purchasing vehicle stickers.
  - COMPLETION DATE – December 31, 2016
  
- OBJECTIVE - Complete implementation of additional Innoprise applications, including Fixed Assets and Accounts Receivable.
  - PURPOSE - To **complete the transfer of all financial operations into the Village’s** ERP system.
  - COMPLETION DATE – December 31, 2016

MEASURE	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate
Number of water/sewer/refuse bills produced	140,419	142,768	145,000
Number of vehicle stickers sold	4,714	43,966	4,800
Number of accounts payable checks issued	3,635	3,608	3,650
General Obligation Bond Rating Standard & Poor's / Moody's	AA+ / Aa1	AA+ / Aa1	AA+ / Aa1
General Obligation debt per capita	\$1,802	\$1,537	\$1,430

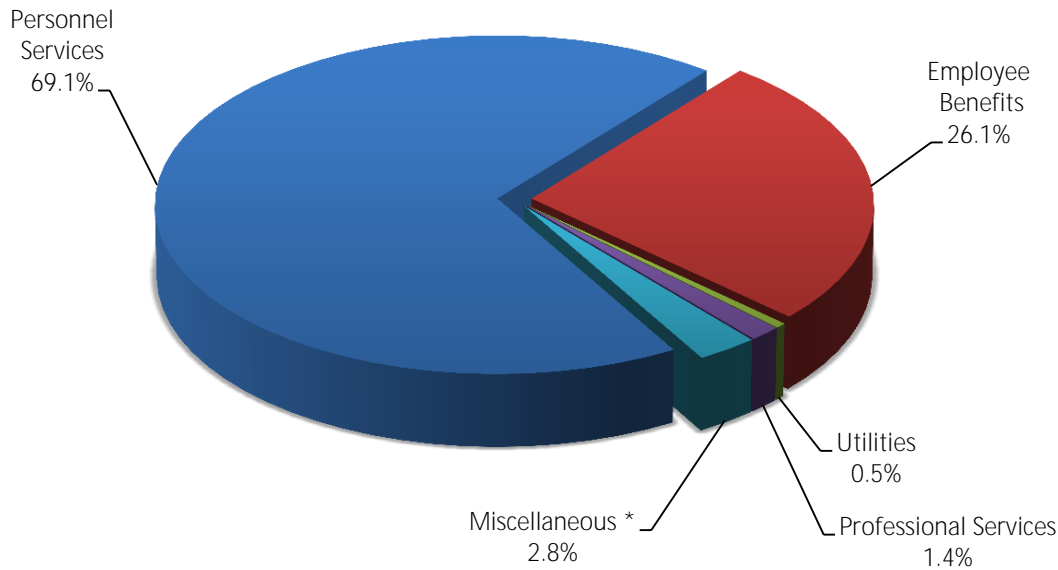


Part-time positions are indicated by blue text.



FINANCE BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
Director of Finance	1	1	1
Assistant Finance Director	1	1	1
Contract Administrator	1	1	1
Purchasing Administrator	1	1	1
Office Support Supervisor	1	1	1
Financial Analyst	1	1	1
Payroll Administrator	1	1	1
Accounts Payable Coordinator	1	1	1
Accountant	1	1	1
Accounting Technician II	1	1	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>10</b>	<b>10</b>	<b>10</b>
PART TIME POSITION TITLE			
Finance Assistant	1	1	1
Clerical/Cashier	3	3	4
Seasonal	0	2	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>4</b>	<b>6</b>	<b>6</b>



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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 915,957	\$ 806,437	\$ 913,738	\$ 949,209
Employee Benefits	344,707	337,086	360,505	358,642
Employee Reimbursements	11,259	11,937	11,594	14,620
Professional Services	24,275	37,745	19,774	19,774
Utilities	22,712	6,606	25,502	6,820
Purchased Services	2,731	2,392	3,397	2,684
Repair & Maintenance	1,019	996	858	1,098
Rent	7,136	7,919	7,932	7,932
Insurance	9,213	5,440	5,367	1,847
Supplies	18,438	8,705	20,482	10,297
Miscellaneous Expenses	164	20	-	-
<b>Total Expenditures</b>	<b>\$ 1,357,611</b>	<b>\$ 1,225,282</b>	<b>\$ 1,369,149</b>	<b>\$ 1,372,923</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

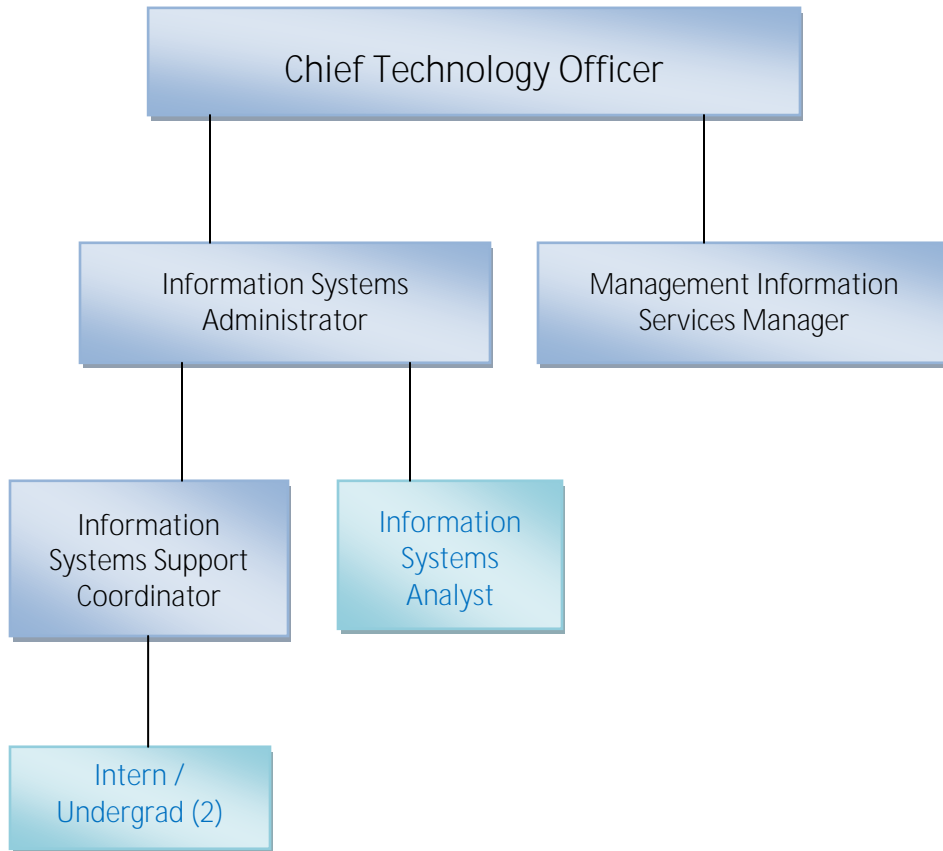
1. Provide a highly reliable and robust technology infrastructure that supports Village technology related applications used by both the community and staff.
  - OBJECTIVE - **Redesign the Village's website**.
    - PURPOSE – To move to an improved platform, provide a fresh look and enhance the mobile version.
    - COMPLETION DATE – December 31, 2016
2. Provide residents and staff with proven, leading-edge municipal information technology that enhances communication and collaboration.
  - OBJECTIVE – Support the implementation of the Peak Democracy cloud-based meeting service.
    - PURPOSE – To provide an interactive means of communication with Village residents and the greater community.
    - COMPLETION DATE – December 31, 2016

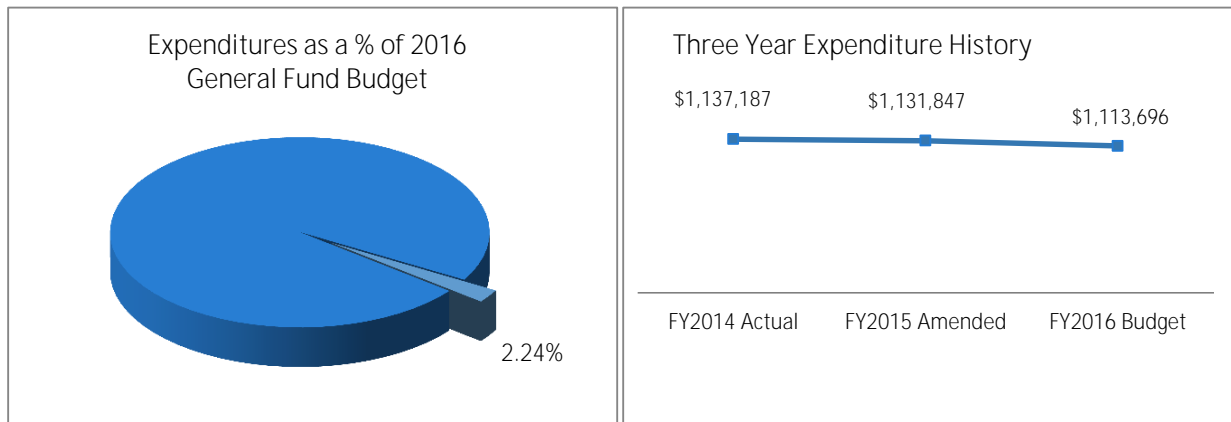
STRATEGIC PLAN GOAL: High Performing Organization

3. Utilize technology and business process improvements to automate Village services and improve internal/external facing functions.
  - OBJECTIVE – Implement an enhanced version of Innoprise Citizen Access in order to provide the option to purchase Village vehicle stickers on line.

- PURPOSE – To provide an easy to use, automated method for purchasing vehicle stickers.
- COMPLETION DATE – December 31, 2016
- OBJECTIVE – Improve the functionality of the Innoprise Community Development application in order to offer online licenses, permits and inspections request tracking through Citizen Access.
  - PURPOSE – To provide an easy to use, fully automated, online method for obtaining permits and licenses, as well as scheduling and tracking inspections.
  - COMPLETION DATE – December 31, 2016
- 4. Ensure software systems are integrated, adaptable and user friendly, and support efficient and effective business processes and service delivery.
  - OBJECTIVE – Complete the implementation of the Innoprise Work Order module.
    - 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, 2016
  - OBJECTIVE – Complete implementation of the Applicant Tracking module in the Innoprise HR/Payroll system.
    - PURPOSE – To provide a fully automated, efficient system to track employment applications received by the Village.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Implement the Innoprise Mobile App for CIS (Water Billing) of Innoprise HR/Payroll.
    - PURPOSE – To provide an easy to use, fully automated method for obtaining billing account information.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Support the conversion of the Class software system to Active Network.
    - PURPOSE – Provide technical support and knowledge to successfully convert the existing Class system to the new Active Network system.
    - COMPLETION DATE – April 1, 2016
  - OBJECTIVE – Attend the Innoprise Annual User Conference.
    - PURPOSE – To maximize **staff’s knowledge of the functionality of each of the Innoprise applications.**
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE - Replace and configure 35 desktop computer workstations with updated hardware and software.
    - PURPOSE - To provide faster processing times for applications and more reliable, stable and secure person computing for staff.
    - COMPLETION DATE – December 31, 2016

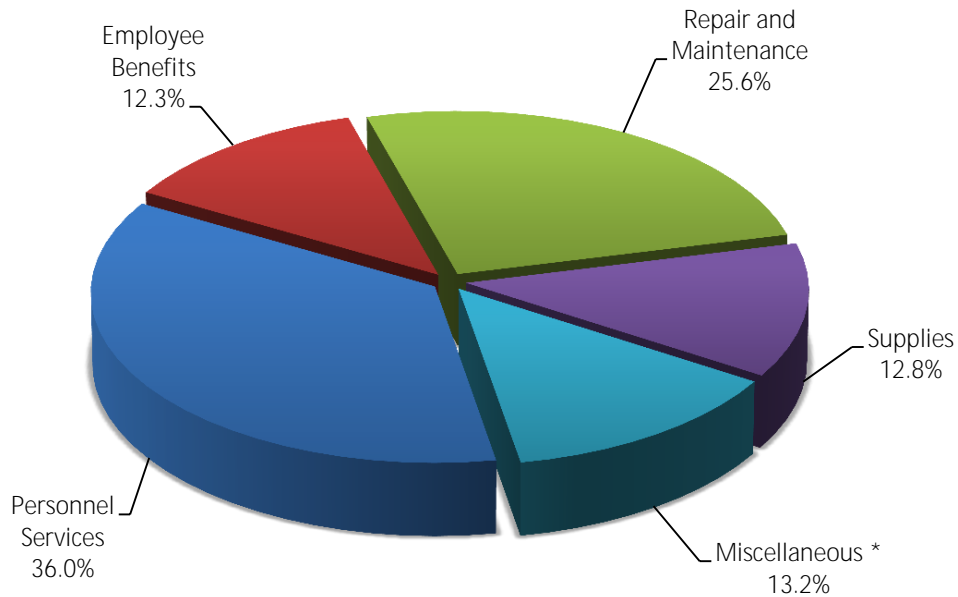
MEASURE	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate
Online(e-gov) number of payments / payment amount	18,782 / \$2,888,178	20,106 / \$3,417,992	21,000 / \$3,500,000
Number of endpoints served	444	475	500
Expenditures per endpoint	\$2,265	\$2,336	\$2,230





MIS DIVISION BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
Chief Technology Officer	0	0	1
MIS Manager	1	1	1
Information System Administrator	1	1	1
Information Systems Technician	1	1	0
Information Systems Support Coordinator	0	0	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>3</b>	<b>3</b>	<b>4</b>
PART TIME POSITION TITLE			
Intern / Undergrad	2	2	2
Information Systems Analyst	1	1	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>3</b>	<b>3</b>	<b>3</b>



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

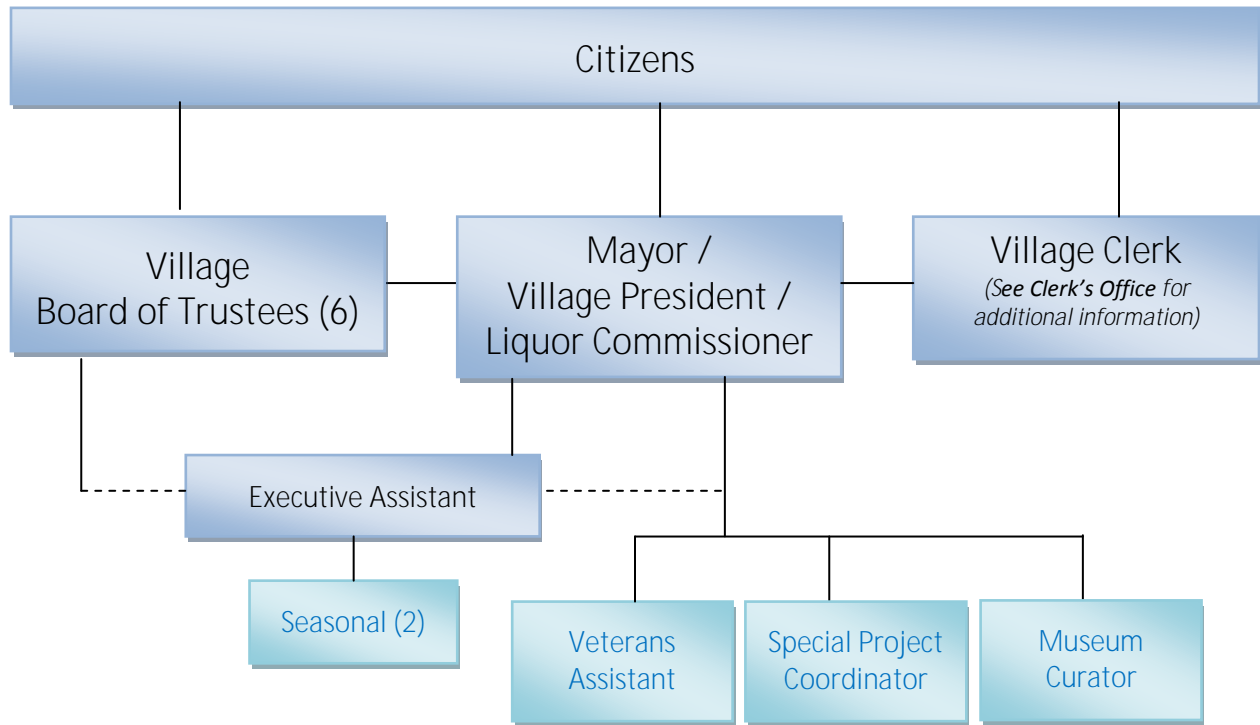
	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 279,605	\$ 305,735	\$ 326,480	\$ 401,449
Employee Benefits	99,500	104,461	110,227	137,292
Employee Reimbursements	4,459	3,971	4,113	12,700
Professional Services	13,414	2,897	30,500	9,500
Utilities	2,813	2,919	2,626	4,500
Purchased Services	48,054	63,260	100,075	120,015
Repair and Maintenance	259,616	327,661	271,390	285,341
Insurance	4,260	1,780	1,884	647
Supplies	164,622	167,494	284,552	142,252
Capital Outlay	-	157,009	-	-
<b>Total Expenditures</b>	<b>\$ 876,343</b>	<b>\$ 1,137,187</b>	<b>\$ 1,131,847</b>	<b>\$ 1,113,696</b>

## DEPARTMENT FUNCTIONS:

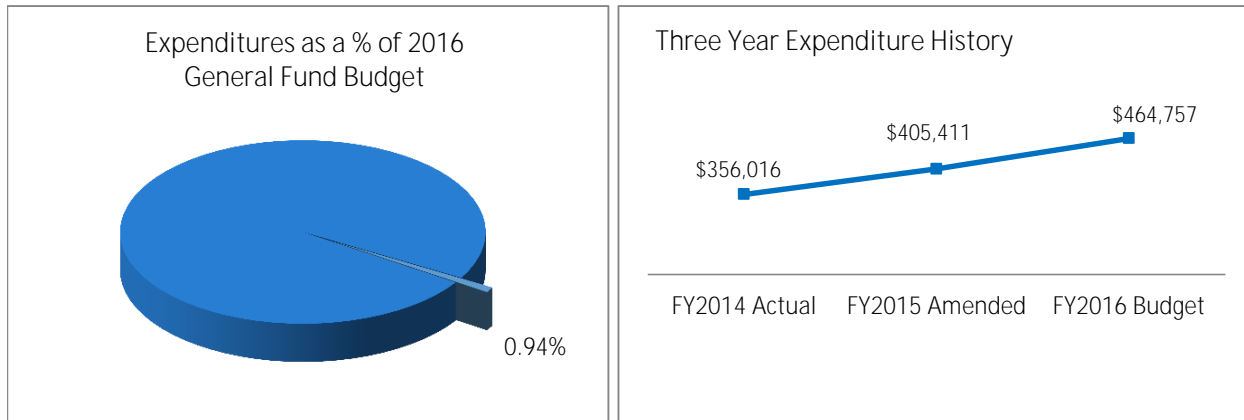
The Mayor and Trustees (Officials) are elected at large and are responsible for enacting all legislation for the health, safety and welfare of Village residents and businesses. In addition to regular Village Board duties, the Officials operate under a Committee structure. Each Committee consists of three 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
- ❖ Economic Development Strategy & Community Engagement
- ❖ Public Works
- ❖ Public Safety

The Village Board holds 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.

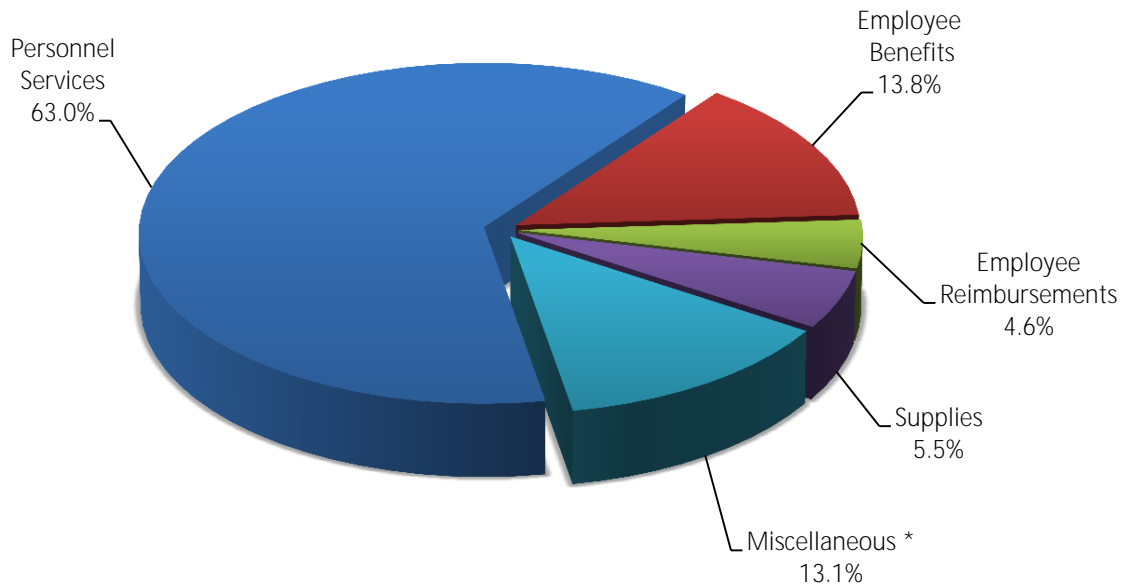






OFFICIALS BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
Administrative Assistant	1	0	0
Executive Assistant to Mayor	0	1	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	1	0	0
Special Project Coordinator	0	1	1
Veteran Program Assistant	0	1	1
Museum Curator	0	0	1
Intern/Undergrad	1	0	0
Seasonal	0	2	2
<b>TOTAL PART TIME PERSONNEL</b>	<b>10</b>	<b>12</b>	<b>13</b>



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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 231,494	\$ 249,223	\$ 270,553	\$ 292,924
Employee Benefits	52,667	59,360	61,781	64,041
Employee Reimbursements	11,616	12,579	20,128	21,260
Professional Services	1,874	1,374	2,500	17,370
Utilities	1,053	1,503	1,600	2,330
Repair and Maintenance	40	219	40	56
Rent	-	-	-	2,100
Insurance	2,749	2,929	3,084	106
Supplies	9,657	10,896	16,155	25,700
Miscellaneous Expenses	11,234	17,934	29,570	38,870
<b>Total Expenditures</b>	<b>\$ 322,384</b>	<b>\$ 356,016</b>	<b>\$ 405,411</b>	<b>\$ 464,757</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.
- *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*

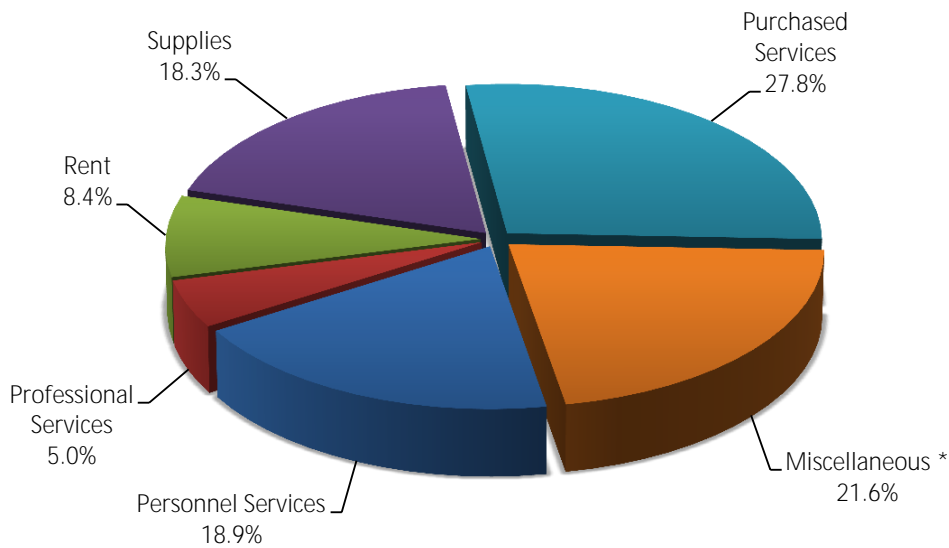
The Public Arts Commission pursues the addition of cultural events and the arts to the Village of Orland Park. The Commission makes recommendations to the Village Board to promote the performing arts within the Village, including music, dance and theater. The members of the Public Arts Commission are 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. This Commission is budgeted as part of the Officials budget.
- *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.

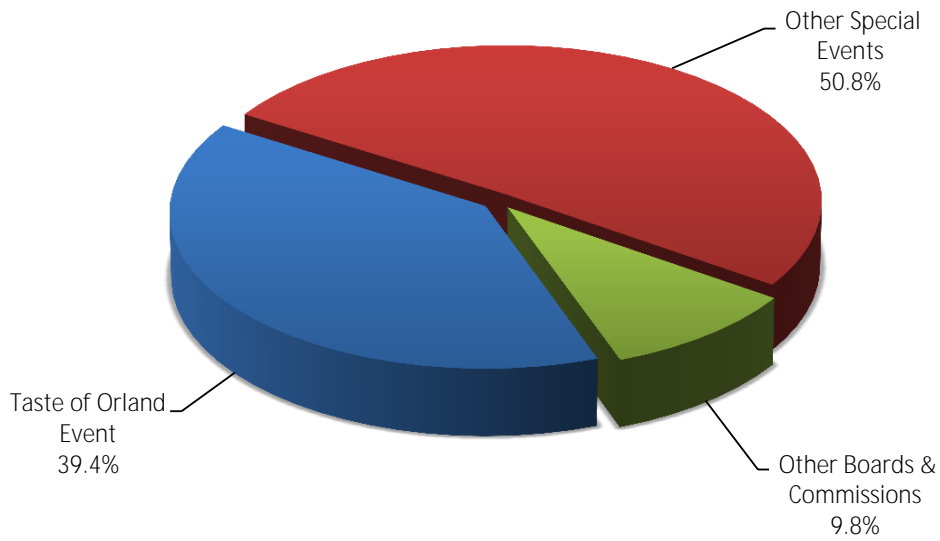
- *Electrical Commission*  
The Electrical Commission recommends safe and practical standards and specifications for the installation, alteration and use of electrical equipment, proposes reasonable rules and regulations governing the issuance of permits by the electrical inspection department, and recommends reasonable fees to be paid for electrical inspections. The commission consists of 6 members who are appointed by the Mayor.
- *Museum Development and Advisory Board*  
The Museum Development and Advisory Board was formed to secure and channel private funds to support the ownership, maintenance, use and operation of the Orland Park History Museum, to care for and conserve a collection of artifacts and other objects of artistic, cultural, historical or scientific importance, particularly with regard to the history of the people and places with the Village of Orland Park, and make them available for public viewing through exhibits that may be temporary or permanent, to promote a wider appreciation of the history of the Village of Orland Park. The Board consists of seven members, who are appointed by the Mayor for a two year term. This Board is budgeted as part of the Officials budget.
- *Parking and Traffic Advisory Board*  
The Parking and Traffic Advisory Board submits recommendations in an advisory capacity to the Village Board of Trustees for official action that is aimed at improving parking and traffic conditions. They review and advise the Board of Trustees with respect to short term and long term traffic policies and review and make recommendations on traffic studies prepared by consultants hired by the Village. The Board consists of eight members, seven of whom are appointed jointly by the Mayor and the Board of Trustees for three year terms. The eighth member is the Chief of Police, or his designee.
- *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.

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 67,035	\$ 88,892	\$ 81,775	\$ 97,013
Employee Benefits	8,788	13,181	12,175	17,476
Employee Reimbursements	12,755	18,052	7,925	7,800
Professional Services	18,054	21,816	22,040	25,390
Utilities	14,366	15,817	13,325	14,340
Purchased Services	128,523	162,198	131,706	142,356
Rent	34,272	37,372	39,465	43,290
Insurance	5,085	5,271	5,300	5,600
Supplies	66,370	81,218	101,962	93,910
Miscellaneous Expenses	49,794	54,198	66,540	65,725
<b>Total Expenditures</b>	<b>\$ 405,040</b>	<b>\$ 498,015</b>	<b>\$ 482,213</b>	<b>\$ 512,900</b>

The Boards, Commissions and Special Events department expenditures equal 1.03% of the total 2016 General Funds budget.



DEPARTMENT MISSION:

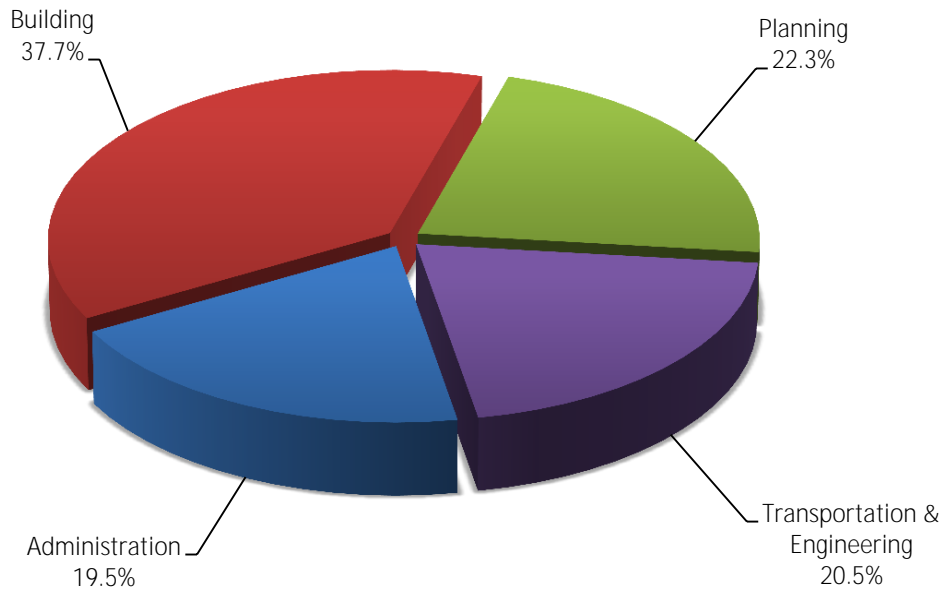
**Improve Orland Park's quality of life by enhancing the community through long-term planning, development design review, building regulations and property maintenance. Foster and support economic growth by encouraging neighborhood investment, business expansion and retention, and community revitalization.**

DEPARTMENT FUNCTIONS:

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

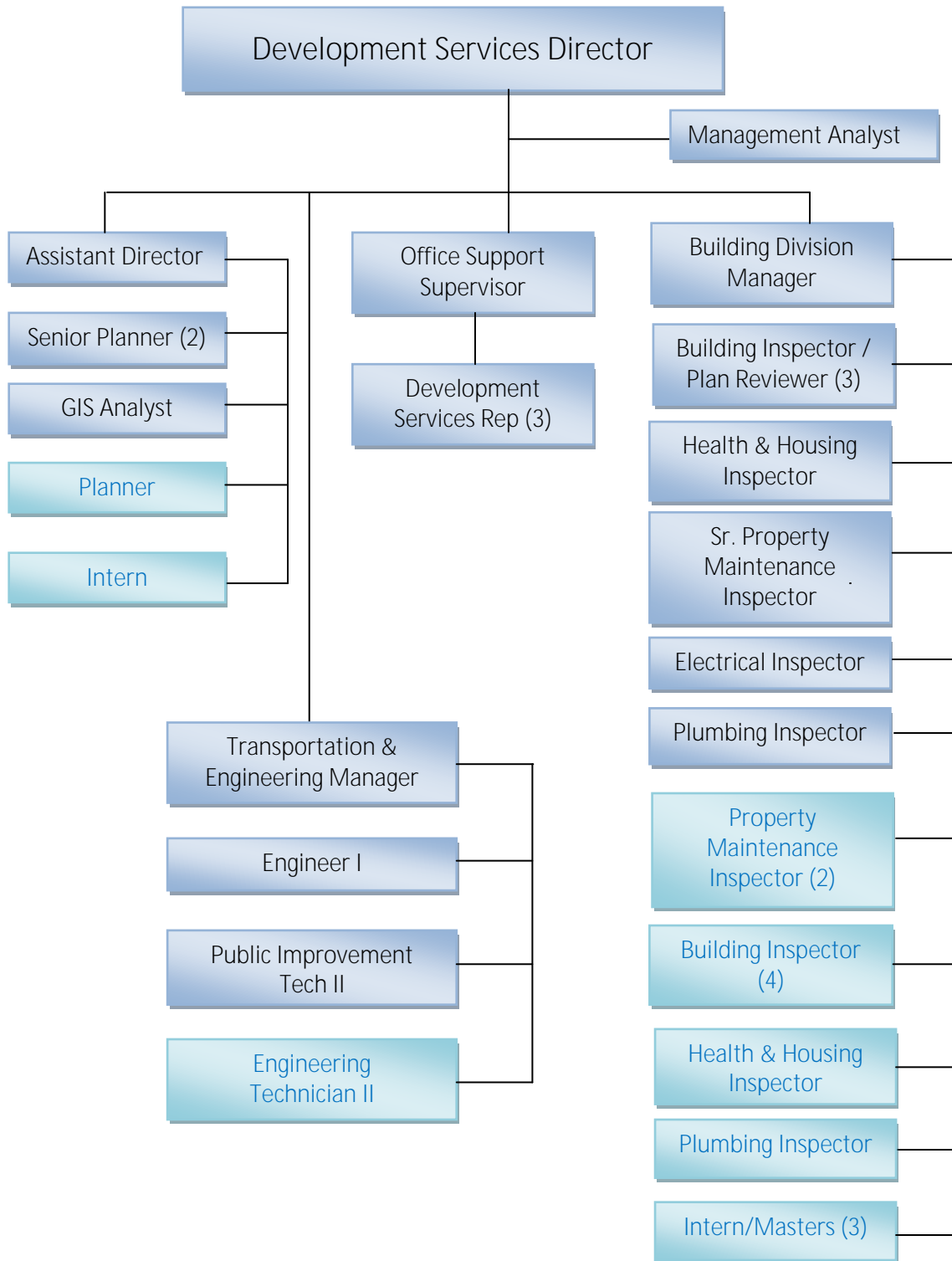
The Department is charged with providing design review, code enforcement, long-term strategic planning, and coordinated and balanced customer service to residents and the business community. The Department strives to provide professional advice, technical expertise and quality customer service to achieve 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.



	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Administration	\$ 756,146	\$ 586,153	\$ 636,190	\$ 670,160
Building	1,186,483	1,066,974	1,198,032	1,292,231
Planning	619,954	609,164	936,332	763,854
Transportation & Engineering	526,463	602,527	761,053	701,910
	<u>\$ 3,089,046</u>	<u>\$ 2,864,818</u>	<u>\$ 3,531,607</u>	<u>\$ 3,428,155</u>





Part-time positions are indicated by blue text.

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 and visitors related to 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 conducts business retention visits to develop an understanding of the local economic climate and participates in professional and intergovernmental organizations that promote economic development.

STRATEGIC PLAN GOAL: High Performing Organization

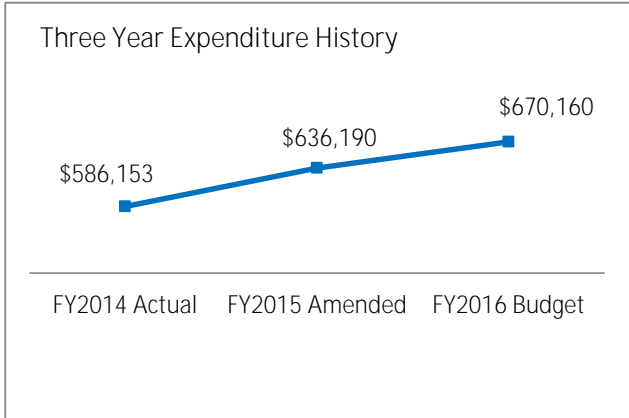
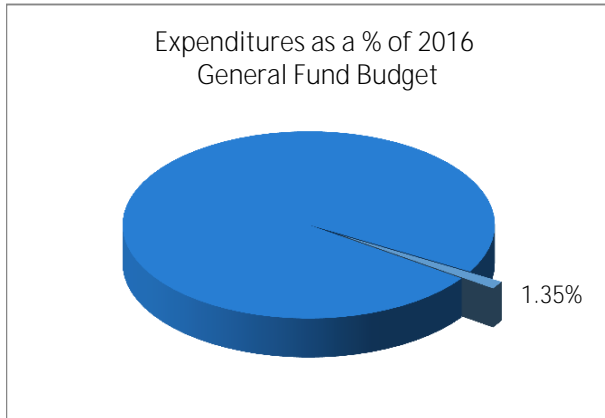
1. Provide a comprehensive, technically supported software program to track all departmental tasks.
  - OBJECTIVE – Complete revisions and thorough analysis of newly implemented Innoprise software to ensure that Development Services modules are being used to their fullest potential.
    - PURPOSE – To 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, 2016
  - OBJECTIVE – Complete the annual collection of ICMA performance measures for the Development Services Department.
    - PURPOSE – To provide for efficient and effective performance of job responsibilities across departments.
    - COMPLETION DATE – December 31, 2016

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, 2016, on-going
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 2016.
    - PURPOSE – To provide better service to our residents, developers, and contractors.
    - COMPLETION DATE – December 31, 2016, on-going
4. Complete an overhaul of Development Services Forms and Applications.
  - OBJECTIVE – Update all Development Services Forms and Applications including the development of online fillable forms for public use. Update all forms utilized in the field as fillable forms to be utilized on IPADs.
    - PURPOSE – To provide better service to our residents, developers, and contractors. To create an updated and consistent representation of our department to the public that also allows for more efficient submittals and reviews.
    - COMPLETION DATE – December 31, 2016, on-going

STRATEGIC PLAN GOAL – Economic Development

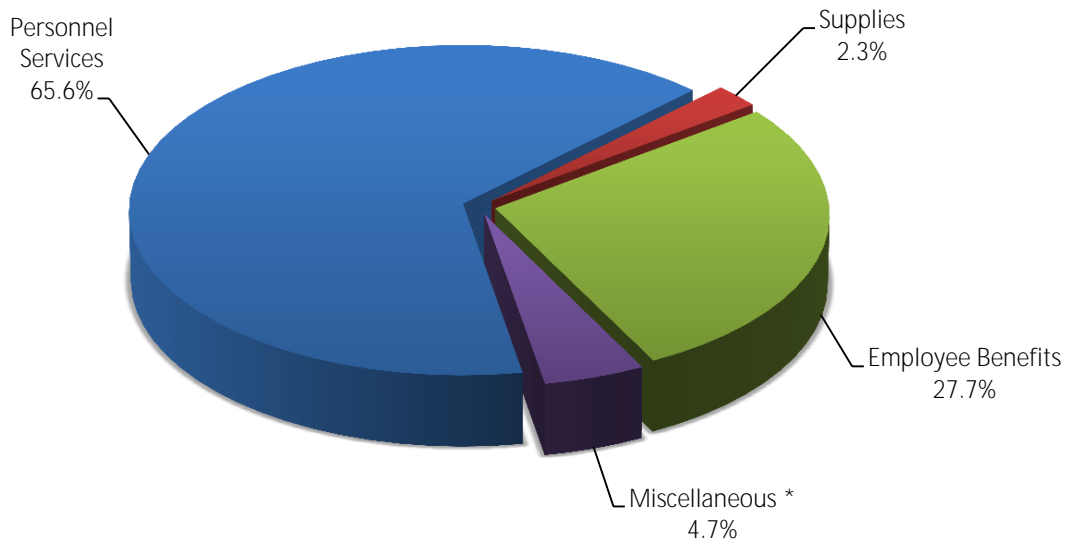
5. Better refine and **update demographic and shopping statistics of the Village's** estimated trade area as needed.
  - OBJECTIVE – Obtain subscription to Co-Star.
    - PURPOSE- To market/attract top tier targeted restaurants and entertainment businesses to locate in Orland Park.
    - COMPLETION DATE – December 31, 2016

6. 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 2016.
    - PURPOSE – To provide an understanding of the business climate; specifically the challenges, needs, and opportunities of commercial offices and industries.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Complete a report of the 2015 Business Retention Visits.
    - PURPOSE – To fully understand the data collected in order to gauge Orland Park’s **current business climate. Review results to determine** program improvements.
    - COMPLETION DATE – December 31, 2016
7. 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 – To develop unified and attractive directional signage and community branding that promotes Orland Park destinations.
    - COMPLETION DATE – December 31, 2016
8. Complete the selection of App developer and Launch Economic Development App.
  - OBJECTIVE – Launch an economic development application that will allow Orland Park businesses to advertise and promote their businesses.
    - PURPOSE - To provide assistance to our local business community.
    - COMPLETION DATE – December 31, 2016
9. 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, 2016



DEVELOPMENT SERVICES (ADMINISTRATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
Development Services Director	1	1	1
Office Support Supervisor	1	1	1
Management Analyst	1	1	1
Development Services Representative	3	3	3
<b>TOTAL FULL TIME PERSONNEL</b>	<b>6</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, Insurance, and Rent.

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 528,595	\$ 392,569	\$ 416,027	\$ 437,404
Employee Benefits	185,764	160,369	175,368	185,424
Employee Reimbursements	8,698	9,276	15,220	18,220
Professional Services	1,256	-	-	-
Utilities	1,162	1,693	1,714	990
Repair & Maintenance	1,456	5,814	6,213	7,945
Rent	-	-	3,581	3,581
Insurance	4,065	2,524	2,357	1,046
Supplies	24,385	13,825	15,710	15,550
Miscellaneous Expenses	765	-	-	-
<b>Total Expenditures</b>	<b>\$ 756,146</b>	<b>\$ 586,070</b>	<b>\$ 636,190</b>	<b>\$ 670,160</b>

DIVISION FUNCTIONS:

The Building Division of the Development Services Department is charged with the responsibility of inspecting new residential, commercial, industrial and not-for-profit construction within the Village to ensure compliance with municipal building codes. The Building Division conducts a large number of code enforcement operations intended for improving the quality of life which include:

- Issuing permits for new construction, and building additions, alterations, and renovations of both commercial and residential structures.
- Inspecting **existing structures for compliance with the Village's** Codes and Environmental Health Standards.
- Monitoring the Land Development Code for conformance of residential site plans in developments of six units or less.
- Responding 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.
- Tracking monthly permits for amounts and values.
- Hiring, educating and maintaining qualified department staff for annual services performed.

STRATEGIC PLAN GOAL: Quality of Life

1. Eliminate environmental risks and increase property values for persons within the Village's corporate limit.
  - OBJECTIVE – Create added land value and demands for development(s) within the Village by updating higher quality numerous construction code standards.
    - PURPOSE – To ensure businesses, developers and home owners feel secure with their investments for future resale purposes.
    - COMPLETION DATE – Continuous
  - OBJECTIVE – To increase the frequency of site visits to restaurants and food providers greater than the minimum established by the State of Illinois.
    - PURPOSE – To add a high level of health safety to visitors, creating more profitable businesses with return customers while minimizing the risk of illnesses to promote a sense of safety when dining or shopping within the Village.
    - COMPLETION DATE – Continuous
  - OBJECTIVE – Maintain existing properties before enforcement actions are needed by developing new sources of public information.
    - PURPOSE: To improve neighborhood appearances and reduce public complaints regarding non-conformities through proactive and timely notifications to property owners.
    - COMPLETION DATE – December 31, 2016, on-going

2. 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 – May 1, 2016
  - OBJECTIVE - Update the Mechanical Code to the 2015 editions published by the ICC with Village amendments (Village Code 5-6).
    - PURPOSE – To unify the adopted codes for a legal cross-reference of **amendments in the Village Code Title 5's chapters**.
    - COMPLETION DATE – October 31, 2016
  - OBJECTIVE – Update the Rental Housing Code (Village Code 5 - 8).
    - PURPOSE – To support and ensure the well-being of families who rent residential units within the Village.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Review the 2015 International Property Maintenance Code for possible future adoption (Village Code 5-7).
    - PURPOSE – To unify the adopted codes for a legal cross-reference of existing Village Code amendments.
    - COMPLETION DATE – December 31, 2016
3. Enhance methods for public and employee access to building permit records and improve tracking methods of inspection history.
  - OBJECTIVE – Update online computer access to review the status of residential permit applications.
    - PURPOSE – To reduce permit application questions through computer access by using an application number or other means of private/public access.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE - Revise outdated building permit fee ordinance for construction permits issued (Village Code 5-2).
    - PURPOSE – To maintain required staff personnel to enforce adopted codes.
    - COMPLETION DATE – December 31, 2016
4. Improve the Innoprise tracking method of operations for ease of use.
  - OBJECTIVE – Simplify means of employee's computer access for the easy routing of daily inspections planned and performed by each inspector.

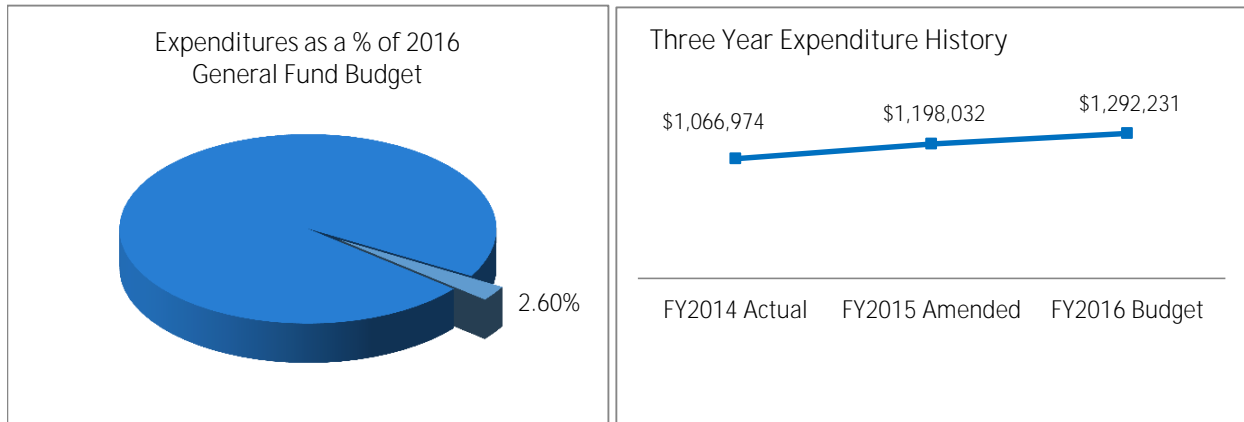


- PURPOSE – To advance employee efficiency with an up to date computer software program, easing ways of logging daily records of actions performed.
  - COMPLETION DATE – December 31, 2016
5. Revise the Orland Fire District intergovernmental agreement.
- OBJECTIVE – Create increased administrative relations with the Orland Fire District.
    - PURPOSE – To monitor building fire control systems with a daily means of reporting back to the Village.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Complete administrative editing of a drafted agreement for approval by the Fire District.
    - PURPOSE – To update responsibilities and enhance relationships.
    - COMPLETION DATE – December 31, 2016

STRATEGIC PLAN GOAL: High Performing Organization

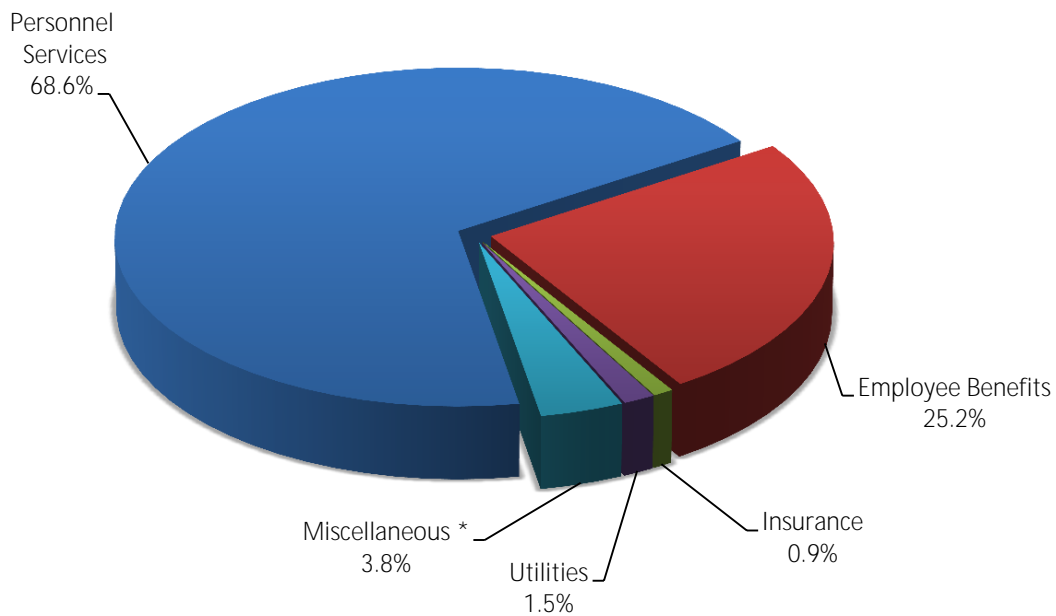
6. Train staff to review permits and log results using Innoprise.
- OBJECTIVE - Establish a better process for the completion of active/inactive minor permit files for a means to transfer permits into Village archives.
    - PURPOSE - To complete inactive final inspections when permit addresses are near scheduled daily inspection requests. Archive old permits for cost effective use of time.
    - COMPLETION DATE – December 31, 2016
7. Improve staff cross training for code specialties and for performing additional duties.
- OBJECTIVE – Continue staff training for multiple code certifications in construction trades. (Building, Fire, Energy, Accessibility, Mechanical, Electrical, Plumbing)
    - PURPOSE – To 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, 2016
8. Train inspectors on legal aspects of code administration.
- OBJECTIVE – Educate all inspectors on the legal requirements for interacting with land owners and enforcement proceeding processes by experienced staff members.
    - PURPOSE – To protect the Village from future liabilities.
    - COMPLETION DATE – December 31, 2016, on-going

MEASURE	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate
Number of single-family permits issued (Detached)	33	33	54
Number of townhome units	48	106	37
Number of condominium units	0	168	0
Number of Existing Single Family Residential Permits	2,239	2,362	2,362
Number of residential building permits issued within two calendar days	2,029	1,777	1,903
Number of new commercial building permits	2	7	9
Commercial additions/remodels permits	220	433	440
Commercial development permits – Average calendar days from application to issuance	31	36	34
Code enforcement compliance	1,098	845	1,000
Percentage of code enforcement cases resolved through voluntary compliance	69%	76%	75%
Demolition permits	10	23	10
Business license inspections	1,199	1,747	1,800
Health inspections	815	765	780
Permit related inspections	8,672	10,820	10,759
Hearing officer cases	247	153	150
Rental registrations	773	816	820
Rental housing inspections	138	473	200
Fire protection reviews	131	109	115



DEVELOPMENT SERVICES (BUILDING DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
Building Division Manager	1	1	1
Building Inspector & Plan Reviewer	1	1	3
Health / Housing Inspector	1	1	1
Senior Property Maintenance Inspector	1	1	1
Electrical Inspector	1	1	1
Building Information Coordinator	1	1	0
Plumbing Inspector	0	0	1
Plumbing / Building Inspector	1	1	0
<b>TOTAL FULL TIME PERSONNEL</b>	<b>7</b>	<b>7</b>	<b>8</b>
PART TIME POSITION TITLE			
Plumbing Inspector	1	1	1
Property Maintenance Inspector	2	2	2
Building Inspector	4	5	4
Health / Housing Inspector	1	1	1
Intern / Masters	0	0	3
<b>TOTAL PART TIME PERSONNEL</b>	<b>8</b>	<b>9</b>	<b>11</b>



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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 762,165	\$ 697,296	\$ 799,530	\$ 887,099
Employee Benefits	267,443	281,012	285,450	325,141
Employee Reimbursements	5,450	6,726	12,155	11,290
Professional Services	15,380	14,700	15,500	15,500
Utilities	17,354	17,082	17,759	18,740
Purchased Services	7,320	24,196	30,000	18,000
Insurance	108,480	24,138	34,238	11,961
Repair & Maintenance	45	99	-	-
Supplies	2,846	1,726	3,400	4,500
<b>Total Expenditures</b>	<b>\$ 1,186,483</b>	<b>\$ 1,066,974</b>	<b>\$ 1,198,032</b>	<b>\$ 1,292,231</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 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. 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 is to identify locally significant buildings and sites in the community that contribute to the **Village's** cultural heritage and history and to protect 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.

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

The Open Lands Corporation strategizes and coordinates fundraising, publicity and natural land acquisition planning. Staff provides support to the 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 implementation of the master plan for a nature center.

#### STELLWAGEN FAMILY FARM FOUNDATION

The Stellwagen Family Farm 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 was hired to complete a master plan for the farm, and staff will continue to provide support and oversight of this process.

#### 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 oversight of consultants and 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, 2016, 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 using Six Sigma techniques 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, 2016, 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 – To effectively use the tree mitigation account to plant additional trees in public spaces throughout the Village, maintaining Orland Park's status as a Tree City USA.
  - COMPLETION DATE – December 31, 2016
- 2. Formulate an I-80 Development initiative.
  - OBJECTIVE – Complete and adopt the I-80 Corridor District Zoning Code.
    - PURPOSE – To provide guidance and regulation for the unique area along Orland Parkway near I-80 and other employment centers throughout Orland Park.
    - COMPLETION DATE – July 1, 2016
  - 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 – To encourage and attract new businesses and expand employment opportunities for Orland Park.
    - COMPLETION DATE –December 31, 2016
- 3. Develop a program for the recruitment of targeted professional services, restaurants and entertainment businesses in Orland Park.
  - OBJECTIVE – Attend at least three trade shows to promote Orland Park.
    - PURPOSE – To market Orland Park as a premier location for industry, employment, restaurant and entertainment businesses.
    - COMPLETION DATE – December 31, 2016
- 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, create a new summary handout and develop an outreach campaign that includes meeting 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, 2016 (on-going)

STRATEGIC PLAN GOAL: Downtown Development

- 5. Use economic development tools to encourage commercial redevelopment and revitalization, specifically along existing corridors and within Downtown Orland Park.

- OBJECTIVE – Review available economic development tools to encourage a dynamic mix of commercial uses of varying scales.
    - PURPOSE – To develop a mixed-use, pedestrian friendly district where residents can live, work, shop and be entertained.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Update the Downtown Orland Park website and revise the Downtown Orland Park boundary on the website.
    - PURPOSE – To develop a mixed-use, pedestrian friendly district where residents can live, work, shop and be entertained.
    - COMPLETION DATE – December 31, 2016
6. Create a long term plan for the development of the downtown.
- OBJECTIVE – Develop a Phase III work plan for Downtown Orland Park, including the parking facilities, various site plans, road improvements and density studies.
    - PURPOSE – To develop a mixed-use, pedestrian friendly district where residents can live, work, shop and be entertained.
    - COMPLETION DATE – December 31, 2016, on-going
  - OBJECTIVE – Utilize Zoom Prospector software to create a Downtown business directory.
    - PURPOSE – To develop a mixed-use, pedestrian friendly district where residents can live, work, shop, and be entertained.
    - COMPLETION DATE – December 31, 2016

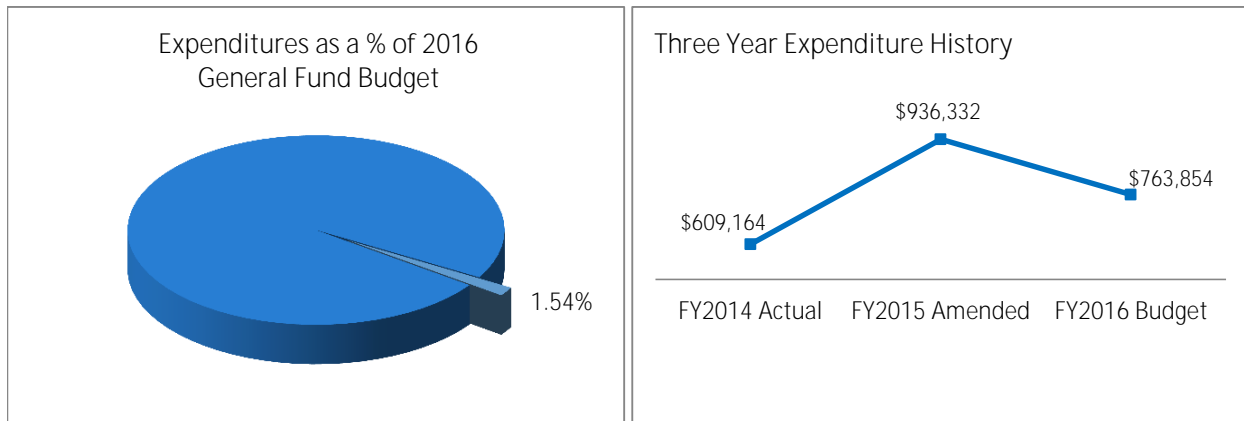
STRATEGIC PLAN GOAL: Quality of Life

7. 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, 2016
8. 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, 2016
  - OBJECTIVE – Complete one update to the Comprehensive Plan.



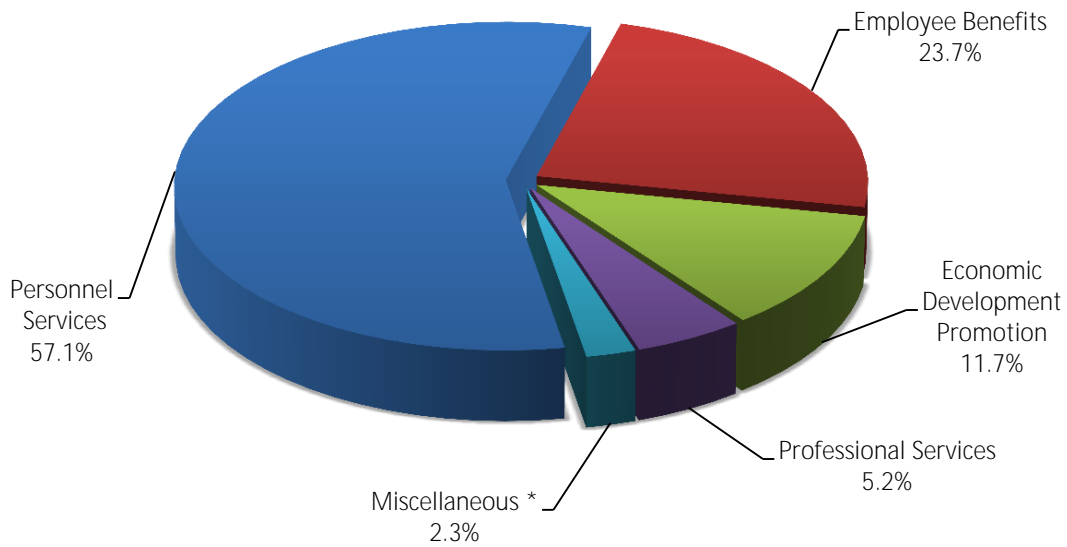
- PURPOSE – To update and expand upon the Comprehensive Plan.
  - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – **Complete a full review and update of the Village’s Signage Code.**
    - PURPOSE – To clarify current code requirements.
    - COMPLETION DATE – December 31, 2016
9. Improve the level of transparency and property information digital sharing.
- OBJECTIVE – Train and educate employees with 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, 2016
10. 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 nature center.
    - PURPOSE – To thoughtfully guide the development of the nature center.
    - COMPLETION DATE – December 31, 2016, on-going

MEASURE	FY 2014 Actual	FY 2015 Actual	FY2016 Estimate
Total number of pre-application meetings held with petitioners	136	164	150
Total new cases reviewed	87	113	100
Total number of Plan Commission staff reports prepared	16	41	35
Development review meetings	5	2	5
Resolutions prepared	8	11	10
Ordinances reviewed and coordinated	25	27	25
Plats of subdivision, vacation, easements, reviewed and processed	7	4	6
Development / annexation agreements reviewed and processed, including agreement expirations	14	17	15
Zoning sign-off approvals	247	306	300
Landscape plan reviews/inspections	6/14	23/12	20/12
New Annexations (acres)	4	29	40
New Residential (no. of units)	18	150	200
New Retail Area (square feet)	10,000	58,630	75,000
New Office Area (square feet)	125,000	108,200	50,000
Freedom of Information requests fulfilled	370	479	400
Final plans distributed	9	11	10



DEVELOPMENT SERVICES (PLANNING DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
Assistant Director	1	1	1
Senior Planner	1	2	2
Planner I	1	0	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			
Planning Technician	1	0	0
Planner	0	0	1
Intern / Masters	1	1	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>2</b>	<b>1</b>	<b>2</b>



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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 374,861	\$ 362,286	\$ 414,645	\$ 435,842
Employee Benefits	192,168	169,571	187,207	181,317
Employee Reimbursements	10,999	6,102	11,500	11,995
Professional Services	20,635	22,351	42,865	39,365
Utilities	1,095	182	203	920
Purchased Services	4,124	1,444	4,000	4,000
Insurance	5,178	2,722	2,511	1,015
Supplies	463	-	-	-
Economic Development Promotion	10,429	44,505	258,401	89,400
Miscellaneous	-	-	15,000	-
<b>Total Expenditures</b>	<b>\$ 619,954</b>	<b>\$ 609,164</b>	<b>\$ 936,332</b>	<b>\$ 763,854</b>

DIVISION FUNCTIONS:

The function of the Transportation and Engineering Division is to provide for 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. Phase I Engineering was approved by IDOT and FHWA in 2015. The Village was awarded funds for Phase II Engineering.

2016: The Village will continue to administer the STP funds. Phase II Engineering will be on-going throughout 2016.

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.

2016: The Village will continue to administer the STP funds. Phase II Engineering will be on-going in 2016.

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 I engineering for the proposed improvements.

2016: The Village will continue to administer the STP funds. Phase I Engineering will be on-going in 2016. Alternative analysis for the intersection of 143<sup>rd</sup> Street and Southwest Highway will continue.

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. Phase I Engineering was approved by IDOT and FHWA in 2015. The Village was awarded funds for Phase II Engineering.

2016: The Village will continue to administer the STP funds. Phase II Engineering will be on-going throughout 2016.

151<sup>st</sup> Street Ravinia Avenue and West Avenue Roundabout:

2015: The Village was awarded funds for the Phase I Engineering for a proposed roundabout at 151<sup>st</sup> Avenue and West Avenue.

2016: Phase I Engineering will be on-going throughout 2016.

Wolf Road – 143<sup>rd</sup> Street to 167<sup>th</sup> Street:

2015: The Village was awarded additional funds for the Phase I Engineering for a proposed widening of Wolf Road from 143<sup>rd</sup> Street to 167<sup>th</sup> Street.

2016: Phase I Engineering will be on-going throughout 2016.

104<sup>th</sup> Avenue Bike Path – 159<sup>th</sup> Street to 163<sup>rd</sup> Street

2015: The Village was awarded STP funds to complete a Phase I Engineering study for the installation of a bike path from 159<sup>th</sup> Street to 163<sup>rd</sup> Street.

2016: Phase I Engineering will be on-going throughout 2016.

Congestion Mitigation and Air Quality Improvement Program/Illinois Transportation Enhancement Program (CMAQ/ITEP) Funds

108<sup>th</sup> Avenue Path and Pedestrian Crossing improvements:

2015: The Village was awarded CMAQ/ITEP funds for the proposed path improvements between 153<sup>rd</sup> Street and Jillian Road along 108<sup>th</sup> Avenue. This includes enhanced pedestrian crossing treatments.

2016: Phase II Engineering will be on-going throughout 2016.

#### STRATEGIC PLAN GOAL: Economic Development

1. Manage and track the engineering review process for redevelopment 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, 2016, on-going
  - OBJECTIVE – Evaluate the public improvement and development inspection process.
    - PURPOSE – To improve the public improvement and development inspection process.
    - COMPLETION DATE – December 31, 2016, on-going

#### 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, 2016, on-going

STRATEGIC PLAN GOAL: Quality of Life

3. Review and improve current Orland Park engineering codes and standards.

- OBJECTIVE – Continue 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, 2016, on-going

4. Maintain or Enhance Intra-Orland Park Transportation.

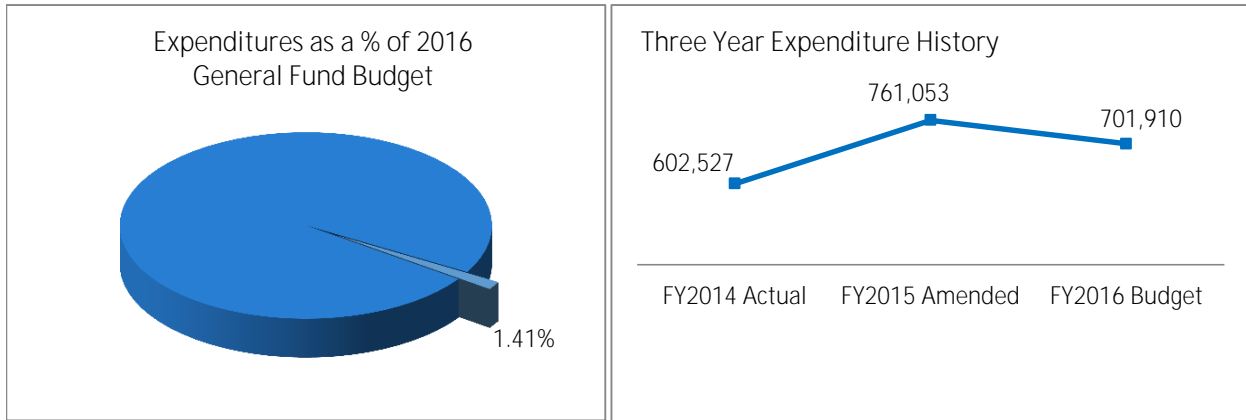
- OBJECTIVE - Provide open lines of communication with neighboring communities as well as with IDOT, Cook County and Will County through the Outside Agency Transportation Coordination process.
  - PURPOSE – To improve inter-agency communication for regional transportation projects.
  - COMPLETION DATE – December 31, 2016, on-going
- OBJECTIVE – Continue to manage and coordinate the LaGrange Road corridor improvements with IDOT.
  - PURPOSE – To ensure appropriate improvements are completed throughout the corridor.
  - COMPLETION DATE – December 31, 2016, 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, 2016, 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, 2016, on-going
- OBJECTIVE – Continue to manage and coordinate 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, 2016, on-going

- OBJECTIVE – Continue to manage and coordinate 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, 2016, on-going
- OBJECTIVE – Continue to manage and coordinate the Phase II 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, 2016, 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, 2016, 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, 2016, 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, 2016, on-going
- OBJECTIVE – Continue to manage and coordinate the Phase II engineering for the 147<sup>th</sup> Street and Ravinia Avenue roundabout.
  - PURPOSE – To improve transportation options throughout the Village.
  - COMPLETION DATE – December 31, 2016, on-going
- OBJECTIVE – Continue to manage and coordinate the Phase I engineering of Wolf Road from 143<sup>rd</sup> Street to 167<sup>th</sup> Street.
  - PURPOSE – To improve transportation options throughout the Village of Orland Park.
  - COMPLETION DATE – December 31, 2016, on-going
- 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, 2016, on-going



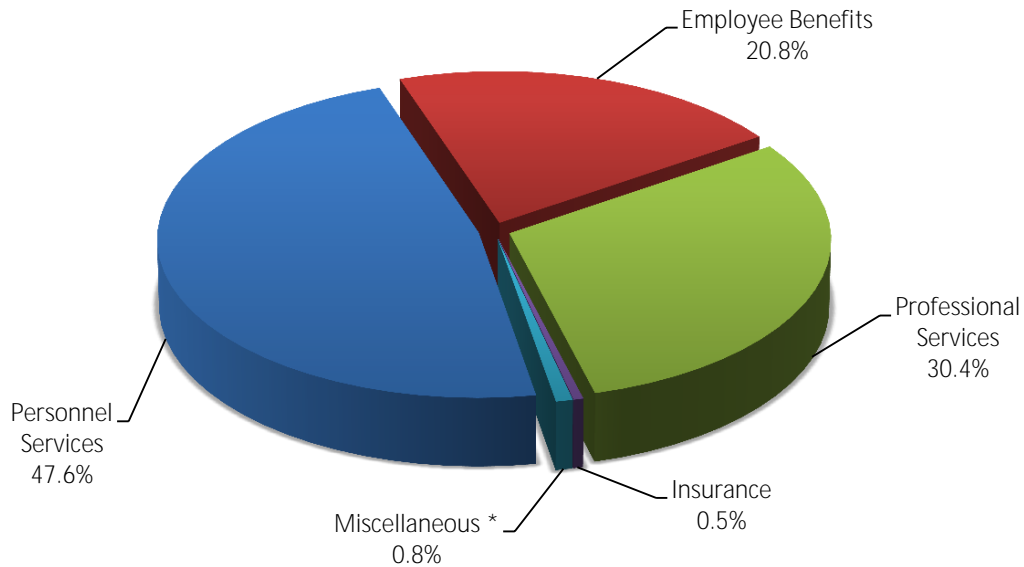
- OBJECTIVE – Initiate management and coordination of the Phase I engineering of 143<sup>rd</sup> Street and John Humphrey Drive
  - PURPOSE – To improve transportation options throughout the Village of Orland Park.
  - COMPLETION DATE – December 31, 2016, on-going
  
- OBJECTIVE – Initiate management and coordination of the Phase I engineering of 104<sup>th</sup> Street Bike Path from 159<sup>th</sup> Street to 163<sup>rd</sup> Street.
  - PURPOSE – To improve transportation options throughout the Village of Orland Park.
  - COMPLETION DATE – December 31, 2016, on-going
  
- OBJECTIVE – Initiate management and coordination of the Phase II engineering of 108<sup>th</sup> Street Bike Path from 153<sup>th</sup> Street to Jillian Road.
  - PURPOSE – To improve transportation options throughout the Village of Orland Park.
  - COMPLETION DATE – December 31, 2016, on-going
  
- OBJECTIVE – Initiate management and coordination of the Phase II engineering of pedestrian crossing enhancements at Wolf Road and 179<sup>th</sup> Street.
  - PURPOSE – To improve transportation options throughout the Village of Orland Park.
  - COMPLETION DATE – December 31, 2016, on-going

MEASURE	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate
Cell Tower Reviews	6	8	9
Soil Erosion Inspections/Encroachments	9/0	30/11	40/0
Development Reviews	33	39	30
Grading Plans	170	156	160
Letters of Credit	14	15	17
Transportation Related Projects Managed	9	13	16



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

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
Transportation & Engineering Manager	1	1	1
Engineer I	1	1	1
Public Improvement Tech II	1	1	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>PART TIME POSITION TITLE</b>			
Engineering Technician II	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.

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 300,767	\$ 320,649	\$ 318,124	\$ 333,581
Employee Benefits	132,909	141,401	141,996	145,743
Employee Reimbursements	2,535	2,627	3,850	3,750
Professional Services	84,500	103,445	235,257	213,000
Utilities	1,489	1,511	1,863	2,050
Supplies	-	100	400	400
Insurance	4,264	32,794	59,563	3,386
<b>Total Expenditures</b>	<b>\$ 526,463</b>	<b>\$ 602,527</b>	<b>\$ 761,053</b>	<b>\$ 701,910</b>

## DEPARTMENT MISSION:

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

## DIVISION FUNCTIONS:

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

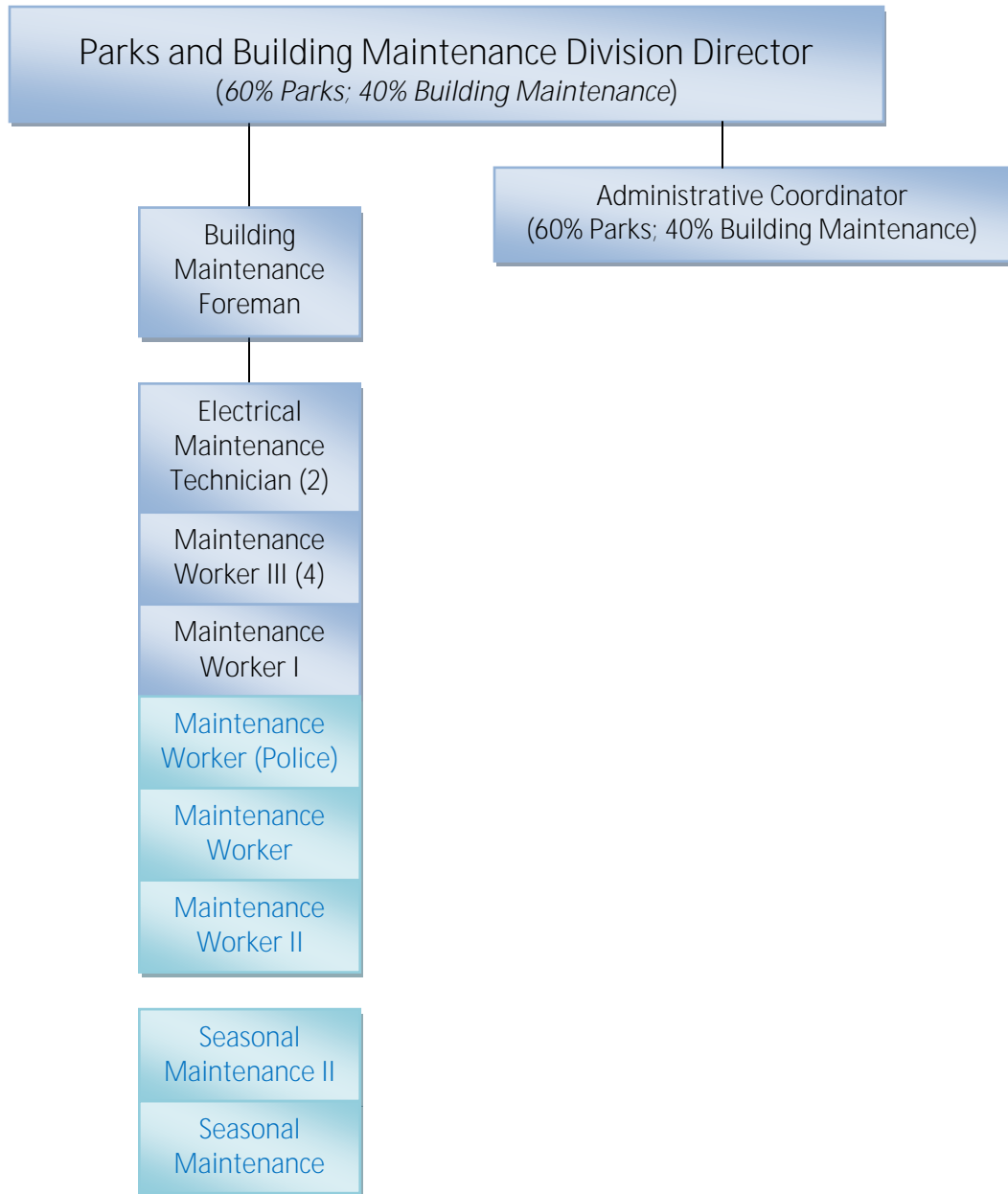
These functions include; but are not limited to:

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

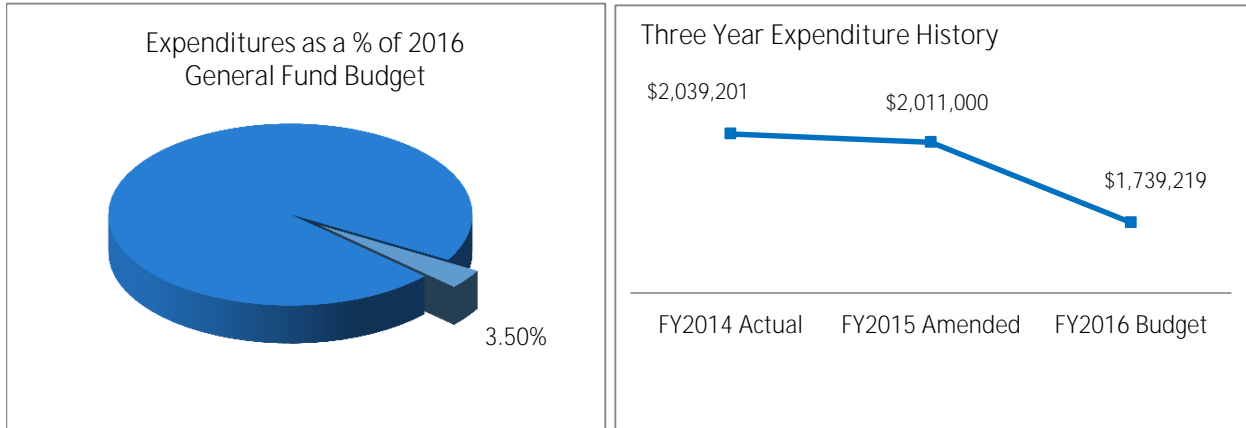
## STRATEGIC PLAN GOAL: Quality of Life

1. Operate a computer-based building maintenance program allowing the department to schedule, monitor, and track the maintenance of Village buildings in a systematic manner.
  - OBJECTIVE – Implement the Innoprise work order management software. This will establish an inventory system for Building Maintenance facilities, tools and equipment.
    - PURPOSE – To have all buildings, tools, and equipment under the control of Building Maintenance tracked and monitored efficiently by a computer based tracking system allowing routine preventative maintenance to be systematically scheduled.
    - COMPLETION DATE – December 31, 2016
2. Village buildings will be well maintained and comply with industry standards to best meet the needs of residents and employees.
  - OBJECTIVE – Replace Village Hall doors with architecturally appropriate exterior doors.
    - PURPOSE – To update the functionality and performance of aging doors.
    - COMPLETION DATE – March 31, 2016
  - OBJECTIVE – Complete Sportsplex locker room improvements.
    - PURPOSE – To enhance aesthetics and install more energy efficient equipment.
    - COMPLETION DATE – December 31, 2016

MEASURE	FY 2014 Actual	FY 2015 Actual	FY2016 Estimate
Custodial Expenditure per Square Foot – Admin/Office Facilities	\$0.48	\$0.50	\$0.50
Repair Expenditure per Square Foot – Admin/Office Facilities	\$5.12	\$4.70	\$4.67
Average days to respond to building requests	1-2 days	1-2 days	1-2 days
Timeliness of building inspections	Monthly	Monthly	Monthly



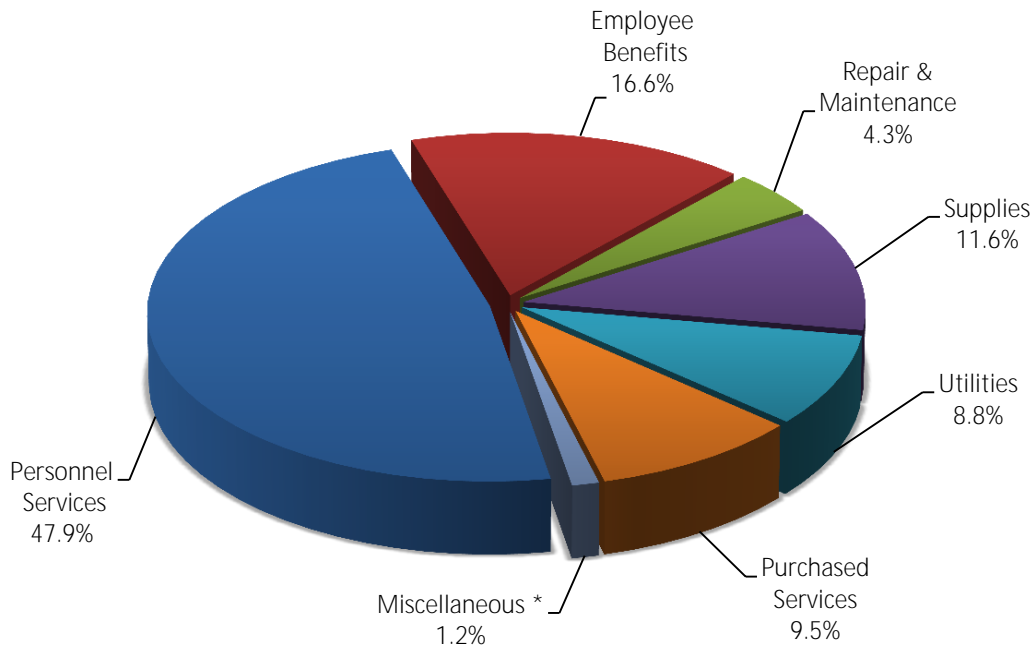
Part-time positions are indicated by blue text.



BUILDING MAINTENANCE DEPARTMENT BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
Parks and Building Maintenance Division Director	0.4	0.4	0.4
Foreman	1	1	1
Administrative Coordinator	0	0	0.4
Database Administrator	0.4	0.4	0
Maintenance Worker I	1	1	1
Maintenance Worker III	4	4	4
Electrical Maintenance Technician	2	2	2
<b>TOTAL FULL TIME PERSONNEL</b>	<b>8.8</b>	<b>8.8</b>	<b>8.8</b>
PART TIME POSITION TITLE			
Maintenance	3	1	2
Maintenance II	2	2	1
Seasonal Maintenance II	2	1	1
Seasonal Maintenance	0	1	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>7</b>	<b>5</b>	<b>5</b>





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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 770,787	\$ 790,090	\$ 821,599	\$ 833,755
Employee Benefits	293,808	295,329	286,836	288,536
Employee Reimbursements	3,049	4,151	3,555	3,555
Professional Services	2,875	3,057	17,776	2,776
Utilities	112,297	165,437	175,346	152,870
Purchased Services	143,009	167,541	165,237	165,854
Repair & Maintenance	354,211	208,396	201,565	75,038
Rent	365	371	2,500	2,500
Insurance	16,007	13,116	55,007	12,793
Supplies	205,376	220,170	181,579	201,542
Capital	-	171,543	100,000	-
<b>Total Expenditures</b>	<b>\$ 1,901,784</b>	<b>\$ 2,039,201</b>	<b>\$ 2,011,000</b>	<b>\$ 1,739,219</b>

## DEPARTMENT MISSION:

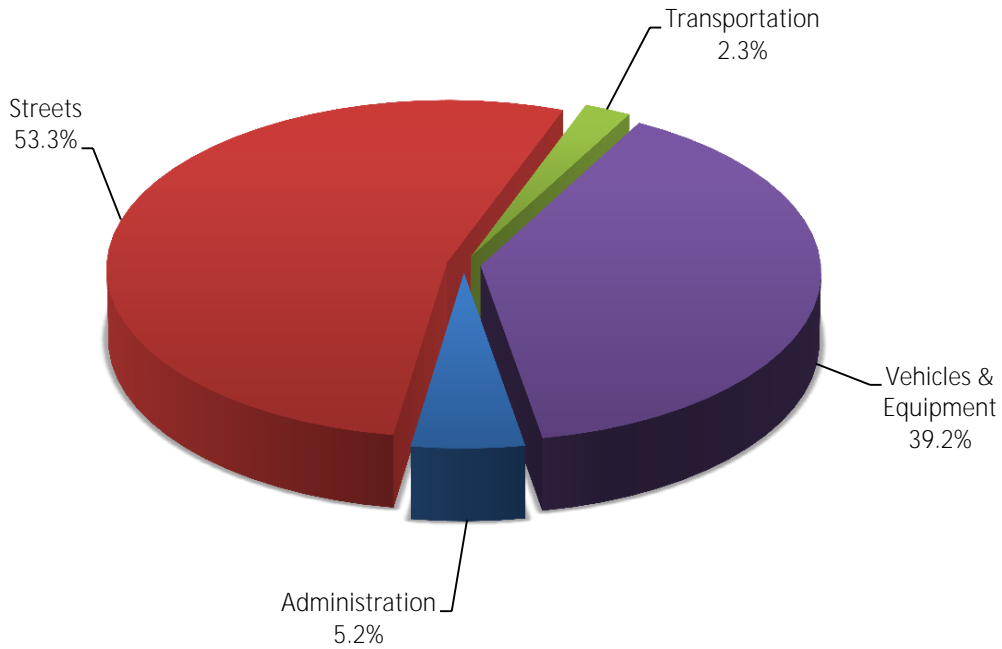
To oversee and ensure the integrity and safety of **the Village's infrastructure**, such as roads, bridges, sidewalks, water distribution, sanitary sewer and storm water collection systems. This includes utilizing safe, well maintained equipment to accomplish these tasks in as cost effective a manner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

## DEPARTMENT FUNCTIONS:

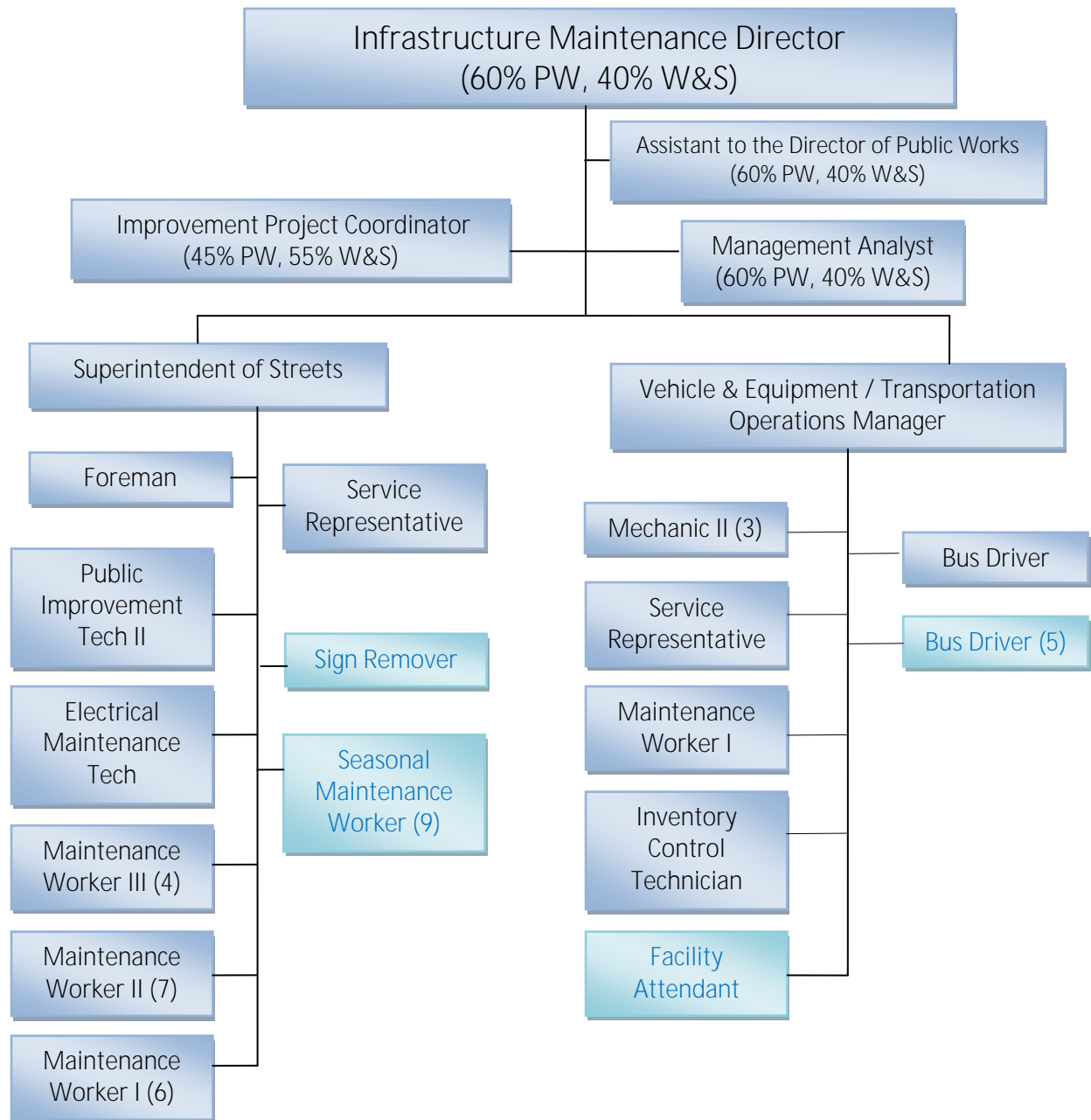
**The Department of Public Works is responsible for maintaining the Village's infrastructure** including the roadway system and its associated appurtenances, operating the Village's **Dial-A-Ride** bus service and supplying and maintaining the vehicles and equipment for all Village departments.

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.



	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Administration	\$ 310,647	\$ 306,003	\$ 341,825	\$ 341,100
Streets	3,248,092	3,707,840	3,560,931	3,504,401
Transportation	269,473	148,135	147,468	151,123
Vehicles & Equipment	2,391,663	2,664,951	3,223,488	2,578,053
<b>Total Expenditures</b>	<b>\$ 6,219,875</b>	<b>\$ 6,826,929</b>	<b>\$ 7,273,712</b>	<b>\$ 6,574,677</b>



Part-time positions are indicated by blue text.

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

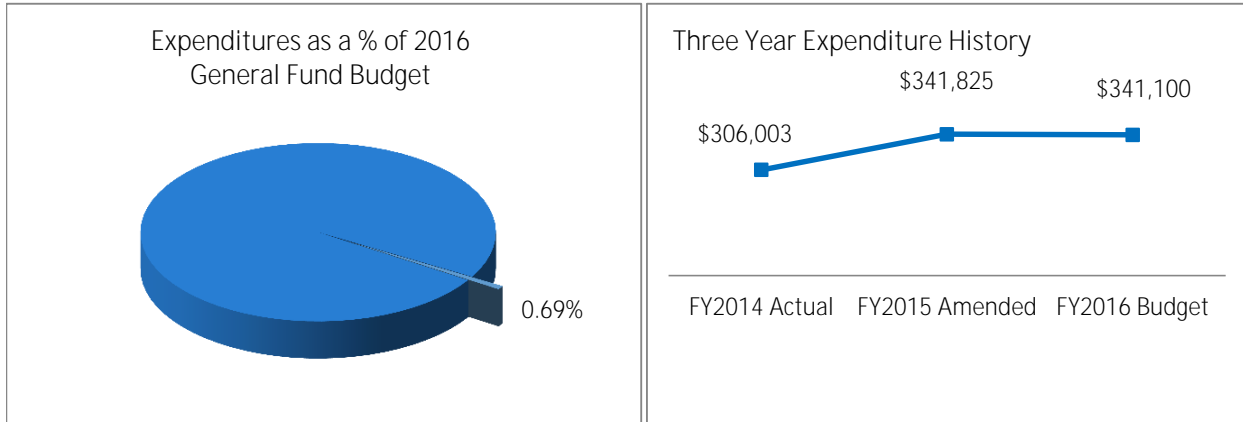
1. Promoting livable and stable communities through well maintained infrastructure.
  - OBJECTIVE – Develop strategies to manage significant Village assets and infrastructure, including pavement, parkway trees, signs, lighting, traffic control signals, pavement markings and other key infrastructure assets.
    - PURPOSE – To develop programs to monitor, repair, improve, replace and standardize infrastructure to maintain quality neighborhoods.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Utilize GIS database to monitor the Ash Tree Removal/Replacement Program's (ATTRP) successful installation of parkway replacement trees including the collection of data points for replacement trees. Update tracking schedules on a weekly basis and GIS on a monthly basis.
    - PURPOSE – To provide a quick assessment tool and streamline evaluation of the **ATTRP's tree replacement progress.**
    - COMPLETION DATE – December 31, 2016

STRATEGIC PLAN GOAL: High Performing Organization

2. Improve overall operational efficiency through the use of technology to enhance performance and reduce costs.
  - OBJECTIVE – Implement a data collection process to continuously update the **Village's** Geographical Information System (GIS). Review data collection, entry and corrections at mid-year and during December, 2016.
    - PURPOSE – To provide accurate remote electronic infrastructure location and identification for efficient field operations using mobile electronic devices.
    - COMPLETION DATE – December 31, 2016
3. Enhance departmental and operational effectiveness through professional on-site development opportunities.
  - OBJECTIVE – Provide employee education through on-site, in-house and external training opportunities. Utilize industry-provided educational opportunities through the Technology Transfer Office of IDOT, Occupational Safety Health Administration, and various other professional organizations and agencies. Schedule three on-site professional development training sessions.

- PURPOSE – To strengthen and increase departmental and operational success by enhancing employee knowledge and skills.
- COMPLETION DATE – December 31, 2016
  
- 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 informal safety meetings with department staff to provide reinforcement of safe work practices. Schedule and provide three training sessions.
  - PURPOSE – To reinforce safety practices and improve the safety of the work environment, to reduce the number of accidents and injuries.
  - COMPLETION DATE – December 31, 2016

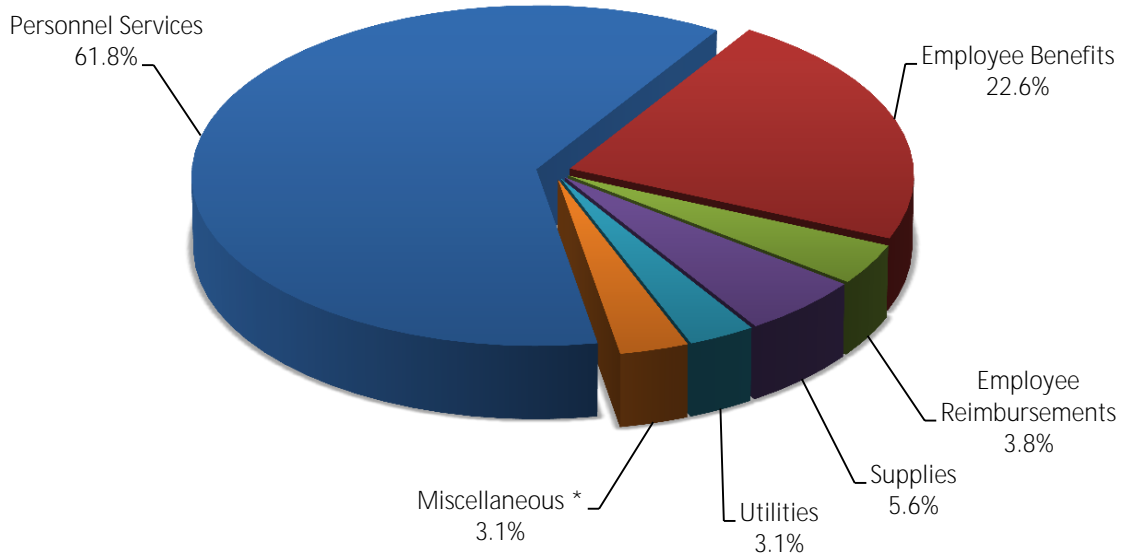
MEASURE	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate
Number of Right-of-Way Permits processed and reviewed	62	99	85
Percent of right of way permit applications processed & returned within 2 weeks	65%	43%	65%
Number of JULIE Locate Requests processed through Irthnet Solutions software	10,228	10,748	10,500
Average response time for JULIE Locate Requests	18 hrs.	24 hrs.	20 hrs.



**PUBLIC WORKS (ADMINISTRATION DIVISION) BUDGETED POSITIONS**

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
Infrastructure Maintenance Director	0.6	0.6	0.6
Assistant to the Director	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 Repair & Maintenance, Professional Services, Purchased Services, Rent and Insurance.

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 214,166	\$ 202,100	\$ 201,490	\$ 210,928
Employee Benefits	69,245	66,307	61,380	76,980
Employee Reimbursements	6,136	7,104	14,055	13,055
Professional Services	6,168	4,220	5,450	6,600
Utilities	7,380	8,094	8,372	10,430
Purchased Services	88	7,318	23,690	450
Repair & Maintenance	2,941	5,794	22,116	3,087
Rent	-	-	178	178
Insurance	1,092	1,195	1,144	392
Supplies	3,432	3,869	3,950	19,000
<b>Total Expenditures</b>	<b>\$ 310,647</b>	<b>\$ 306,003</b>	<b>\$ 341,825</b>	<b>\$ 341,100</b>

DIVISION FUNCTIONS:

To repair, maintain, and oversee assets within the public right-of-ways and Village owned properties, including, but 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 with internal and external customers utilizing various media platforms.
  - OBJECTIVE – Communicate 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 – To communicate realistic expectations regarding the delivery of Village services and the limitations that exist.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Provide information to customers through the use of flyers, newsletters and the Village website.
    - PURPOSE – To provide accessible updates and information to customers regarding Public Works programs and initiatives.
    - COMPLETION DATE – December 31, 2016

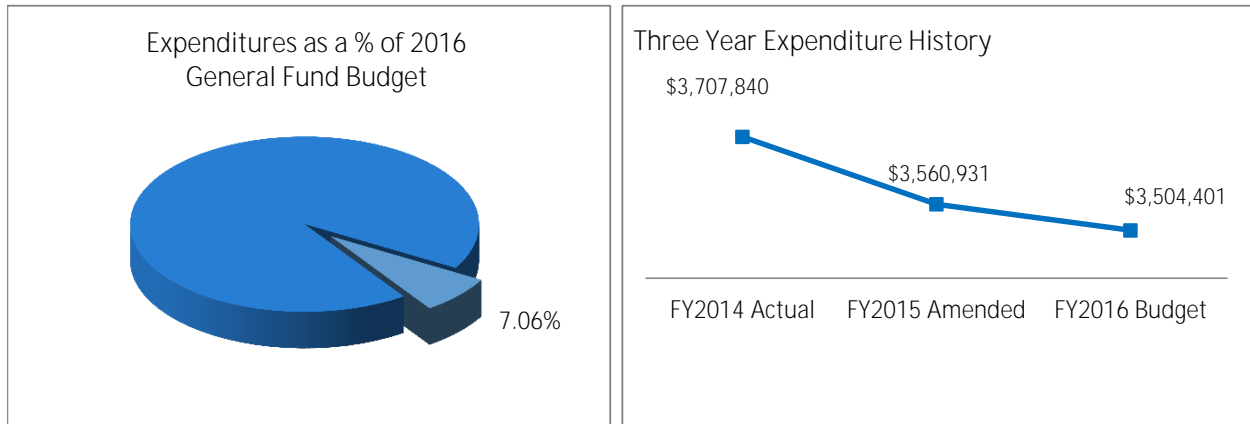
- OBJECTIVE – Provide annual information on the Village's website explaining how the Village's snow removal program is managed in order to maximize municipal resources.
  - PURPOSE – To reduce the number of complaints we receive from residents and increase resident cooperation by explaining Village procedures.
  - COMPLETION DATE – November 15, 2016
- 2. Implement a chloride reduction strategy to minimize the adverse impact on the environment.
  - OBJECTIVE – Implement methodologies to reduce reliance on road salt (chlorides) for snow fighting operations.
    - PURPOSE – To improve the overall health of our waterways by implementing chloride reduction strategies within the Village's snow fighting operations.
    - COMPLETION DATE – October 1, 2016

STRATEGIC PLAN GOAL: High Performing Organization

- 3. Enhance communications and completion of requested services through continued development and implementation of the Innoprise Work Order Management system.
  - OBJECTIVE – Develop and implement a citizen access portal to provide real-time status information and updates on service requests.
    - PURPOSE – To establish a communication process that provides progress status on respective service requests.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Track customer phone, email and in-person inquiries. Respond to general emails within two business day. Provide detailed metrics quarterly upon implementation of Innoprise.
    - PURPOSE – To improve response times to customers.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Develop a reporting method 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 Village residents such as street lights, drainage issues and the general appearance of the Village.
    - COMPLETION DATE – December 31, 2016
- 4. Increase the **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, 2016

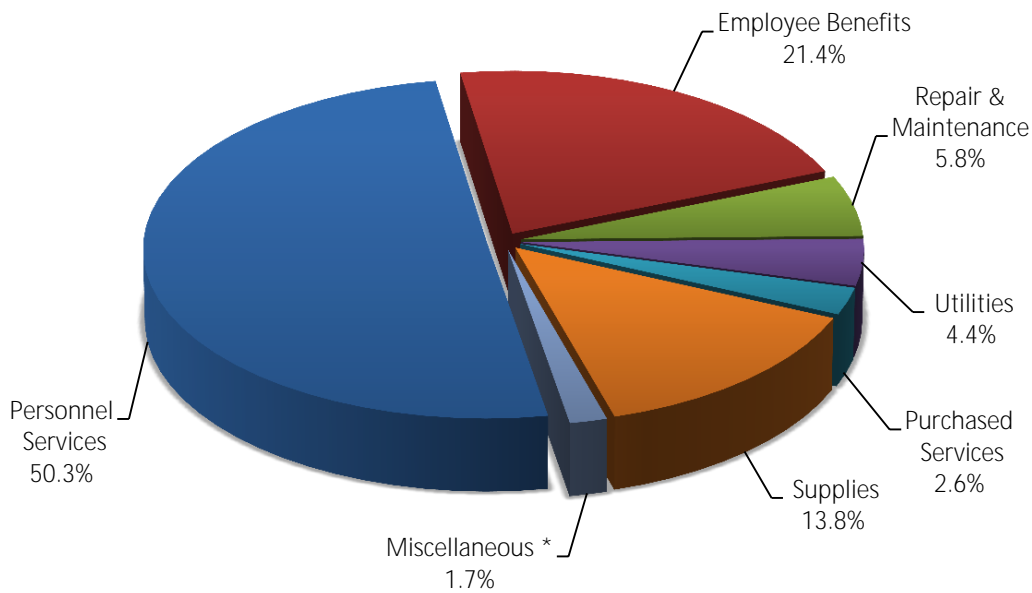
- OBJECTIVE – Revise and prepare snow fighting materials for staff training and distribute by November 1<sup>st</sup> of each year.
    - PURPOSE – To provide current route information and procedures to staff and contractors prior to the onset of winter.
    - COMPLETION DATE – November 1, 2016
5. Improve safety during normal and emergency operations of vehicles and equipment.
- OBJECTIVE – Improve safety through continued training and accident review through valued feedback/recommendations from the Public Works Safety Review Group.
    - PURPOSE – To reduce the number of annual accidents involving vehicles and equipment.
    - COMPLETION DATE – December 31, 2016
  - 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 – To 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 the prudent use of resources.
    - COMPLETION DATE – December 31, 2016
6. Establish and Implement a Tree Trimming Program to improve the performance of municipal and emergency services.
- OBJECTIVE— Implement options to utilize contractors, Village staff and other resources for the implementation of a multi-year parkway tree trimming program.
    - PURPOSE - To improve the performance of municipal services, by providing safe passage for vehicular traffic and improve snow fighting ability with curbing operations.
    - COMPLETION DATE— October 1, 2016
7. Establish a Right-Of-Way (ROW) asset database management process to ensure the availability of current and accurate information.
- OBJECTIVE – Develop a database of 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, 2016

MEASURE	FY 2014 Actual	FY2015 Actual	FY2016 Estimate
Average pothole repair response time	17.6 days	4 days	4 days
Number of potholes filled	3,692	4,450	4,000
Expenditures, paved road rehabilitation per capita (ICMA)	\$35.24	\$111.82	\$72.50



PUBLIC WORKS (STREETS DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 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	6	6
Maintenance Worker II	5	7	7
Maintenance Worker III	4	4	4
Service Representative	0	0	1
Clerk Typist II	1	1	0
<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	0	0
Seasonal Maintenance	9	9	9
<b>TOTAL PART TIME PERSONNEL</b>	<b>13</b>	<b>10</b>	<b>10</b>



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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 1,613,092	\$ 1,668,575	\$ 1,719,823	\$ 1,761,677
Employee Benefits	722,034	736,364	746,413	749,044
Employee Reimbursements	5,229	5,517	4,800	4,800
Utilities	56,435	148,350	142,251	155,768
Purchased Services	63,484	130,205	108,390	90,700
Repair & Maintenance	143,522	172,966	179,276	203,660
Rent	2,000	4,936	6,000	4,000
Insurance	130,366	224,241	137,528	51,252
Supplies	455,989	616,015	516,450	483,500
Miscellaneous	1,683	669	-	-
Capital	54,259	-	-	-
<b>Total Expenditures</b>	<b>\$ 3,248,092</b>	<b>\$ 3,707,840</b>	<b>\$ 3,560,931</b>	<b>\$ 3,504,401</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

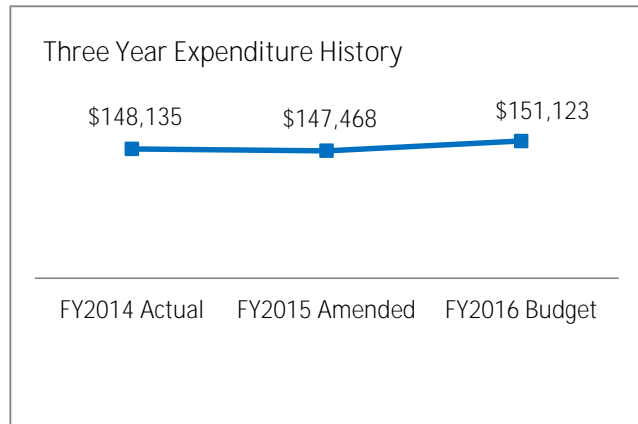
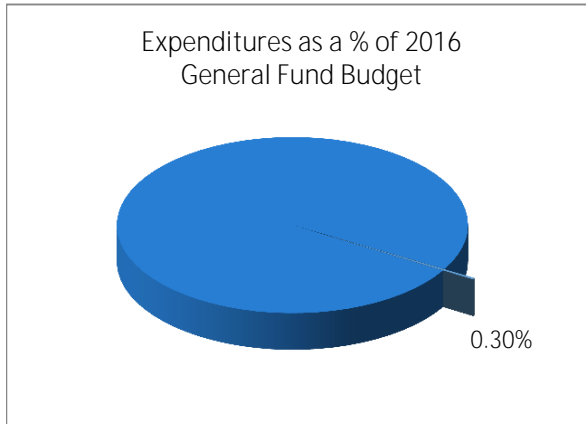
1. Forecast ridership and revenue in an effort to anticipate future needs for the Dial-a-Ride service.
  - OBJECTIVE – Prepare an annual report detailing ridership categories, trip origins and destinations, average miles and trip times, summarizing annual ridership and forecasting ridership trends for 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, 2016

STRATEGIC PLAN GOAL: High Performing Organization

2. 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 – To 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, 2016
  - 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, 2016

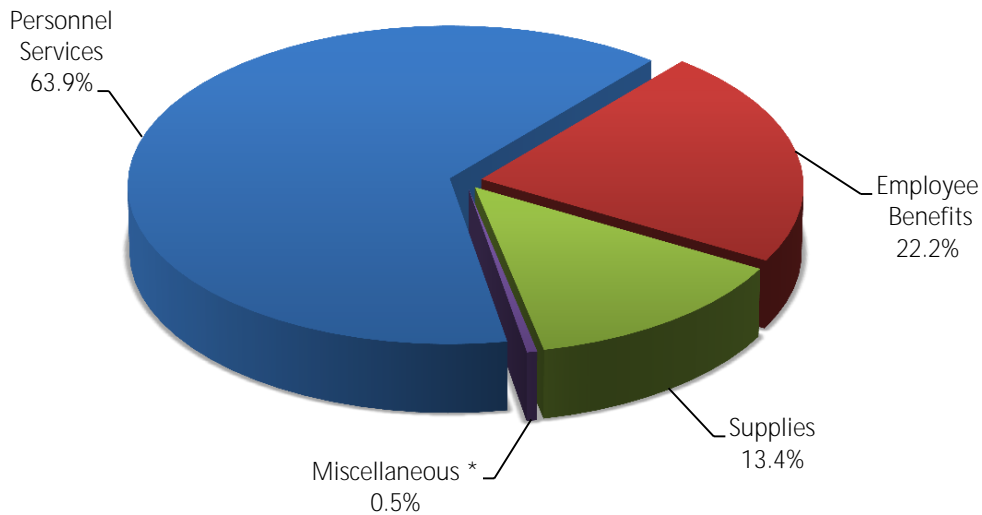


MEASURE	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate
Percent of scheduled buses available daily for scheduled service	95%	85%	95%
Percent of satisfactory Pace inspections	100%	100%	100%
Miles driven	47,046	47,082	47,050
Number of one-way trips provided	9,761	9,584	9,500
Number of passenger complaints	1	25	1
Accidents	0	1	0



PUBLIC WORKS (TRANSPORTATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
Bus Driver	1	1	1
Clerk Typist II	1	0	0
<b>TOTAL FULL TIME PERSONNEL</b>	<b>2</b>	<b>1</b>	<b>1</b>
PART TIME POSITION TITLE			
Bus Drivers	3	3.4	4.3
<b>TOTAL PART TIME PERSONNEL</b>	<b>3</b>	<b>3.4</b>	<b>4.3</b>



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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 179,592	\$ 92,896	\$ 95,144	\$ 96,604
Employee Benefits	66,951	34,243	33,228	33,576
Employee Reimbursements	238	244	135	60
Purchased Services	988	538	800	540
Repair & Maintenance	1,410	-	-	-
Insurance	1,393	1,366	1,137	154
Supplies	18,902	18,848	17,024	20,189
<b>Total Expenditures</b>	<b>\$ 269,473</b>	<b>\$ 148,135</b>	<b>\$ 147,468</b>	<b>\$ 151,123</b>

DIVISION FUNCTION:

The Vehicle and Equipment Division is responsible for supplying and maintaining vehicles and equipment for all Village departments. 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: High Performing Organization

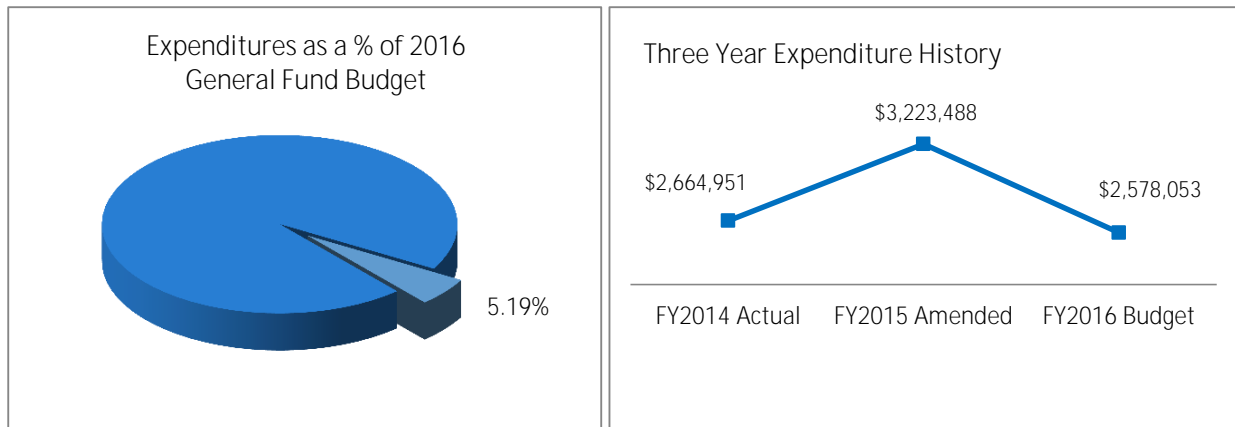
1. Reduce the frequency of unscheduled repairs to an acceptable level given the age of the fleet.
  - OBJECTIVE – Provide a monthly report regarding unscheduled repairs performed in the shop to determine the reason. Make recommendations to mitigate and reduce unscheduled repairs. Provide loaner vehicles or equipment when possible to achieve 100% readiness.
    - PURPOSE – To minimize the impact on weekly scheduled work and increase productivity in the shop.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Review industry best practice regarding outsourcing opportunities for maintenance and repairs, and produce a report with recommendations for the 2017 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, 2016
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 – To provide a full complement of safe vehicles and equipment to fleet customers including storm-ready snow fighting equipment to minimize downtime during a winter storm event.
    - COMPLETION DATE – December 31, 2016

Village of Orland Park

Public Works (Vehicle and Equipment Division) Performance Measures

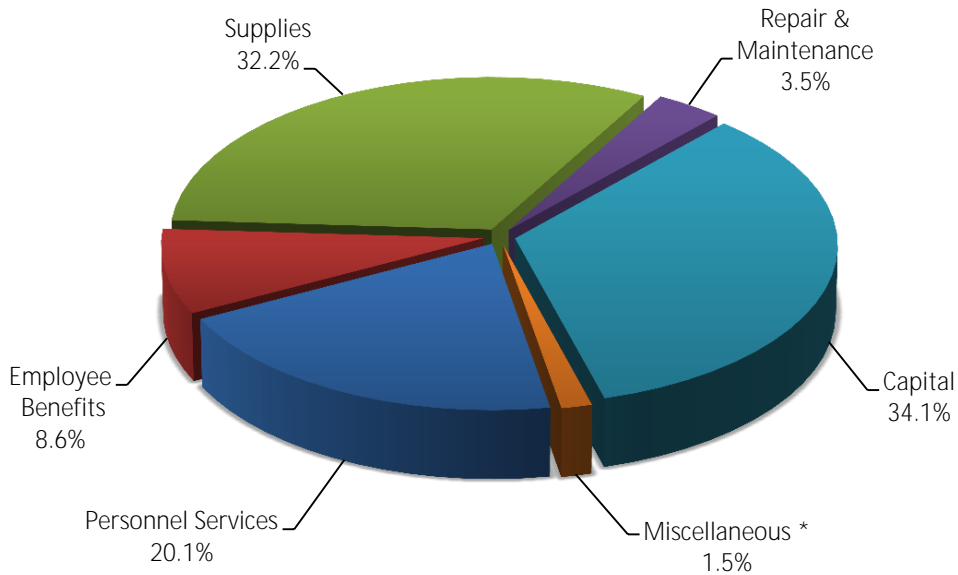
Fiscal Year 2016

MEASURE	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate
Average age of heavy duty vehicles (months)	144	158	160
Average age of medium duty vehicles (months)	96	80	80
Average age of light duty vehicles (months)	84	81	80
Average age of police vehicles (months)	60	50	50
Preventative maintenance expenditures per vehicle: medium duty	\$494	\$244	\$300
Preventative maintenance expenditures per vehicle: light duty	\$1,485	\$1,374	\$1,420
Preventative maintenance expenditures per vehicle: police vehicles	\$2,034	\$1,675	\$1,850
Number / Dollar amount of obsolete vehicle/equipment sales	13 / \$89,750	26 / \$100,450	20 / \$91,000



PUBLIC WORKS (VEHICLE AND EQUIPMENT DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 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
Service Representative	0	0	1
Clerk Typist II	1	1	0
<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.

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 547,490	\$ 476,862	\$ 509,569	\$ 518,805
Employee Benefits	259,987	240,473	218,662	221,562
Employee Reimbursements	1,889	2,364	2,530	4,000
Professional Services	5,397	-	-	-
Utilities	1,267	1,445	1,390	2,010
Purchased Services	9,143	11,925	4,750	25,670
Repair & Maintenance	166,828	89,651	90,900	90,650
Insurance	13,765	8,178	8,097	6,349
Supplies	894,208	861,681	958,922	830,357
Capital	491,518	972,372	1,428,318	878,300
Miscellaneous Expenses	171	-	350	350
<b>Total Expenditures</b>	<b>\$ 2,391,663</b>	<b>\$ 2,664,951</b>	<b>\$ 3,223,488</b>	<b>\$ 2,578,053</b>

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**DEPARTMENT MISSION**

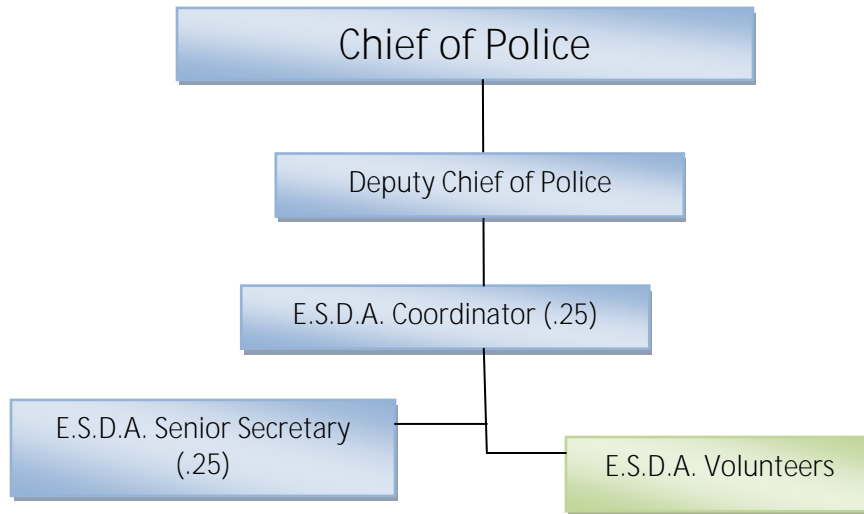
To enhance the quality of life for the people and families within the Village by providing professional, high quality and effective emergency services in partnership with Village residents.

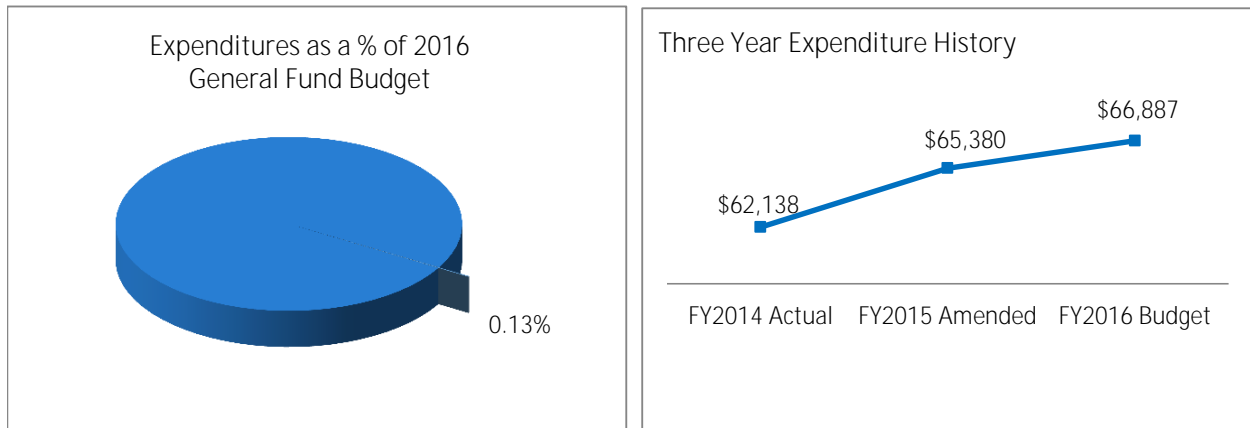
**DEPARTMENT FUNCTIONS:**

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 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 a 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 Police Department to assist in traffic control, crowd control, first aid and any other duties 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 Modena Fire Protection Districts. Additionally, ESDA provides non-emergency assistance for specific special events that are approved and supported by the Village.

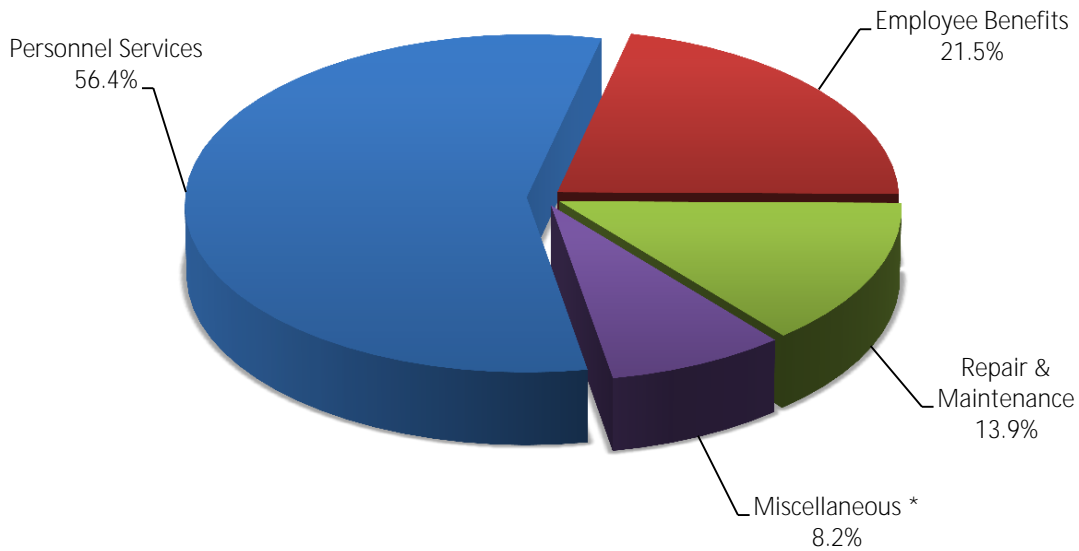






EMERGENCY SERVICES AND DISASTER AGENCY BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
ESDA Coordinator	0.25	0.25	0.25
Senior Secretary	0.25	0.25	0.25
<b>TOTAL FULL TIME PERSONNEL</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>



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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 45,511	\$ 35,043	\$ 36,067	\$ 37,717
Employee Benefits	15,251	14,231	14,096	14,406
Employee Reimbursements	100	104	2,220	1,470
Utilities	-	27	300	350
Repair & Maintenance	7,275	6,172	8,700	9,300
Insurance	5,032	3,467	1,497	1,344
Supplies	125	3,094	2,500	2,300
<b>Total Expenditures</b>	<b>\$ 73,295</b>	<b>\$ 62,138</b>	<b>\$ 65,380</b>	<b>\$ 66,887</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; 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. Training Development and Review Unit to provide specialized training that will increase sworn **officers' knowledge base and ultimately improve the overall efficiency and effectiveness of the** Department.
  - OBJECTIVE – Develop a comprehensive use of force training program which shall include scenario based training.
    - PURPOSE – Train sworn personnel, on at least a bi-annual basis, with a newly purchased Use of Force Firearm Training Simulator, to maintain compliance with the State of Illinois Police and Community Relations Improvement Act (50 ILCS 727/).
    - COMPLETION DATE – December 31, 2016
2. Achieve full compliance with the National Incident Management System (NIMS) certification requirements.
  - OBJECTIVE - Complete IS-700 and ICS-100 awareness training for all officers. IS-702, IS-703 and IS-704 will be completed by personnel assigned to specific duties within the ICS framework. Supervisory staff will successfully complete ICS 200, ICS-300 and IS-800. Lieutenants and Command Staff personnel will complete ICS-400. Command Staff personnel will also complete IS-703, 704, 706, and 800.
    - PURPOSE – To meet the requirements of the specific directives of the Federal Government, in which sworn personnel must complete specific levels of ICS training for the organization/municipality to be in full compliance.
    - COMPLETION DATE – October 1, 2016
  - OBJECTIVE – Conduct a position-specific ICS training practicum.
    - PURPOSE – To gain full federal NIMS compliance.
    - COMPLETION DATE – September 30, 2016

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3. Rifle Carbine Certification: Implement a training program to increase the number of sworn police officers qualified to deploy a department issued rifle carbine.
    - OBJECTIVE – Increase by 10% the number of sworn police officers qualified to carry the department-issued rifle carbine.
      - PURPOSE – To assist in effectively safeguarding the community, enhancing officer safety, and ensuring that a weapon system designed to counter the growing trend of high capacity firearms utilized by offenders is readily available.
      - COMPLETION DATE – December 31, 2016
  
  4. Maintain effective and efficient compliance with the School Safety Drill Act (105 ILCS 128/).
    - OBJECTIVE – Create a training video for Orland Park schools depicting an active shooter incident.
      - PURPOSE – To increase awareness and to assist in gaining a better understanding of the roles of educators, students and first responders in the event of an active shooter situation.
      - COMPLETION DATE – December 31, 2016

## DIVISION FUNCTIONS:

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

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

## STRATEGIC PLAN GOAL: High Performing Organization

1. Upgrade the Computer Aided Dispatch (CAD) system to support Next Generation 911 system implementation.
  - OBJECTIVE – Evaluate the New World Systems Enterprise Platform.
    - PURPOSE – To verify that the functionality and reliability of the New World Systems Enterprise Platform is sufficient to support the Next Generation 911 system.
    - COMPLETION DATE – March 20, 2016
  - OBJECTIVE – Install and test the New World Systems Enterprise Platform system and train appropriate personnel on the new system.
    - PURPOSE – To fully implement the use of the New World Systems Enterprise platform for Computer Aided Dispatch and ensure a smooth and seamless transition from one system to another.
    - COMPLETION DATE – November 30, 2016

DIVISION FUNCTIONS:

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

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

STRATEGIC PLAN GOAL: Quality of Life

1. Crime reduction through the utilization of Intelligence-led Policing (ILP). ILP utilizes the application of criminal intelligence analysis as an objective decision making tool.
  - OBJECTIVE – Utilize the 3i model (interpret, influence, impact). Gather data or intelligence, analyze the criminal environment, and determine information, such as the major people involved, and the significant and emerging threats. Intelligence gathered is used to influence decision makers who then decide on the best course of action to have a positive impact on the criminal environment.
    - PURPOSE- To facilitate crime prevention and reduction through effective policing strategies.
    - COMPLETION DATE – December 31, 2016

## DIVISION FUNCTIONS:

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

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

## STRATEGIC PLAN GOAL: Quality of Life

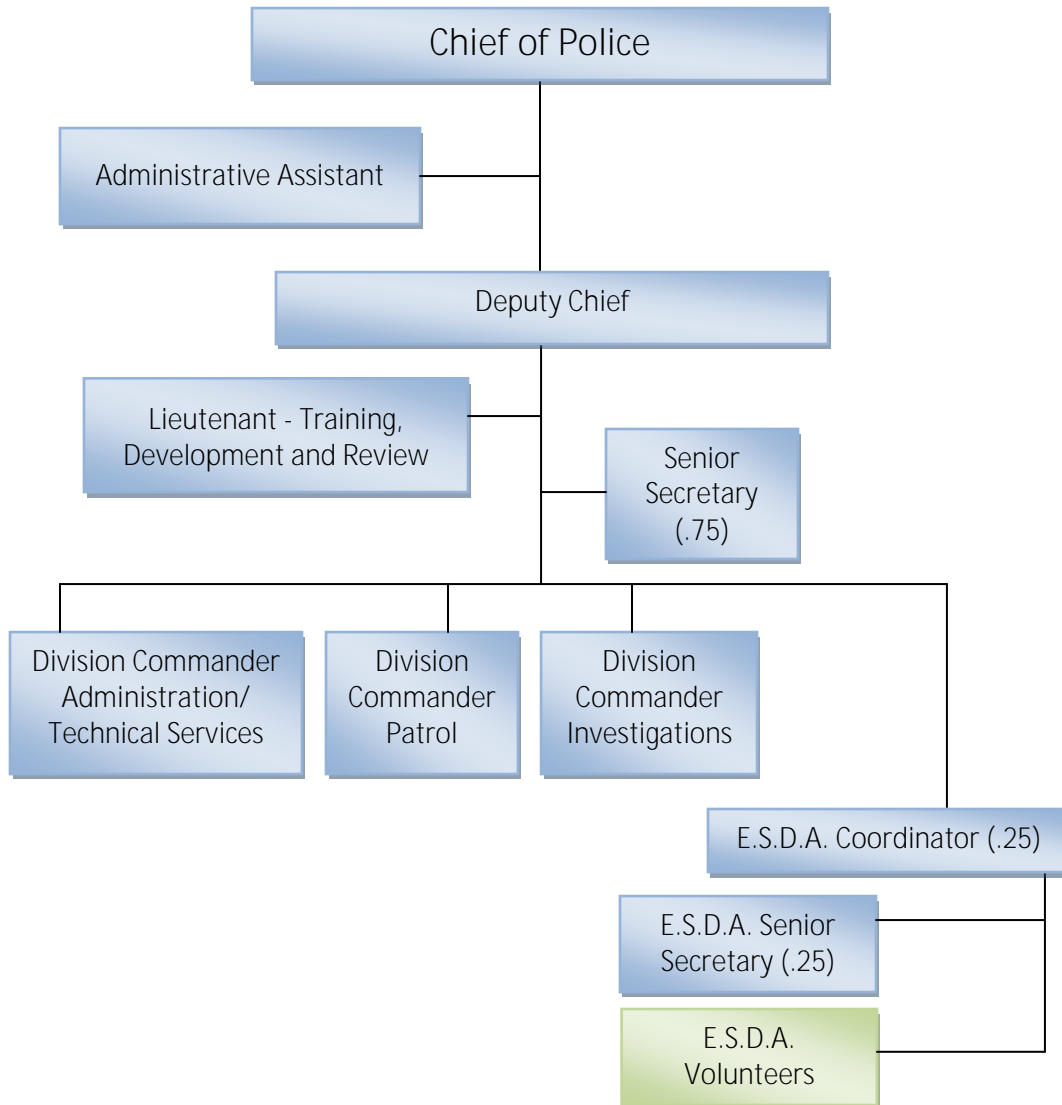
## 1. Increased Driving Under the Influence enforcement.

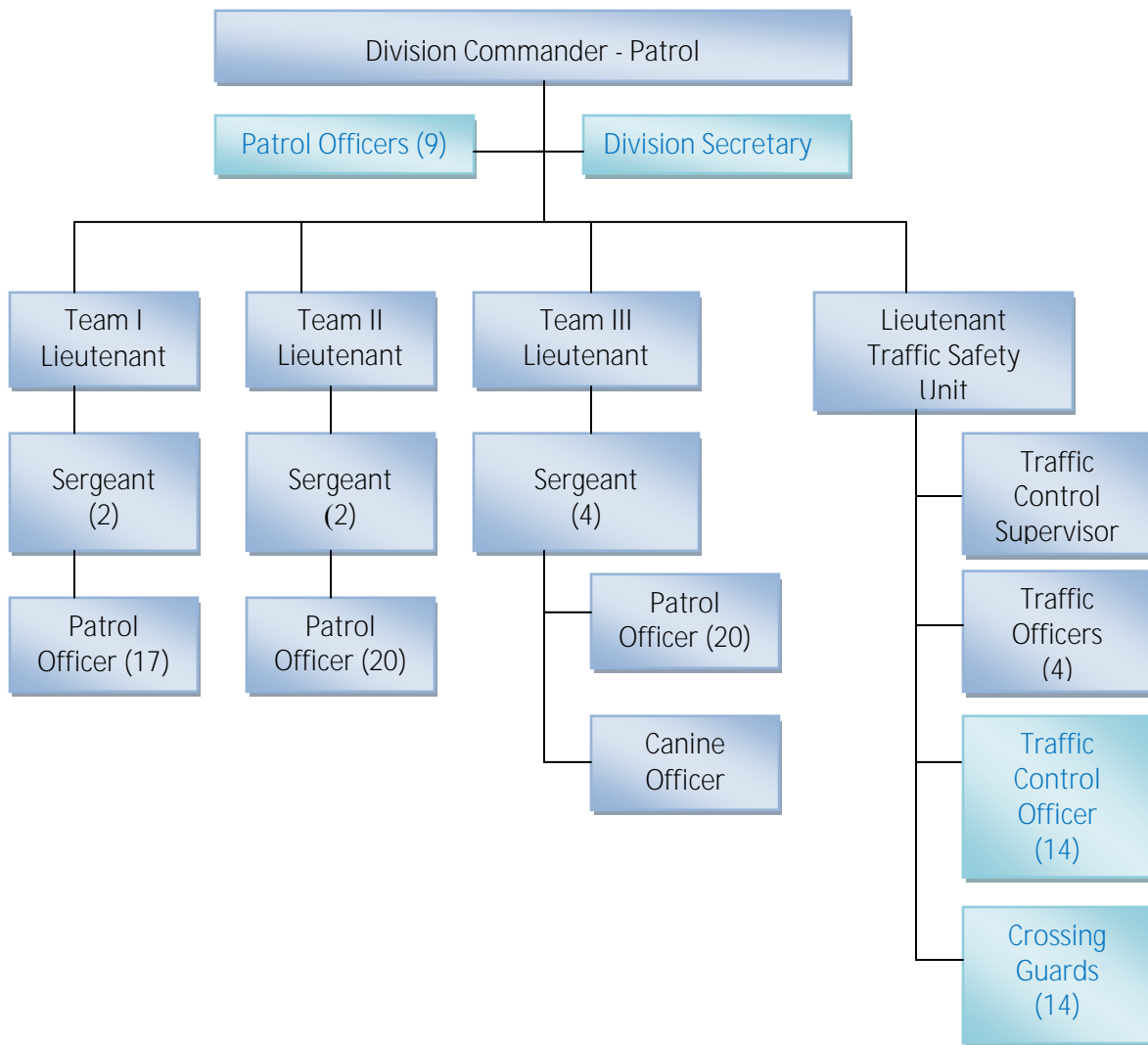
- OBJECTIVE – Conduct quarterly traffic enforcement details, on strategic dates to coincide with events that are known to correlate with impaired driving, with the intent to locate and arrest drunk and impaired drivers. The Traffic and Patrol Division, specifically the Midnight Patrol Shift, will increase their enforcement of impaired driving.
  - PURPOSE – To decrease the amount of fatalities that occur by actively enforcing Driving Under the Influence violations.
  - COMPLETION DATE – December 31, 2016



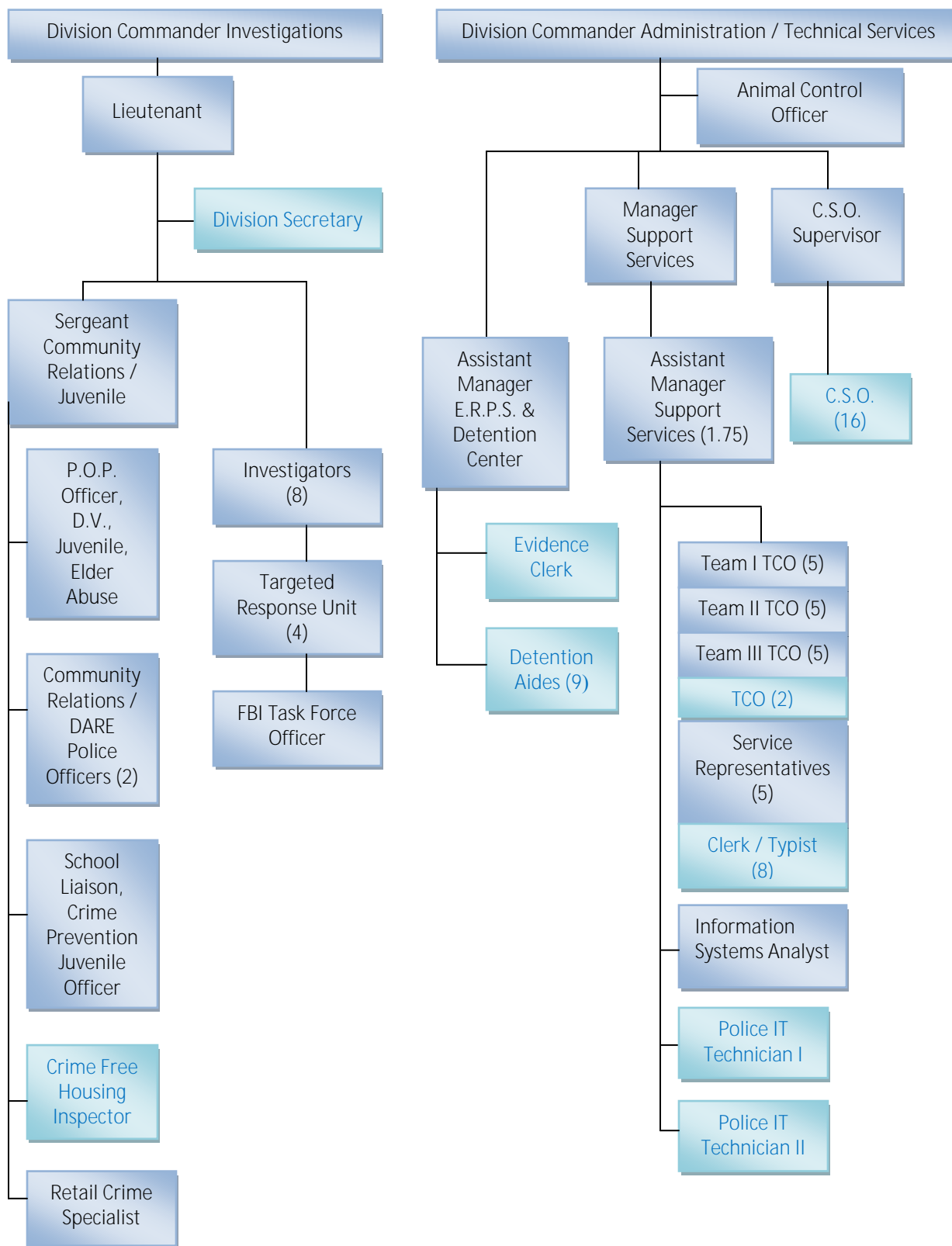
MEASURE	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate
Number and percent of parking citations processed within 10 days of issuance	10,955 100%	12,655 100%	13,000 100%
Number and percent of traffic citations processed within 10 days of issuance	15,947 100%	18,077 100%	19,000 100%
Average answer time for all 911 calls (in seconds)	2.75	3.0	3.0
Percent 911 calls answered in 20 seconds or less	100%	100%	100%
Actual theft incidents	1,245	1,157	1,100
Crime rate per 100,000 population	2,234	2,076	2,000
UCR Part 1 property crimes* per 1,000 population	21.71	19.40	20.00
Number of cannabis arrests	356	381	390
Number of index crime drug arrests	692	748	750
Officers per 1,000 population	1.68	1.70	1.70

\* UCR Part 1 property crimes include arsons, burglaries, thefts and motor vehicle thefts.

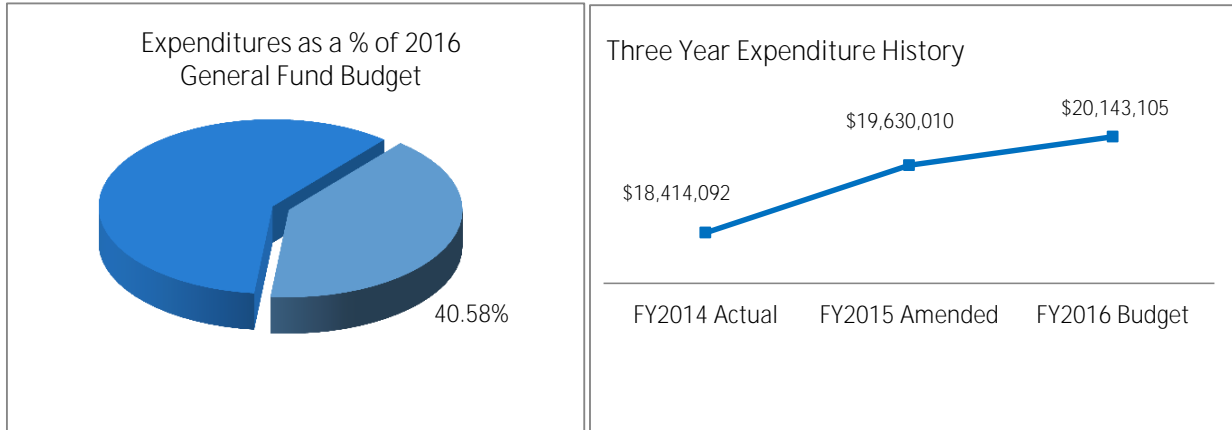




Part-time positions indicated by blue text.



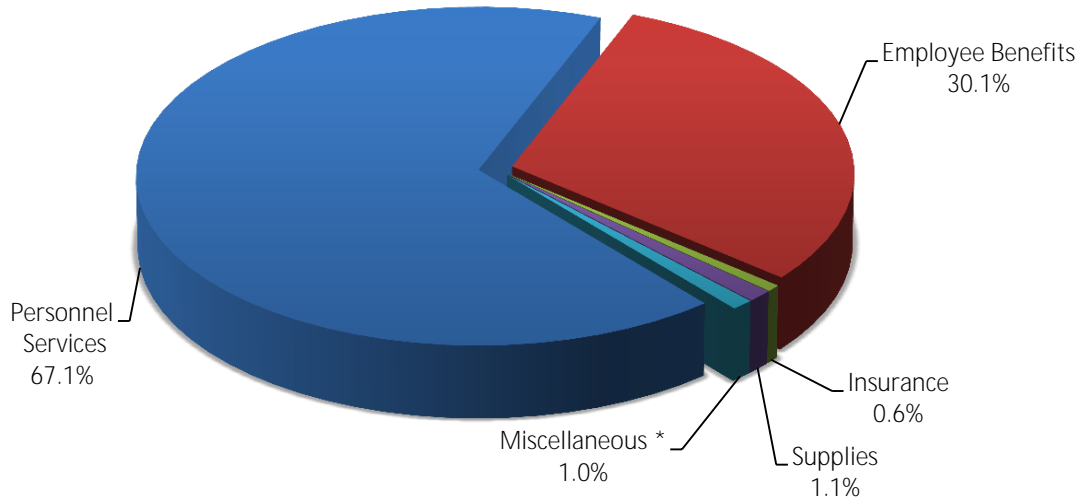
Part-time positions indicated by blue text.



POLICE BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 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
Service Representative	0	0	5
Clerk Typist II	4	5	0
Animal Control Officer	1	1	1
Telecommunicators	6	6	6
TCO / Shift Differential	9	9	9
TCO Support Clerk	1	0	0
Patrol Officers	77	81	81
<b>TOTAL FULL TIME PERSONNEL</b>	125.5	129.5	129.5

PART TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
Clerk Typist	10	8	8
Division Secretary	0	2	2
Evidence Clerk	0	0	1
IT Technican I	1	1	1
IT Technican II	1	1	1
Telecommunicator	2	2	2
Community Service Officer	15	16	16
Dentention Aides	9	9	9
Patrol	8	9	9
Traffic Control Officer	0	14	14
Traffic Control Supervisor	0	0	1
Crossing Guards	13	13	14
Crime Free Housing Coordinator	1	1	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>60</b>	<b>76</b>	<b>79</b>



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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 12,330,076	\$ 12,291,426	\$ 13,172,953	\$ 13,515,062
Employee Benefits	5,452,130	5,483,061	5,690,928	6,065,484
Employee Reimbursements	75,408	98,872	84,440	86,265
Professional Services	12,202	15,108	14,450	13,010
Utilities	36,445	32,557	36,994	36,070
Purchased Services	3,409	7,157	5,750	5,250
Repair & Maintenance	36,853	31,784	49,177	47,051
Rent	3,141	4,188	4,200	4,200
Insurance	427,588	216,880	302,817	129,748
Supplies	179,637	221,526	231,001	229,165
Capital	-	-	25,000	-
Miscellaneous Expenses	14,050	11,533	12,300	11,800
<b>Total Expenditures</b>	<b>\$ 18,570,938</b>	<b>\$ 18,414,092</b>	<b>\$ 19,630,010</b>	<b>\$ 20,143,105</b>

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# Special Revenue Funds

Budget  
Fiscal Year 2016

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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.

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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
State Allotments	\$ 1,697,041	\$ 1,972,055	\$ 1,366,381	\$ 1,332,522
Interest	2,039	1,105	8,368	5,118
<b>Total Revenue</b>	<b>\$ 1,699,080</b>	<b>\$ 1,973,160</b>	<b>\$ 1,374,749</b>	<b>\$ 1,337,640</b>

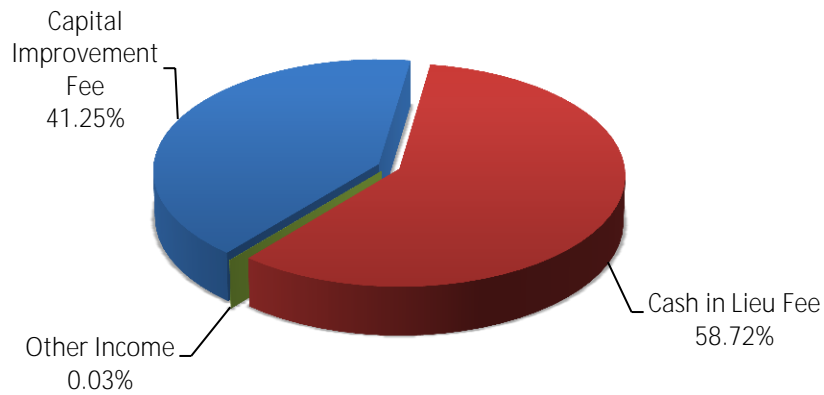
Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Interfund Transfer Out	\$ 1,349,547	\$ 1,314,409	\$ 2,366,381	\$ 1,332,522
Credit, Collection & Bank Charges	13	-	4	-
<b>Total Expenditures</b>	<b>\$ 1,349,560</b>	<b>\$ 1,314,409</b>	<b>\$ 2,366,385</b>	<b>\$ 1,332,522</b>

The Park Development Fund 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 Park Development Fund also 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 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. New housing developments are required to pay 100% of the land and capital costs associated with neighborhood parks, which contain facilities for immediately surrounding residents, while community parks serve all residents, so new housing developments are required to pay 40% of the land and capital costs associated with community parks. This results in the seven acre per 1,000 people requirement.

Revenue Summary



	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Capital Improvement Fee	\$ 159,503	\$ 110,675	\$ 211,077	\$ 136,400
Cash in Lieu Fee	130,369	125,500	257,785	194,200
Other Income	5,240	4,173	500	100
Miscellaneous Reimbursements	100,000	-	-	-
Interfund Transfer In	162,117	-	-	-
<b>Total Revenue</b>	<b>\$ 557,229</b>	<b>\$ 240,348</b>	<b>\$ 469,362</b>	<b>\$ 330,700</b>

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Credit, Collection & Bank Charges	\$ 52	\$ -	\$ 16	\$ -
Professional Services	-	725	50,000	-
Interfund Transfers Out	20,225	-	-	-
Purchased Services	219	-	-	-
Supplies	-	36,171	-	-
Capital Improvements	974,118	-	163,000	-
<b>Total Expenditures</b>	<b>\$ 994,614</b>	<b>\$ 36,896</b>	<b>\$ 213,016</b>	<b>\$ -</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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Fines & Forfeitures	\$49,544	\$244,435	\$52,500	\$54,000
Total Revenue	\$49,544	\$244,435	\$52,500	\$54,000

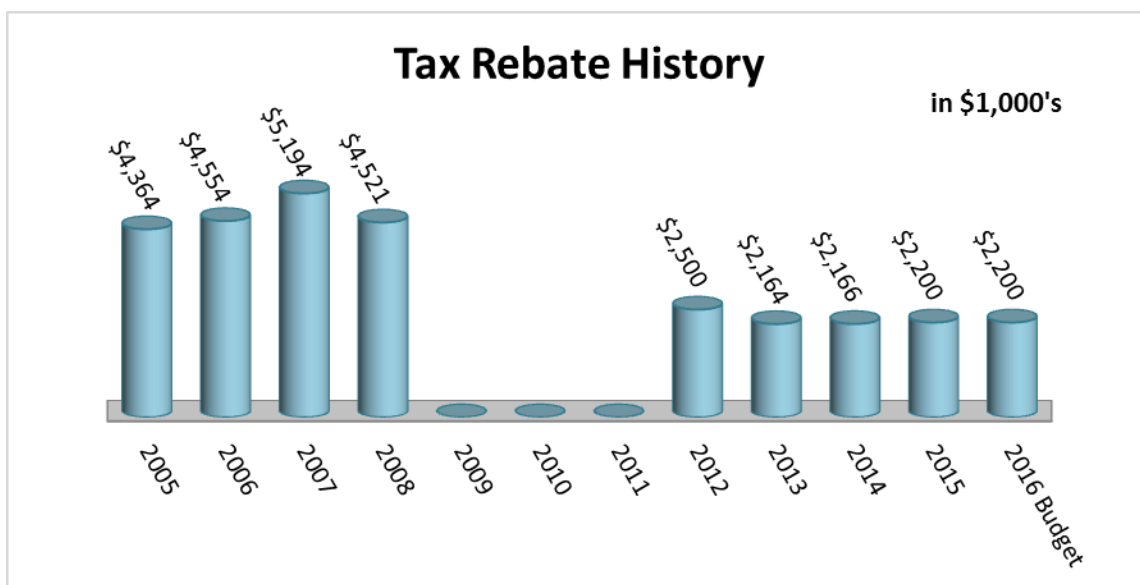
Expenditure Summary

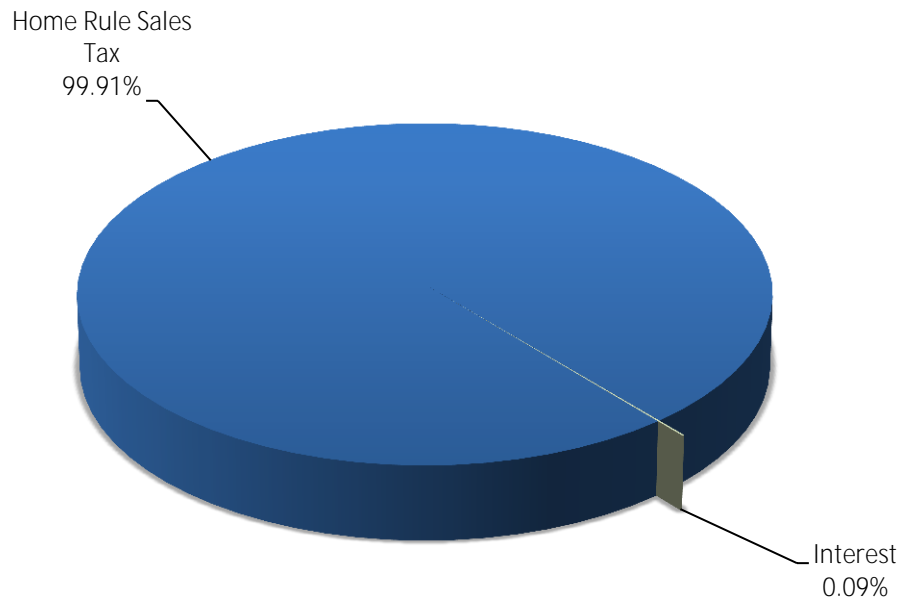
	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Supplies	\$7,104	\$38,173	\$ -	\$ -
Purchased Services	-	9,750	-	-
Employee Reimbursements	-	6,548	-	-
Miscellaneous	-	6,218	-	-
Credit, Collections & Bank Fees	23,799	142	-	-
Total Expenditures	\$30,903	\$60,831	\$ -	\$ -

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.

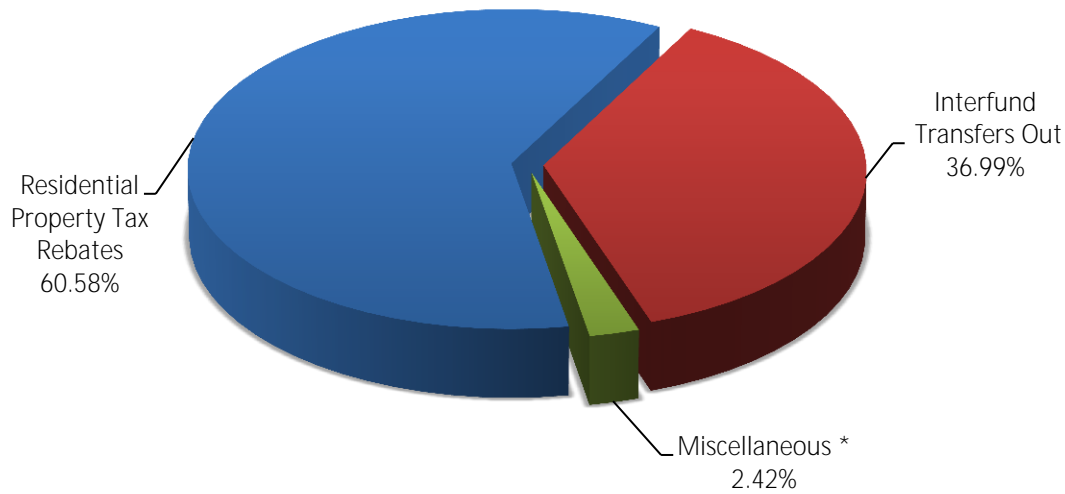
The Property Tax Rebate Program was originally established in 2002 with the Village reimbursing 50% of the Village's share of the property taxes paid by owner-occupants of single-family homes, owner-occupants of town homes, and owner-occupants of residential condominium units. In 2003, the Village increased the reimbursement to 100% of the Village's share of 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 FY2016 budget for property tax rebates.





	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Home Rule Sales Tax	\$ 9,986,853	\$ 10,012,557	\$ 10,036,803	\$ 10,170,182
Interest	325,200	2,189	14,865	9,328
Interfund Transfer	154,399	-	-	-
<b>Total Revenue</b>	<b>\$ 10,466,452</b>	<b>\$ 10,014,746</b>	<b>\$ 10,051,668</b>	<b>\$ 10,179,510</b>

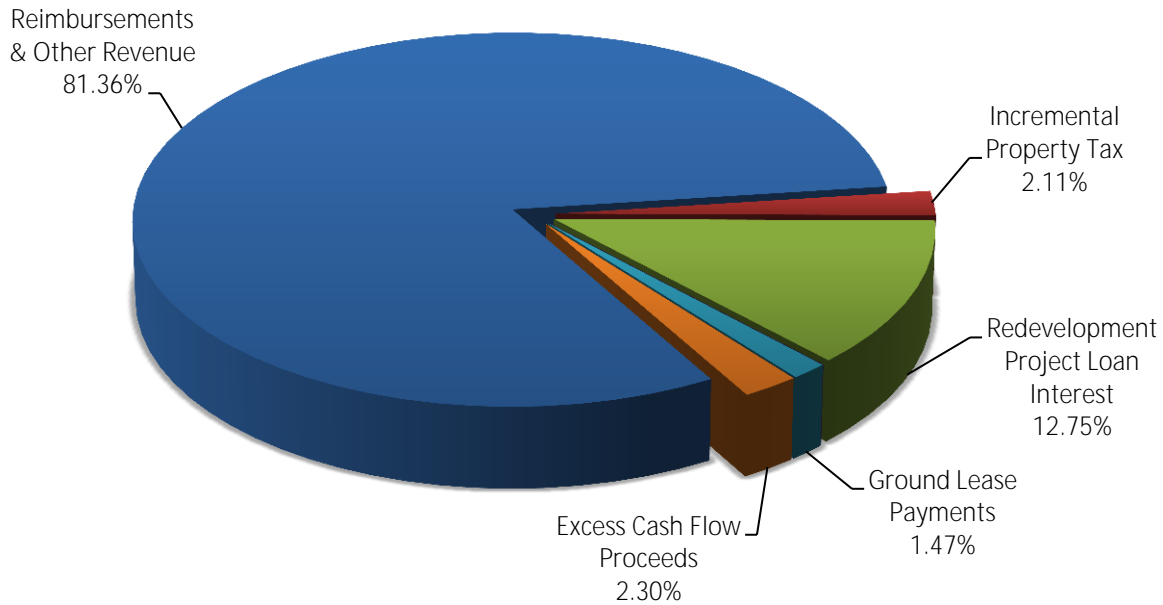


\* Miscellaneous includes: Credit, Collection & Bank Charges, Personnel Services, Employee Benefits, Utilities, Supplies and Miscellaneous.

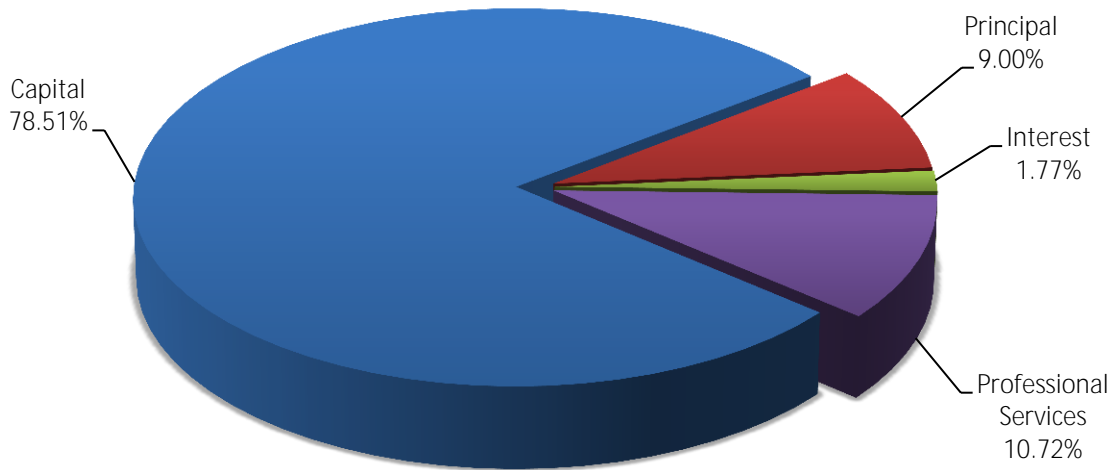
	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Residential Property Tax Rebates	\$ 2,164,091	\$ 2,165,676	\$ 2,200,000	\$ 2,200,000
Interfund Transfers Out	2,898,097	2,292,476	3,946,476	1,343,275
Credit, Collection & Bank Charges	360	2,345	18,000	18,000
Personnel Services	23,963	22,458	33,000	33,000
Employee Benefits	2,583	1,718	2,525	2,525
Utilities	14,971	14,799	16,500	16,500
Professional Services	250	320	-	-
Supplies	12,330	12,292	14,500	14,500
Sales Tax Rebates	368,887	(40,095)	-	-
Interest	-	141,542	-	-
Miscellaneous	-	-	3,475	3,475
<b>Total Expenditures</b>	<b>\$ 5,485,532</b>	<b>\$ 4,613,531</b>	<b>\$ 6,234,476</b>	<b>\$ 3,631,275</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. 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. Currently, revenues recorded in the fund include incremental property tax and revenues related to redevelopment agreements. Expenditures include principal and interest payments on debt issued to fund public and private improvements and costs related to infrastructure improvements within the area.



	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Redevelopment Project Loan Interest	\$ 504,273	\$ 1,789,950	\$ 1,703,234	\$ 1,664,322
Incremental Property Tax	-	-	-	275,000
Interfund Loan Interest	-	1,496,067	-	-
Interest Income	450	456	450	450
Reimbursements & Other Revenue	111,216	529,473	-	10,619,730
Ground Lease Payments	-	-	-	192,500
Permits	-	3,670	3,200	-
Excess Cash Flow Proceeds	287,500	879,167	-	300,000
Bond Proceeds	20,000,000	-	-	-
Line of Credit Proceeds	16,957,760	5,964,735	-	-
<b>Total Expenditures</b>	<b>\$ 37,861,200</b>	<b>\$ 10,663,518</b>	<b>\$ 1,706,884</b>	<b>\$ 13,052,002</b>

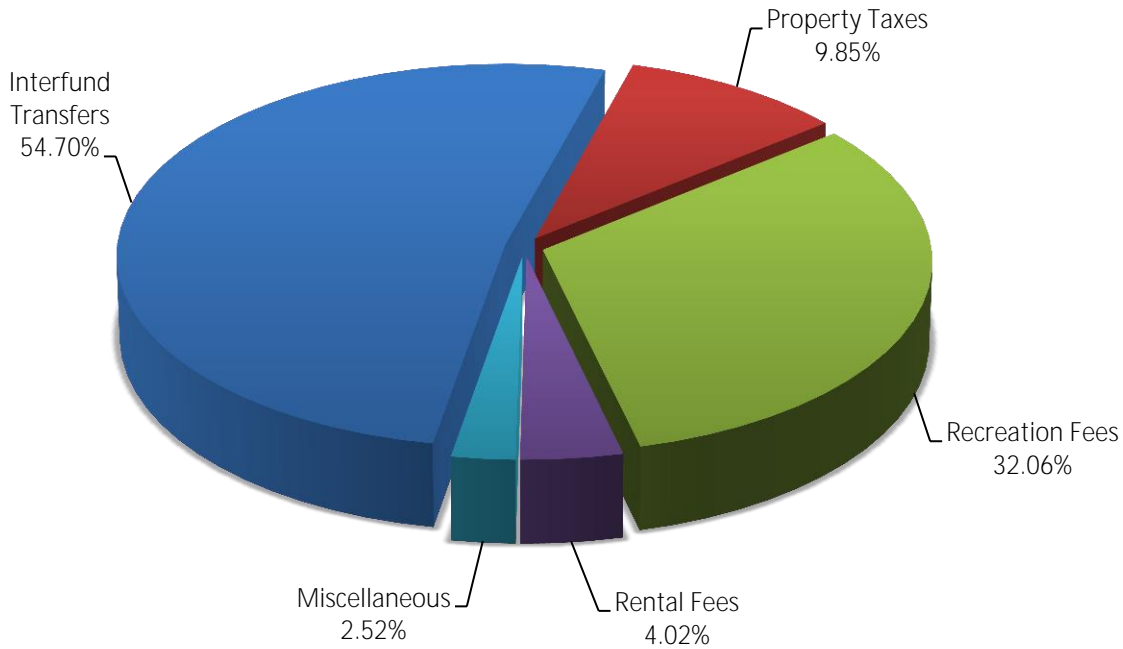


	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Capital	\$ 1,537,325	\$ 266,383	\$ 2,882,371	\$ 15,200,000
Principal	902,462	1,049,940	1,691,707	1,742,178
Interest	1,155,361	297,911	393,362	342,891
Professional Services	150,775	254,591	303,641	2,075,000
Purchased Services	13,457	602	-	-
Bond Issuance Costs	263,773	-	-	-
Utilities	5,400	9,971	-	-
Supplies	1,606	99	-	-
Miscellaneous Expenses	86,930	150	-	-
<b>Total Expenditures</b>	<b>\$ 4,117,089</b>	<b>\$ 1,879,647</b>	<b>\$ 5,271,081</b>	<b>\$ 19,360,069</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 defined functions and formulated strategic goals, which are reflected on the following pages.



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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Transfer from General Fund	\$ 4,535,279	\$ 4,981,516	\$ 5,964,634	\$ 5,309,531
Recreation Fees	3,141,136	3,148,211	3,297,170	3,302,812
Recreation and Parks Property Taxes	1,072,897	1,071,288	1,014,634	1,014,435
Rental Fees	378,977	401,027	383,110	414,385
Grants	33,282	31,293	34,020	32,400
Miscellaneous	169,964	174,080	181,800	186,800
Contributions and Donations	60,477	49,853	28,900	40,700
Transfer from HRST Fund	130,000	-	-	-
<b>Total Revenue</b>	<b>\$ 9,522,012</b>	<b>\$ 9,857,268</b>	<b>\$ 10,904,268</b>	<b>\$ 10,301,063</b>

## Village of Orland Park

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

Fiscal Year 2016

### 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 other social mediums.

**Programs:** **The Program Division's purpose is to devise, implement,** and coordinate year-round seasonal recreational opportunities through programs, facilities, and special events for the residents of Orland Park. Areas of programming include early childhood, youth, adult, senior, athletic, fitness, theatre, cultural, and dance. Staff is responsible for coordination and staffing of Village recreational facilities and outdoor athletic spaces. Staff also 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:** The 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 space. 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 Sportsplex also offers a variety of recreational opportunities through program classes, drop-in hours and rentals. This includes 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 programming, including special events, overnight and day trips, job training programs, inclusion programming, transportation and fundraising. The program, which is in its

# Village of Orland Park

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

Fiscal Year 2016

34<sup>th</sup> year, services over 400 individuals with special needs, ages 3 and up. Programs offered include: sports, Special Olympics, exercise and fitness, cultural, social, overnight trips, vacation trips, and special events.

## STRATEGIC PLAN GOAL: Quality of Life

1. Complete improvements at Village recreation facilities.
  - OBJECTIVE – Conduct a thorough inventory of storage space needs of Robert Davidson Center, Cultural Arts Center, Franklin Loebe Center, and Old Village Hall, consolidating storage space from the four recreational facilities into fewer locations.
    - PURPOSE – To streamline current stored equipment and supplies to appropriate facilities.
    - COMPLETION DATE – December 31, 2016
2. Focus marketing strategies to increase participation in recreational opportunities, including special events, programs, and facility rentals.
  - OBJECTIVE – Develop a marketing piece to promote rental opportunities for Village facilities, including the Cultural Arts Center and Franklin Loebe Center.
    - PURPOSE – To increase rentals at Village buildings during 2017.
    - COMPLETION DATE – August 31, 2016
  - 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 31, 2016
3. Critically review all offerings, policies, and practices related to program classes to ensure offerings are desirable, diverse and meeting the needs of the community.
  - 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 the community.
    - COMPLETION DATE – December 31, 2016
  - 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, 2016

## Village of Orland Park

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

Fiscal Year 2016

4. Enhance Centennial Park Aquatic Center (CPAC) core services.
  - OBJECTIVE – Obtain exemplary training for CPAC lifeguards.
    - PURPOSE – To provide best-in-class lifeguards to ensure the health and safety of CPAC patrons.
    - COMPLETION DATE – June 30, 2016
  - OBJECTIVE – Achieve three 5-Star Starfish Aquatic Institute ratings.
    - PURPOSE – To maintain high quality pool operations that provide a quality experience for CPAC patrons.
    - COMPLETION DATE – September 5, 2016
5. Facilitate CPAC membership growth and customer satisfaction.
  - OBJECTIVE – Maintain the quality of the facility and customer service.
    - PURPOSE – To enhance the CPAC visitor experience, increase customer satisfaction, and encourage repeat customers.
    - COMPLETION DATE – September 5, 2016
  - OBJECTIVE – Identify a digital payment process for CPAC.
    - PURPOSE – To reduce pool admission lines, thus increasing customer satisfaction.
    - COMPLETION DATE – August 31, 2016
  - OBJECTIVE – Improve the remote customer service window at CPAC.
    - PURPOSE – To enhance the customer experience when visiting the CPAC.
    - COMPLETION DATE – May 28, 2016
  - OBJECTIVE – Increase the boat/kayak rental hours.
    - PURPOSE – To gain additional customers by following the CPAC hours of operation.
    - COMPLETION DATE – May 28, 2016
  - OBJECTIVE – Expand pool deck space and concessions space.
    - PURPOSE – To provide additional seating to accommodate more patrons.
    - COMPLETION DATE – May 28, 2016
6. Enhance Sportsplex core services.
  - OBJECTIVE – Provide the community with opportunities to utilize the Sportsplex.
    - PURPOSE – To offer Free Friend Fridays, free guest passes, free promotional opportunities for specialized classes, and host events open to the public such as the Family Health Fair and Home Expo, which are available to those who otherwise would not enter the facility.
    - COMPLETION DATE – December 31, 2016



- OBJECTIVE – Update equipment inventory prior to budget preparation to determine the replacement cycle in future years.
    - PURPOSE – To continue to replace old and outdated equipment.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Continue to maintain the number of member fitness assessments with an average of 60 per quarter, beginning in January 2016.
    - PURPOSE – To reinvigorate members to commit to a new fitness routine at the Sportsplex.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Utilize assessment postcards for all members who have become less active or inactive.
    - PURPOSE – To motivate inactive members to utilize the Sportsplex facility and encourage long-term membership.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Contact by phone, an average of 20 members per week, beginning the week of January 1, 2016. Engage members by offering assistance, answering questions and encouraging them to continue working out.
    - PURPOSE – To retain current members.
    - COMPLETION DATE – December 31, 2016
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 – To provide greater focus on membership sales and marketing, thus expanding Sportsplex memberships.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Analyze personal training and Pilates training specials.
    - PURPOSE – To execute a new specials plan for each type of training category recognizing the uniqueness of each target audience.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Continue to analyze rate plans for personal training and Pilates to ensure rates are comparable to the competitive market.
    - PURPOSE – To compare overall operations and processes with comparable facilities to determine the competitiveness of rate plans.
    - COMPLETION DATE – December 31, 2016

- OBJECTIVE – Assess personal trainers to ensure they meet sales goals.
    - PURPOSE – To increase the overall personal training revenue to maintain active memberships and to encourage members to renew annually.
    - COMPLETION DATE – December 31, 2016.
8. Develop an overall event plan to promote special events and increase the outreach to prospective participants.
- OBJECTIVE – Utilize and implement 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, 2016
  - OBJECTIVE – Post-event, evaluate the effectiveness of the event plan for each special event.
    - PURPOSE – To refine the event plan for the following year.
    - COMPLETION DATE – December 31, 2016
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 – To utilize software specifically developed to aid in the recruitment, communication and tracking of volunteers.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Develop strategies to recruit new volunteers.
    - PURPOSE – To increase the total number of volunteers interested in supporting special events.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Develop a volunteer orientation checklist to effectively manage volunteers pre-event and the day of event.
    - PURPOSE – To ensure volunteers know what is expected of them thereby improving the performance of volunteers.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Continue to create a desirable experience at each event for volunteers working special events.
    - PURPOSE – To increase the retention of volunteers and the recruitment of new volunteers.
    - COMPLETION DATE – December 31, 2016

10. Improve customer service both internally and externally.

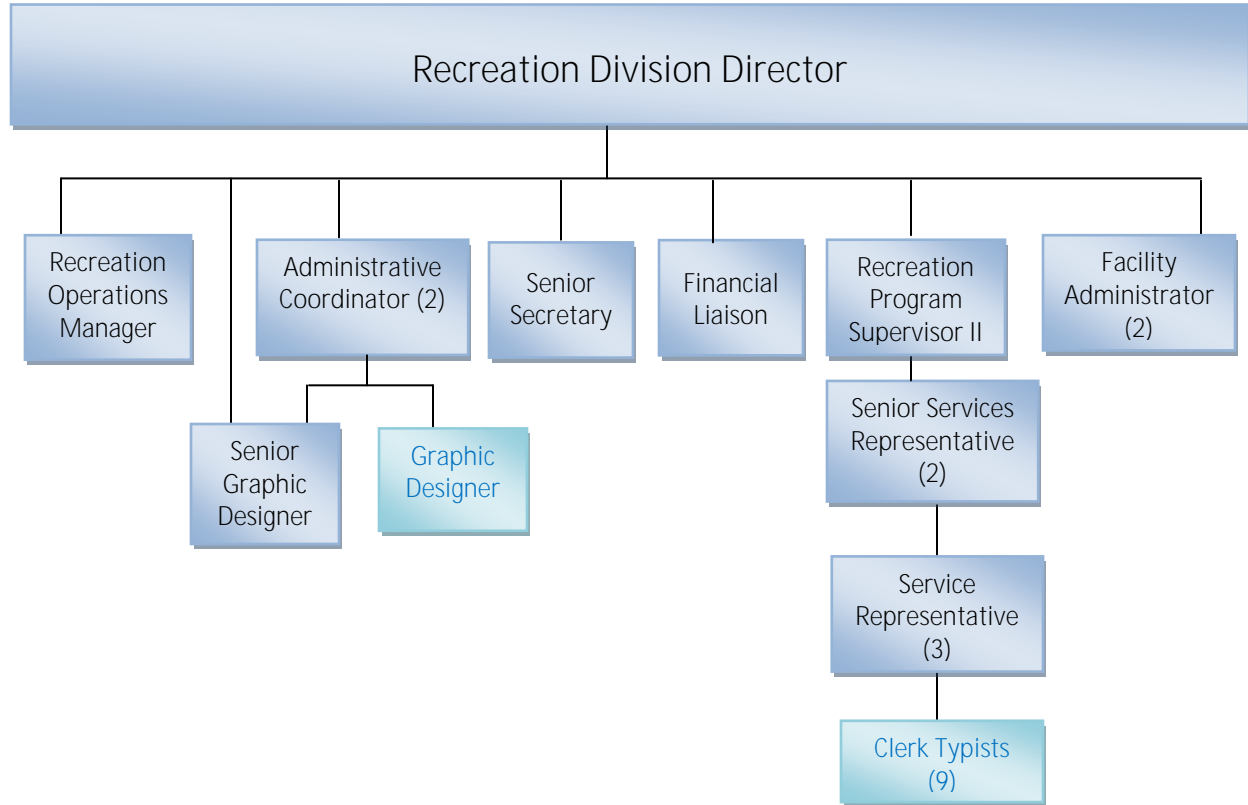
- OBJECTIVE – Establish consistent and regular processes to communicate status changes as they relate to programs, facilities, and special events.
  - PURPOSE – To ensure customers and staff have up to date information for programs, facilities, and special events.
  - COMPLETION DATE – December 31 2016
  
- OBJECTIVE – Continue to assess and update current registration forms.
  - PURPOSE – To improve the process for ease of customer registration.
  - COMPLETION DATE - December 31, 2016
  
- OBJECTIVE – Create 6 teams of 2 staff members to provide team building activities during staff meetings 6 times a year.
  - PURPOSE – To engage staff, identify industry challenges, brainstorm solutions and work together as a team.
  - COMPLETION DATE – December 31, 2016

# Village of Orland Park

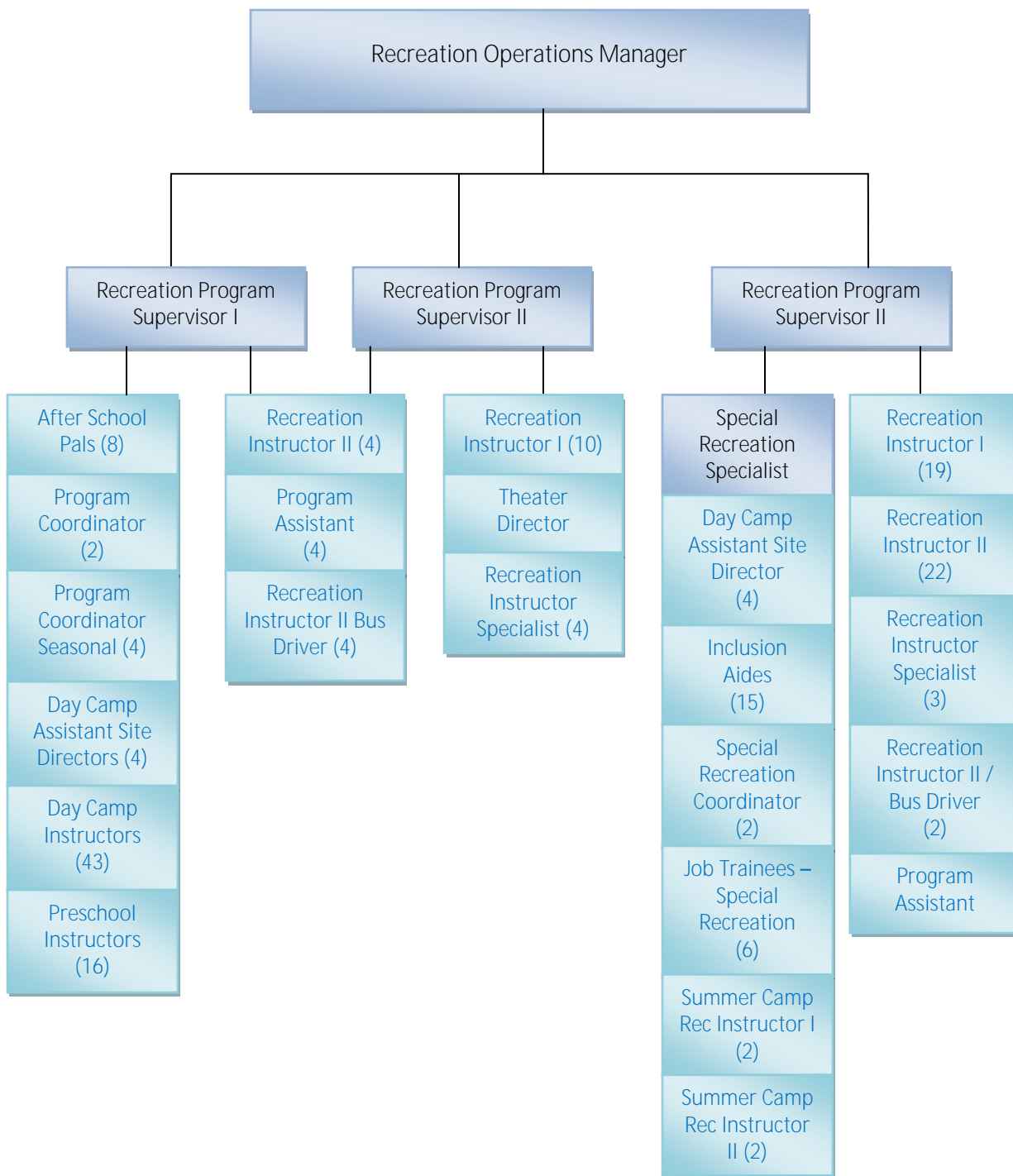
Recreation and Parks Fund (Administration, Programs, Pool, Sportsplex, and Special Recreation Divisions) Performance Measures

Fiscal Year 2016

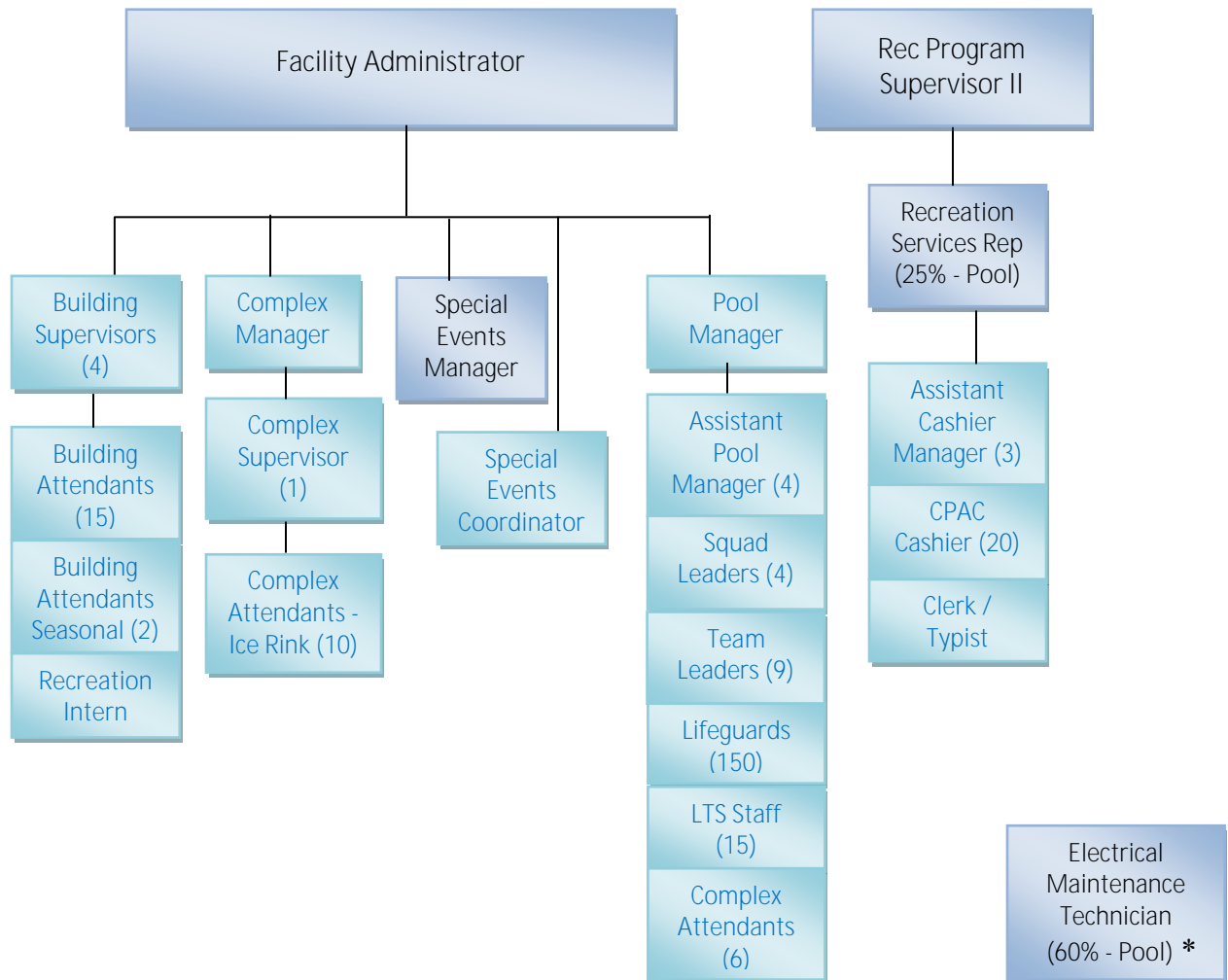
MEASURE	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate
Parks and Recreation Expenditures per Capita	\$164.97	\$171.37	\$175.82
Constant Contact Database	9,801	10,891	11,800
Select Survey	6,876	4,081	5,000
Preschool Participants	247	238	242
Sportsplex Fitness Assessments	333	332	335
Sportsplex Equipment Additions	24	4	40
Overall Program Enrollment	17,067	16,999	17,100



Part-time positions are indicated by blue text.

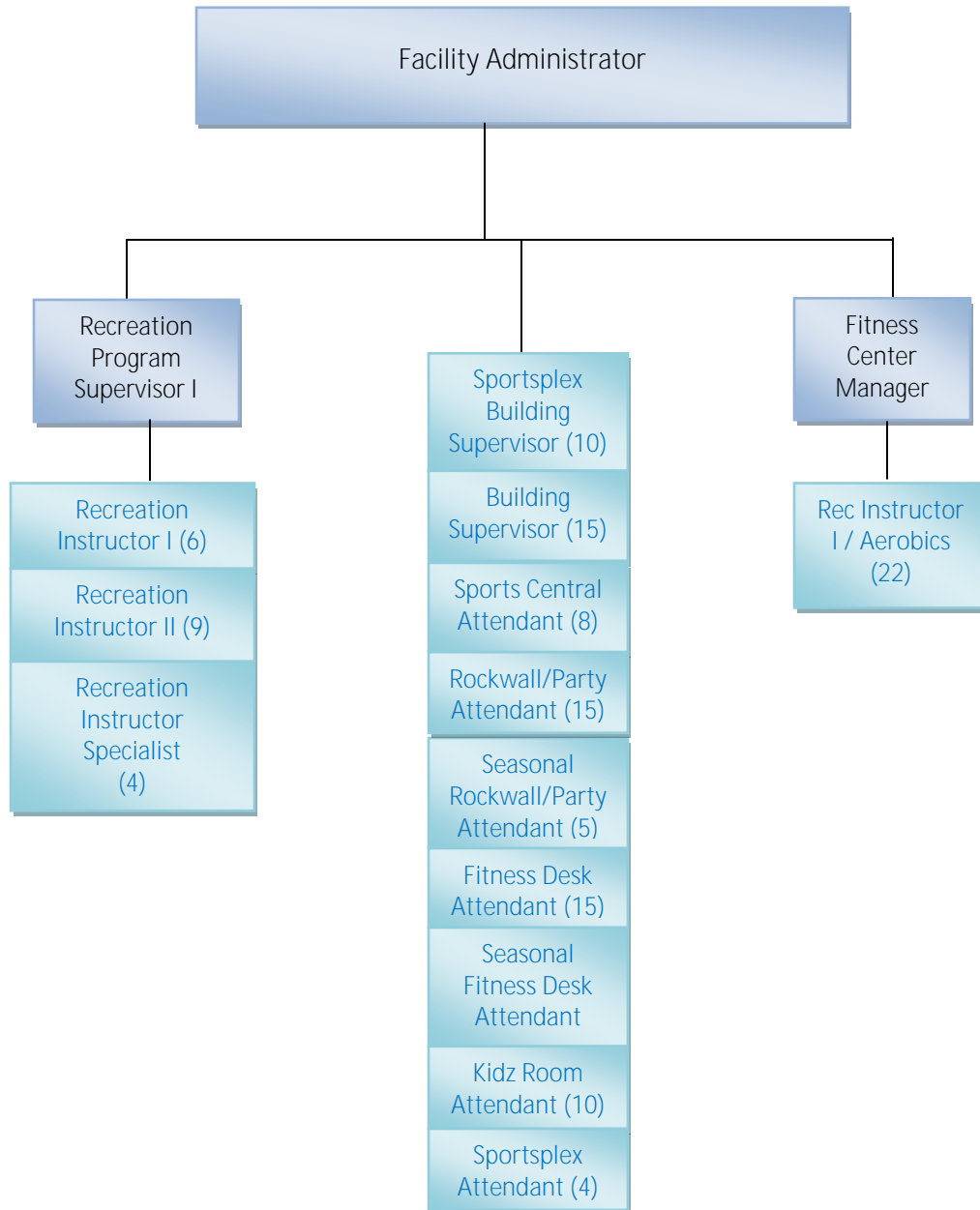


Part-time positions are indicated by blue text.



\* This position reports to the Parks Operations Manager in the Parks Division of the Recreation and Parks Department.

Part-time positions are indicated by blue text.



Part-time positions are indicated by blue text.



RECREATION (ADMINISTRATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
Recreation Division Director	1	1	1
Recreation Operations Manager	1	1	1
Administrative Coordinator	0	0	2
Facility Coordinator / Database Admin	1	1	0
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 Manager	0	1	1
Senior Graphic Designer	0	1	1
Senior Secretary	2	1	1
Service Representative	0	0	2.75
Secretary II	1	1	0
Senior Services Representative	1	1	2
Recreation Services Representative	3.75	3.75	0
<b>TOTAL FULL TIME PERSONNEL</b>	<b>19.75</b>	<b>20.75</b>	<b>20.75</b>
PART TIME POSITION TITLE			
Graphic Designer	1	1	1
Clerk Typist	12	9	10
Building Attendant	12	16	17
Building Supervisor	4	3	4
Intern / Undergrad	1	1	1
Complex Supervisor	1	2	1
Complex Attendant	1	0	0
Special Events Coordinator	0	1	1
Complex Manager (Ice Rink)	1	1	1
Complex Attendant (Ice Rink)	5	11	10
<b>TOTAL PART TIME PERSONNEL</b>	<b>38</b>	<b>45</b>	<b>46</b>

RECREATION (PROGRAMS DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
TOTAL FULL TIME PERSONNEL	0	0	0
PART TIME POSITION TITLE			
After School Pals	7	6	8
Program Coordinator	3	3	2
Program Assistant	2	4	4
Program Coordinator (Seasonal)	3	3	4
Chaperones	30	0	0
Daycamp Assistant Site Directors (Seasonal)	4	4	4
Daycamp Instructors (Seasonal)	40	35	43
Special Recreation Coordinator	1	0	0
Recreation Instructor Specialist	4	6	4
Theater Director	1	1	1
Preschool Instructors	22	21	16
Recreation Instructor I / Aerobics & Rec. Specialist	7	0	0
Recreation Instructor I / Aerobics	0	6	6
Recreation Instructor I	2	2	4
Recreation Instructor II	5	3	4
Recreation Instructor I / Van Driver	2	2	0
Recreation Instructor II / Bus Driver	2	2	4
TOTAL PART TIME PERSONNEL	135	98	104

RECREATION (POOL DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 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	4
Squad Leaders	5	4	4
Lifeguards	150	150	150
Lifeguards / Team Leaders	10	10	9
Assistant Cashier Managers	3	3	3
Cashier	18	18	20
LTS Instructor	20	15	15
CPAC Security Attendants	2	2	0
Complex Attendants	6	6	6
<b>TOTAL PART TIME PERSONNEL</b>	<b>218</b>	<b>212</b>	<b>212</b>

RECREATION (SPORTSPLEX DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
TOTAL FULL TIME PERSONNEL	0	0	0
PART TIME POSITION TITLE			
Recreation Instructor Specialist	5	4	4
Recreation Instructor I	30	27	28
Recreation Instructor II	3	3	9
Personal Trainer	1	0	0
Referee	1	0	0
Building Attendant	47	46	0
Fitness Desk Attendant	0	0	16
Kidz Room Attendant	0	0	10
Rockwall Party Attendant	0	0	20
Sports Central Attendant	0	0	8
Sportsplex Attendant	0	0	4
Building Supervisor	8	10	15
Sportsplex Building Supervisor	8	8	10
TOTAL PART TIME PERSONNEL	103	98	124

RECREATION (SPECIAL RECREATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 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	1	1	4
Special Recreation Coordinator	2	2	2
Recreation Instructor Specialist	3	3	3
Inclusion Aide	15	15	15
Job Trainee / Special Recreation	8	8	6
Rec Instructor I / Aerobics	1	1	1
Program Assistant	0	0	1
Recreation Instructor I	42	42	18
Recreation Instructor II	20	20	22
Recreation Instructor II / Bus Driver	6	6	2
<b>TOTAL PART TIME PERSONNEL</b>	<b>98</b>	<b>98</b>	<b>74</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 a new scoreboard at the John Humphrey Complex football field.
  - PURPOSE – To replace a non-functioning scoreboard.
  - COMPLETION DATE – June 30, 2016

2. Update existing park areas.

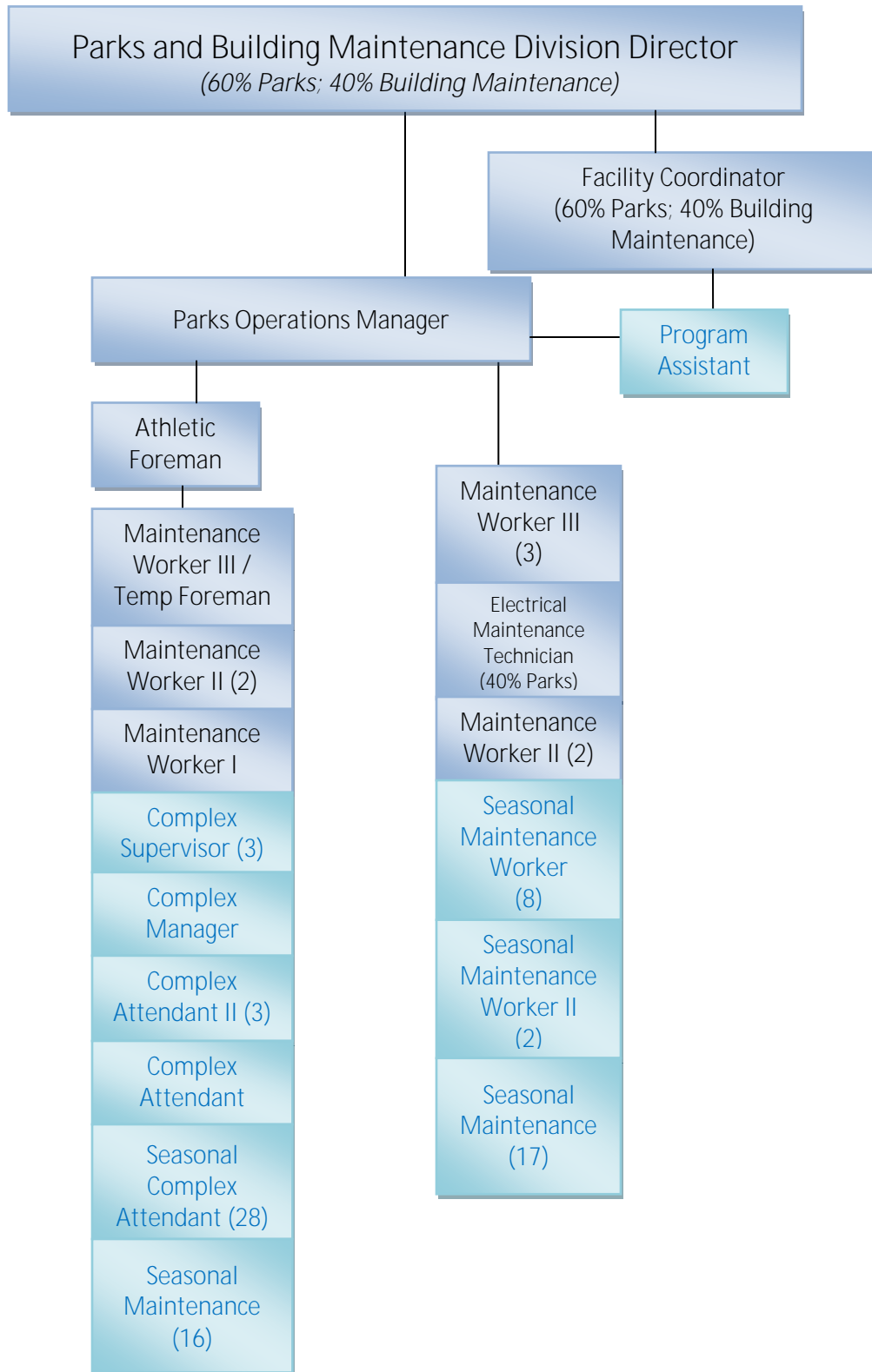
- OBJECTIVE – Install updated backstops and fencing at the Centennial Park baseball fields.
  - PURPOSE – To provide a safe and aesthetically pleasing environment.
  - COMPLETION DATE – June 30, 2016
- OBJECTIVE – Replace existing Funbrellas with sail type shade structures.
  - PURPOSE – To enhance the customer experience by adding/updating shaded areas.
  - COMPLETION DATE – May 15, 2016
- OBJECTIVE – Install new mechanical fixtures at the Centennial Park Aquatic Center, including a water heater in the Lazy River, new inlets in the zero depth pool, and new chemical feeders in all pools.
  - PURPOSE – To enhance aesthetics and safety, and improve energy efficiency.
  - COMPLETION DATE – May 15, 2016

STRATEGIC PLAN GOAL: High Performing Organization

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, 2016
  - 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, 2016
  - 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, 2016

MEASURE	FY 2014 Actual	FY 2015 Actual	FY2016 Estimate
Park Maintenance Expenditures per Acre	\$4,916	\$4,979	\$5,140
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	57	57
Number of bleacher inspections per month	50	50	50

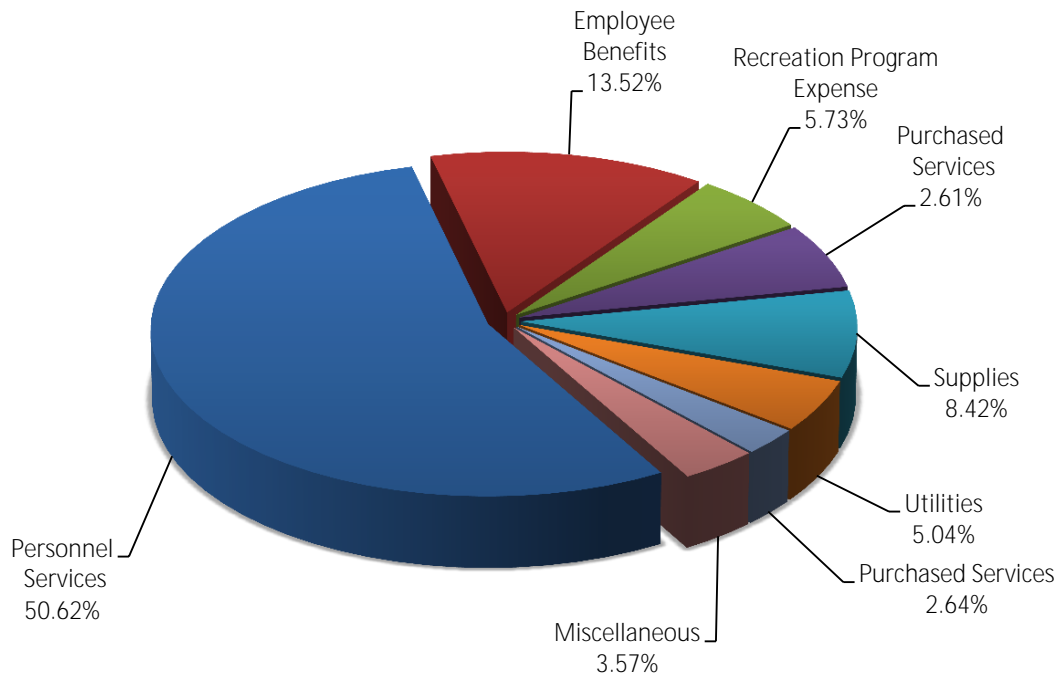




Part-time positions are indicated by blue text.

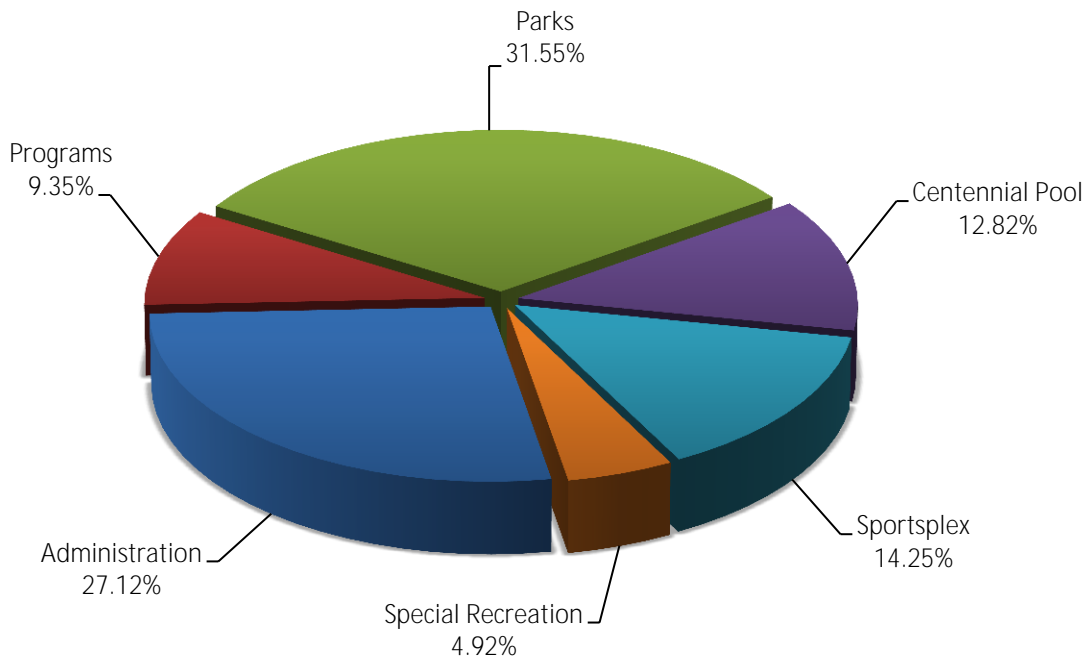
RECREATION (PARKS DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 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	2	1
Maintenance Worker II	3	3	4
Maintenance Worker III	5	5	5
Administrative Coordinator	0	0	0.6
Database Administrator	0.6	0.6	0
Electrical Maintenance Technician	0.4	0.4	0.4
<b>TOTAL FULL TIME PERSONNEL</b>	<b>15.6</b>	<b>13.6</b>	<b>13.6</b>
PART TIME POSITION TITLE			
Complex Manager	1	1	1
Complex Supervisor	2	2	3
Complex Attendant	0	1	1
Complex Attendant II	0	3	3
Complex Attendant (Seasonal)	20	20	29
Clerk / Typist	0	1	0
Maintenance Worker (Seasonal)	10	10	8
Maintenance Worker II (Seasonal)	0	0	2
Parks Intern/Undergrad	2	0	0
Program Assistant	0	0	1
Seasonal Maintenance	33	33	33
<b>TOTAL PART TIME PERSONNEL</b>	<b>68</b>	<b>71</b>	<b>81</b>



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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 4,873,692	\$ 5,122,176	\$ 5,367,728	\$ 5,553,697
Employee Benefits	1,304,857	1,358,753	1,371,919	1,397,997
Repair & Maintenance	810,334	631,040	1,292,903	641,692
Supplies	838,297	855,521	1,324,764	856,990
Utilities	457,001	473,302	553,043	512,707
Purchased Services	270,806	274,220	282,235	268,548
Miscellaneous	490	255	525	350
Credit, Collection & Bank Charges	61,860	62,563	73,959	67,360
Professional Services	12,919	16,336	142,035	17,830
Rent	26,244	32,772	29,436	33,541
Employee Reimbursements	45,314	49,518	63,753	63,604
Insurance	302,985	256,985	251,241	180,758
Recreation Program Expense	538,035	532,255	573,270	582,989
Capital	-	187,064	-	123,000
<b>Total Expenditures</b>	<b>\$ 9,542,834</b>	<b>\$ 9,852,760</b>	<b>\$ 11,326,811</b>	<b>\$ 10,301,063</b>



	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Administration	\$ 2,500,438	\$ 2,587,459	\$ 2,688,120	\$ 2,793,544
Programs	941,406	904,612	969,759	963,155
Parks	2,906,639	3,082,541	3,640,107	3,249,522
Centennial Pool	1,402,881	1,409,844	1,675,920	1,320,635
Sportsplex	1,359,893	1,412,126	1,855,363	1,467,894
Special Recreation	431,577	456,178	497,542	506,313
<b>Total</b>	<b>\$ 9,542,834</b>	<b>\$ 9,852,760</b>	<b>\$ 11,326,811</b>	<b>\$ 10,301,063</b>

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# Enterprise Funds

Budget  
Fiscal Year 2016

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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:

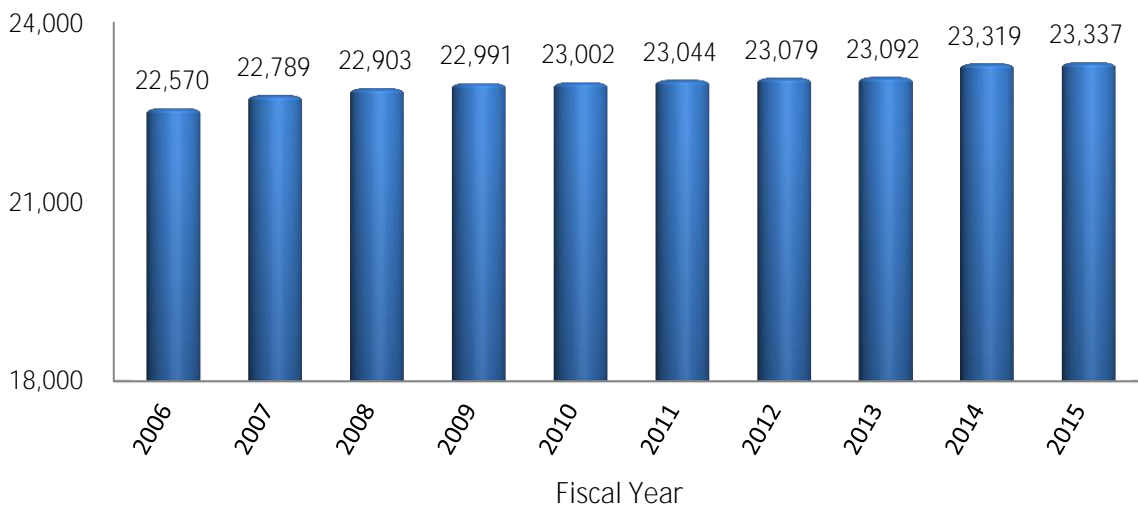
The water and sewer utilities are accounted for and reported as an enterprise fund of the Village. The Water and Sewer Fund is financed and operated in a manner similar to private business enterprise where the intent of the Village is that the cost (including depreciation) of providing water and sewer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

Late in 2015, the Village contracted with a consulting firm to produce a new comprehensive water and sewer rate study. The previous study was completed during fiscal year 2007. Since that time, a number of changes that impact water and sewer rates have taken place. The new study is being conducted to review current rates and rate structures, and provide recommendations to ensure that water, sewer and stormwater rates will be sufficient to cover the overall cost of providing these services in the future.

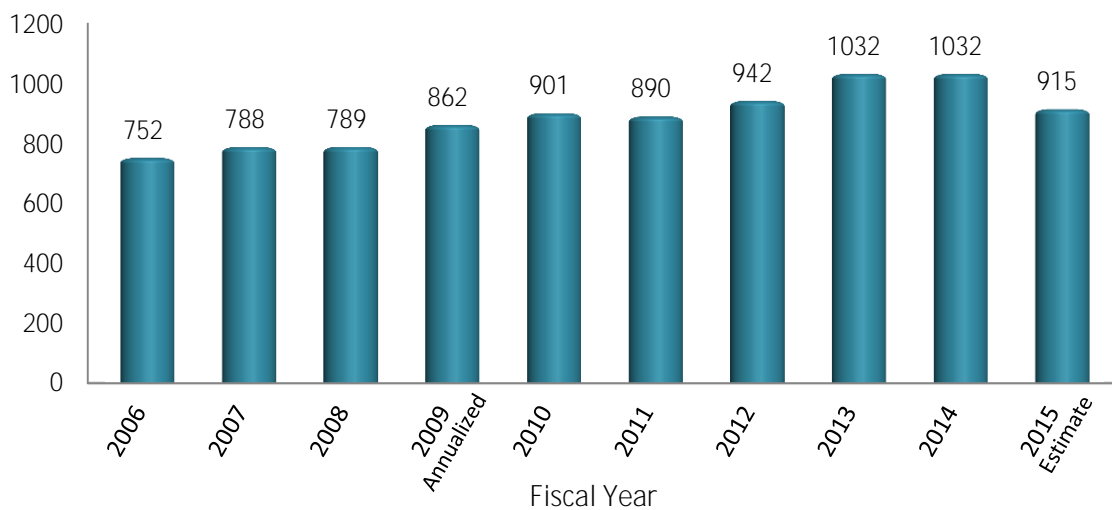
Beginning January 1, 2016, the Village enacted an inflationary rate increase of 2.7%. This was done based on preliminary analysis of the needs of the Water and Sewer Fund. Final rates will be enacted during FY2016 based on the results of the water and sewer rate study. As of January 1, 2016, **the Village's portion of the water rate at the lowest tier increased from \$1.64 to \$1.80 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 \$0.84 to \$0.86 per 1,000 gallons, and the Village's stormwater rates increased from \$0.88 to \$0.90.**

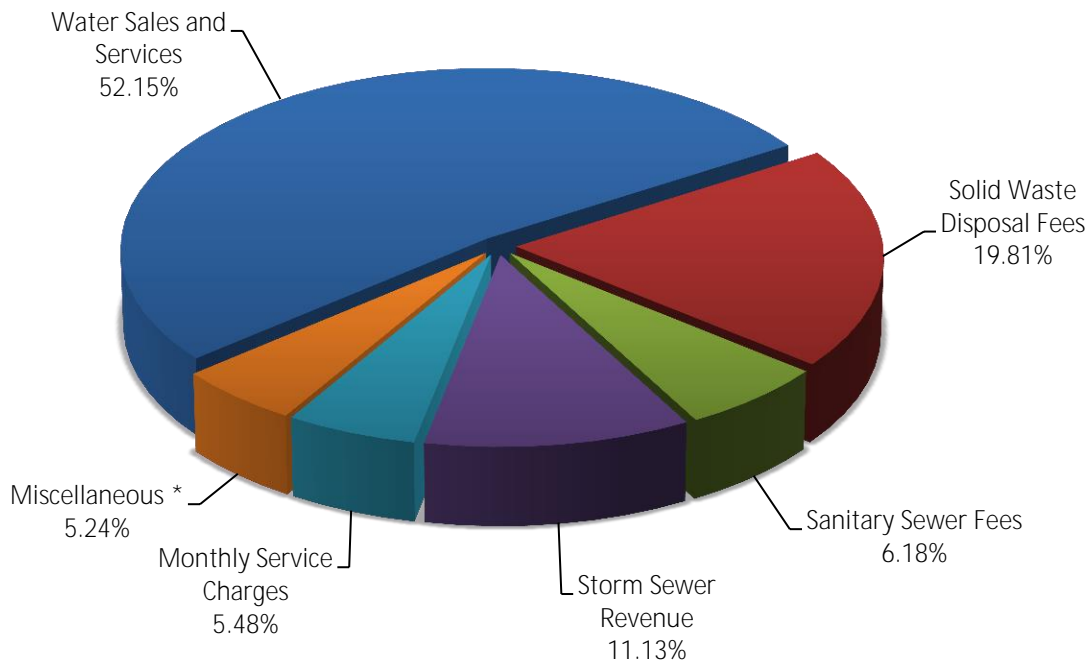
The Water and Sewer Fund is divided into five divisions including: Finance, Administration, Water, Sewer, and Stormwater. The Finance Division functions and strategic goals are included with the Finance Department section of the General Fund. The Administration, Water, Sewer, and Stormwater Divisions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

### Number of Water Utility Customers



### Expenditures per Customer





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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Water Sales and Services	\$ 11,752,321	\$ 11,706,375	\$ 14,981,965	\$ 13,791,253
Solid Waste Disposal Fees	5,207,820	4,953,612	5,106,528	5,237,606
Sanitary Sewer Fees	1,395,335	1,573,220	1,956,611	1,635,030
Storm Sewer Revenue	1,647,329	1,465,391	1,783,798	2,944,466
Monthly Service Charges	1,170,749	1,250,366	1,262,825	1,450,338
Line of Credit Proceeds	-	-	10,000,000	-
Connection Fees	256,186	305,378	571,511	705,310
Interfund Transfer	303,655	360,985	366,182	365,037
Miscellaneous Income	277,258	481,310	337,462	315,954
<b>Total Revenue</b>	<b>\$ 22,010,653</b>	<b>\$ 22,096,637</b>	<b>\$ 36,366,882</b>	<b>\$ 26,444,994</b>



WATER & SEWER (FINANCE DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
Accounting Technician II	2	2	3
<b>TOTAL FULL TIME PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>3</b>
PART TIME POSITION TITLE			
Water Meter Reader - Finals	2	2	0
Water Meter Reader	2	2	0
<b>TOTAL PART TIME PERSONNEL</b>	<b>4</b>	<b>4</b>	<b>0</b>

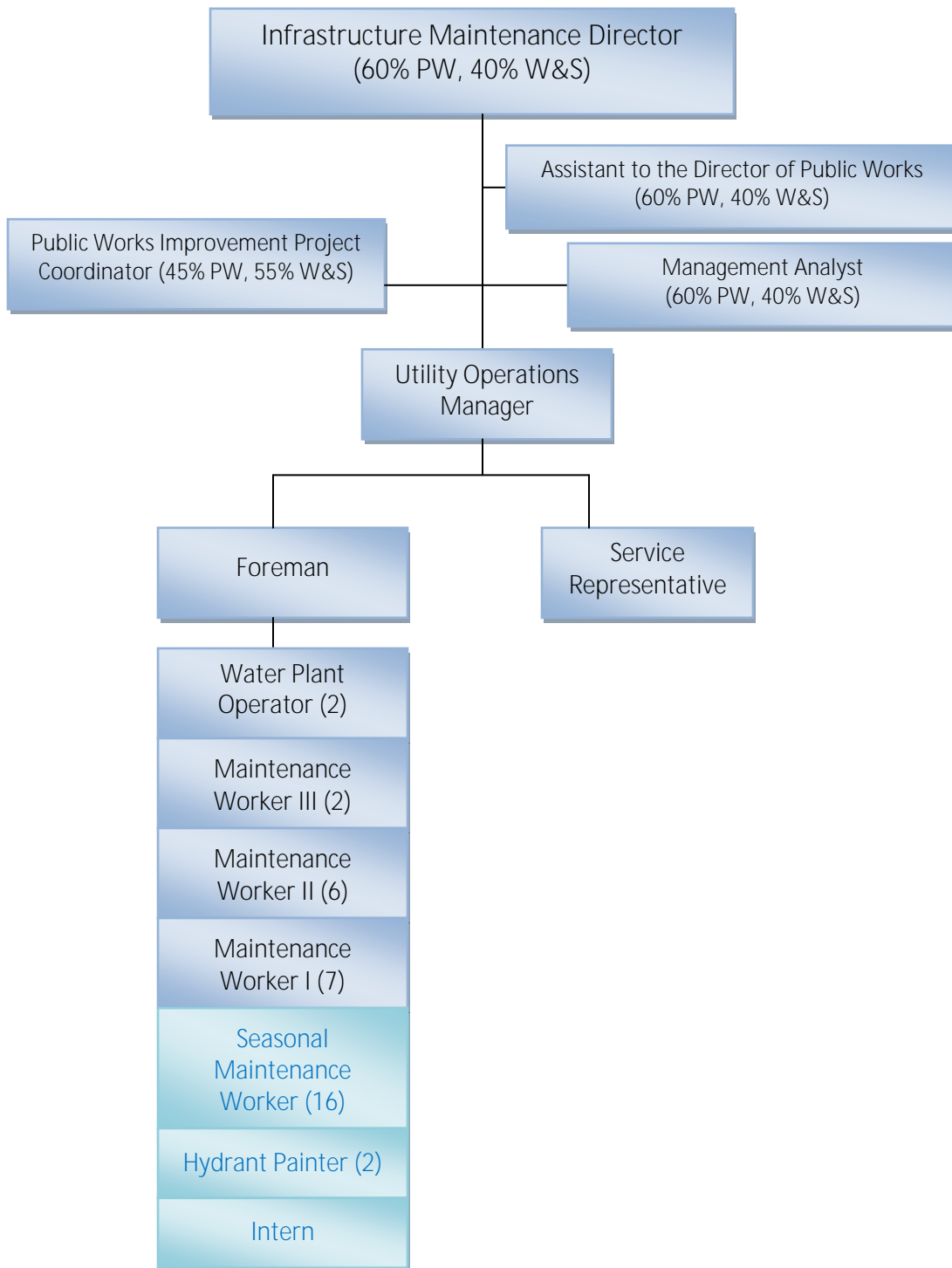
DIVISION FUNCTIONS:

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, Assistant Director, Public Improvement Coordinator, and Management Analyst 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: High Performing Organization

1. Increase efficiency and effectiveness of the Department's operations.
  - OBJECTIVE – Utilize Innoprise to evaluate and monitor all Utilities Division projects.
    - PURPOSE – To monitor project costs and contractor performance to identify potential shortfalls and make adjustments necessary for successful completion.
    - COMPLETION DATE – December 31, 2016
  - 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 weekly.
    - PURPOSE – To provide remote infrastructure location and identification for efficient field operations across the department and divisions.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Implement 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, 2016
  - OBJECTIVE – Implement mobile connectivity through the use of iPad applications.
    - PURPOSE – To provide access to current GIS, hydrant and valve information, and JULIE (Irthnet) programs to reduce task completion times, and improve productivity by minimizing the need to return to Public Works for new work orders.
    - COMPLETION DATE – August 1, 2016
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 2016.

- PURPOSE – To utilize professional educational opportunities to increase employee knowledge and skills, improve quality of services, heighten safety awareness, and improve employee competence.
- COMPLETION DATE – December 31, 2016
  
- OBJECTIVE – Continue employee safety training to meet required Illinois Department of Labor standards utilizing all available resources. Conduct regular informal safety meetings with department staff. Schedule and provide six training sessions during 2016.
  - PURPOSE –To reduce the number of accidents and injuries through the reinforcement of safety practices.
  - COMPLETION DATE – December 31, 2016



WATER & SEWER (ADMINISTRATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
Infrastructure Maintenance Director	0.4	0.4	0.4
Assistant to the Director of PW	0.4	0.4	0.4
Management Analyst	0.4	0.4	0.4
Utility Operations Manager	1	1	1
Foreman	0	1	1
Public Improvement Project Coordinator	0.55	0.55	0.55
Water Plant Operator	2	2	2
Maintenance Worker I	9	7	7
Maintenance Worker II	4	6	6
Maintenance Worker III	2	2	2
Administrative Assistant	0.4	0.4	0
Service Representative	0	0	1
Clerk Typist II	1	1	0
<b>TOTAL FULL TIME PERSONNEL</b>	<b>21.15</b>	<b>22.15</b>	<b>21.75</b>
PART TIME POSITION TITLE			
Hydrant Painter	2	2	2
Intern / Undergrad	1	1	1
Seasonal Maintenance	16	16	16
<b>TOTAL PART TIME PERSONNEL</b>	<b>19</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. Aging infrastructure and equipment add to the challenge of this responsibility.

STRATEGIC PLAN GOAL: High Performing Organization

1. Improve the effectiveness of the existing SCADA communication system.
  - OBJECTIVE – Initiate a combination of Fiber Optics and Mesh Radio Network options for communication and data acquisition between all remote sites. 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 – September 1, 2016
  
2. Improve distribution system efficiency and decrease the amount of unaccounted water loss.
  - OBJECTIVE – Implement a Residential Meter program.
    - PURPOSE – To verify residential meter accuracies within the system that can contribute to revenue loss.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Continue the large meter testing program and implement testing frequency based on meter size and usage.
    - PURPOSE – To identify meter inaccuracies for large water consumers that can contribute to substantial revenue loss.
    - COMPLETION DATE – December 31, 2016
  - 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 1, 2016

- 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 rapid notification to water users in advance of service interruptions.
  - COMPLETION DATE – August 1, 2016
  
- OBJECTIVE – Create a multi-year program for painting and improving elevated water tanks and incorporating the village’s new branding.
  - PURPOSE – To extend the life of existing elevated water tanks.
  - COMPLETION DATE – September 1, 2016

MEASURE	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate
Water main break repairs	41	34	38
Water meter repairs	2,636	2,013	2,350



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 – To obtain an independent, professional evaluation of the facilities and provide the information necessary to establish a proactive maintenance and budgeting schedule.
    - COMPLETION DATE – July 1, 2016
  - OBJECTIVE – Complete interior paint restorations of the 131<sup>st</sup> Street Lift Station, Wedgewood Lift Station, Tee Brook Lift Station and Fairway Lift Station.
    - PURPOSE – To maintain facilities.
    - COMPLETION DATE – November 30, 2016
  - OBJECTIVE – Implement SCADA PLC hardware at selected lift station facilities.
    - PURPOSE – To minimize adverse customer impact and provide enhanced communication capabilities.
    - COMPLETION DATE – December 1, 2016
2. Implement best practices to reduce Inflow and Infiltration (I&I) and to improve overall system efficiency and performance.
  - OBJECTIVE – Create and implement a multi-year program to televise and clean the sanitary sewer collection system to improve overall system efficiency.
    - 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 – December 31, 2016
  - OBJECTIVE – Implement a sanitary sewer flow monitoring program.
    - PURPOSE – To identify key flow monitoring locations with the purpose of monitoring during major storm and high flow events.
    - COMPLETION DATE – December 1, 2016

MEASURE	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate
Preventative maintenance sewer cleaning	173,632 ft.	143,822 ft.	158,000 ft.
Sanitary sewer repairs	8	6	6

## DIVISION FUNCTIONS:

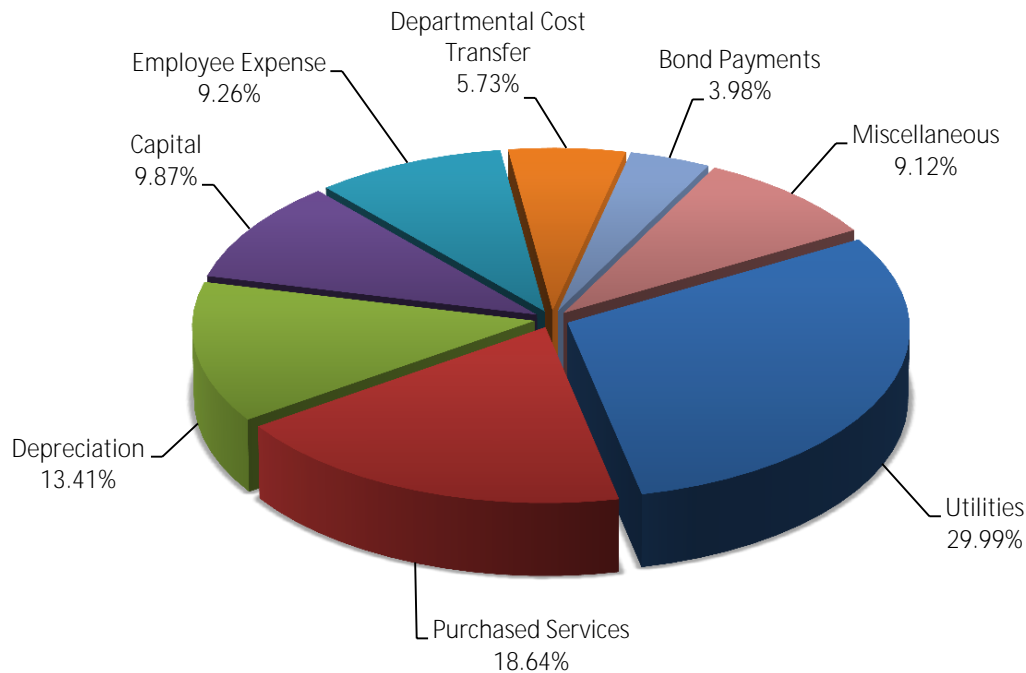
The Stormwater Division is responsible for the contracted mowing of 150 pond sites, 283 acres owned by the Village and 55 right-of-way/utility sites. The Division also oversees the aquatic chemical treatment of 77 wet ponds and broadleaf weed control at 104 sites and 176 acres owned by the Village. The 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

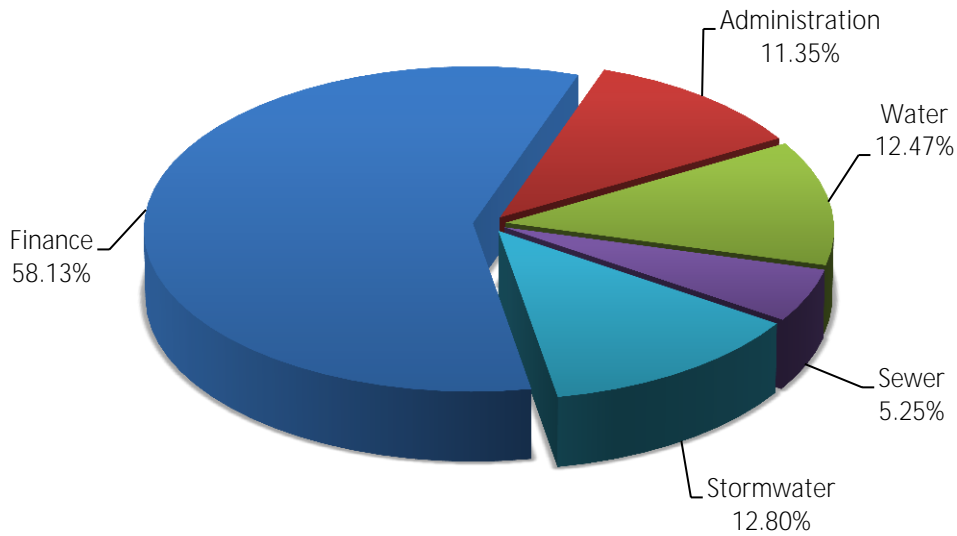
1. Increase public education and awareness about the use of native vegetation.
  - OBJECTIVE – Generate two informational pamphlets for distribution and web posting, describing the use and benefits of native vegetation around ponds.
    - PURPOSE – To educate the general public and residents about the benefits of native landscaping around ponds and in the care of native plantings.
    - COMPLETION DATE – December 31, 2016
  - 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 2016.
    - PURPOSE – **To increase resident’s acceptance and understanding of native plantings and the associated benefits.**
    - COMPLETION DATE – December 31, 2016
2. Implement flood study recommendations.
  - OBJECTIVE- Initiate construction of the Kristo Lane subdivision storm water improvement project.
    - PURPOSE – To mitigate flooding and reduce overland flow between residents’ homes and streets.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE- Finalize engineering of the Maycliff South storm water improvements.
    - PURPOSE – **To mitigate flooding and reduce overland flow between residents’ homes and streets.**
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE- Finalize engineering and initiate construction of the Parkview South (Villa West Subdivision) flood study improvement.
    - PURPOSE – **To mitigate flooding and reduce overland flow between residents’ homes and streets.**
    - COMPLETION DATE – September 30, 2016

MEASURE	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate
Storm Sewer GIS Mapping Accomplished (% area of Village)	75%	95%	100%
Completed storm inlet repairs	162	145	150
Flood mitigation projects completed	2	4	4



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

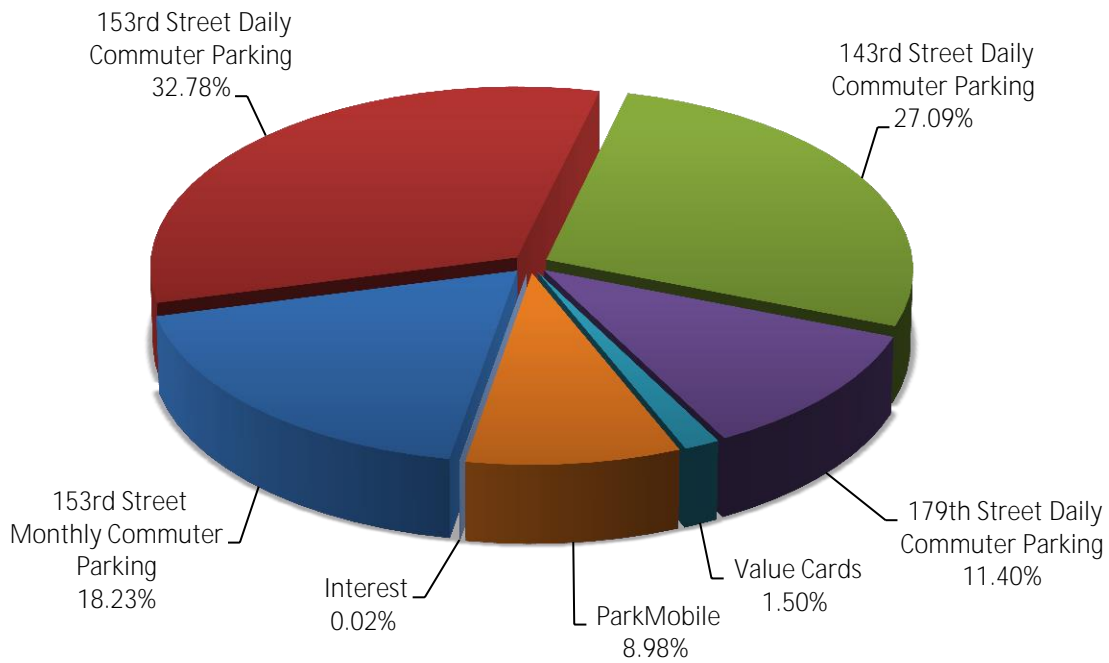
	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 1,734,281	\$ 1,656,581	\$ 1,913,576	\$ 1,892,706
Employee Benefits	775,608	759,886	816,135	810,868
Employee Reimbursements	8,935	10,337	26,605	26,415
Credit, Collection & Bank	77,353	101,072	92,153	96,779
Professional Services	250,538	456,082	1,027,344	339,457
Utilities	8,212,037	8,215,690	9,727,293	8,843,027
Purchased Services	5,301,155	5,141,632	5,316,522	5,495,791
Repair & Maintenance	418,362	469,644	1,379,242	758,900
Rent	9,402	1,219	17,297	10,097
Insurance	408,936	559,004	492,982	354,757
Supplies	340,206	560,970	1,102,423	1,013,450
Capital	-	-	21,447,529	2,909,127
Depreciation	3,836,421	3,876,501	3,876,000	3,955,000
Bond Payments	708,165	595,517	946,329	1,171,984
Miscellaneous Expenses	244,157	59,724	85,085	115,558
Departmental Cost Transfer	1,514,672	1,607,936	1,640,095	1,689,298
<b>Total Expenditures</b>	<b>\$ 23,840,228</b>	<b>\$ 24,071,795</b>	<b>\$ 49,906,610</b>	<b>\$ 29,483,214</b>



	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Finance	\$ 15,701,854	\$ 15,703,864	\$ 17,845,846	\$ 17,138,578
Administration	2,890,735	2,870,750	3,806,222	3,346,314
Water	2,893,760	3,209,724	11,205,442	3,677,295
Sewer	938,502	901,403	2,502,003	1,547,810
Stormwater	1,415,377	1,385,055	14,547,097	3,773,217
<b>Total Expenditures</b>	<b>\$ 23,840,228</b>	<b>\$ 24,070,796</b>	<b>\$ 49,906,610</b>	<b>\$ 29,483,214</b>

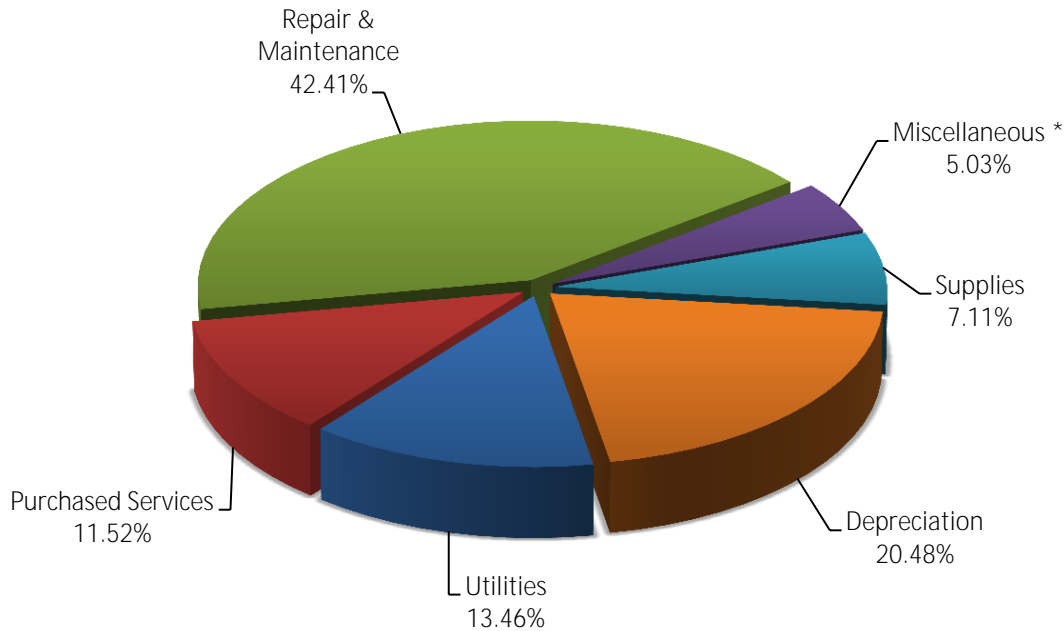
The Commuter Parking Fund receives daily and monthly permit fee revenues from the three commuter parking lots located within the Village of Orland Park. Effective January 1, 2015, daily parking fees were set at \$1.50 and monthly permit fees are \$35.00. Automated systems for the collection of daily 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 143rd Street commuter lot has a total of 168 monthly parking spaces in three separate locations. There are also 716 daily parking spaces available within the Main Street Triangle area at the 143<sup>rd</sup> Street station. The 153rd Street commuter lot has 170 monthly parking spaces and 1,310 daily parking spaces. The 179th Street commuter lot has 329 daily parking places.



	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
153rd Street Monthly Commuter Parking	\$ 45,567	\$ 60,475	\$ 52,200	\$ 60,900
153rd Street Daily Commuter Parking	77,820	91,506	106,800	109,500
143rd Street Daily Commuter Parking	67,197	74,366	88,200	90,500
179th Street Daily Commuter Parking	28,818	31,926	38,400	38,068
Value Cards	4,632	7,519	5,000	5,000
ParkMobile	12,726	27,351	30,000	30,000
Interest	274	181	105	64
<b>Total Revenue</b>	<b>\$ 237,034</b>	<b>\$ 293,324</b>	<b>\$ 320,705</b>	<b>\$ 334,032</b>





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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Utilities	\$ 48,783	\$ 53,194	\$ 55,287	\$ 55,853
Purchased Services	76,048	58,115	43,542	47,822
Repair & Maintenance	187,047	85,413	182,393	176,030
Credit, Collection & Bank Charges	5,268	8,948	9,321	9,843
Insurance	11,995	9,391	4,030	4,044
Professional Services	270	432	300	300
Rent	6,708	6,708	6,708	6,708
Supplies	25,021	29,253	27,800	29,500
Depreciation	97,765	80,117	103,000	85,000
<b>Total Expenditures</b>	<b>\$ 458,905</b>	<b>\$ 331,571</b>	<b>\$ 432,381</b>	<b>\$ 415,100</b>

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# Debt Service Funds

Budget  
Fiscal Year 2016

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The following pages contain a summary of **the Village's** outstanding general obligation debt as of January 1, 2016 (beginning of FY2016 budget year). The total outstanding amounts are:

Total Interest	\$ 11,703,797
Total Principal	<u>87,265,000</u>
Grand Total	<u>\$ 98,968,797</u>

Year Ending Amounts:

2016	\$ 10,573,586	2023	\$ 2,950,606
2017	10,615,749	2024	2,950,844
2018	9,849,224	2025	2,961,169
2019	8,267,024	2026	2,077,600
2020	6,424,961	2027	702,750
2021	20,626,489	2028	704,531
2022	20,264,264		

There are a number of limitations and restrictions contained in the various bond issue documents. 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 2016

Fiscal Year (Due 6/1 & 12/1)	G.O. Series 2008*	G.O. Series 2009	G.O. Series 2010	G.O. Series 2011	G.O. Series 2012A	G.O. Series 2012B
2016	\$ 683,150	\$ 800,550	\$ 2,458,992	\$ 1,430,325	\$ 890,200	\$ 369,375
2017	683,150	799,425	2,488,742	1,424,025	890,600	369,375
2018	686,550	800,975	1,664,968	1,432,325	885,700	1,069,375
2019	689,150	796,650	980,568	1,431,500	890,600	1,085,625
2020	690,950	796,625	556,805	-	890,100	1,074,750
2021	691,950	798,875	565,145	-	894,300	8,162,063
2022	697,150	-	912,120	-	893,100	8,205,562
2023	701,350	-	-	-	896,600	-
2024	698,188	-	-	-	894,700	-
2025	699,175	-	-	-	892,500	-
2026	704,100	-	-	-	-	-
2027	702,750	-	-	-	-	-
2028	704,531	-	-	-	-	-
<b>Total</b>	<b>\$ 9,032,144</b>	<b>\$ 4,793,100</b>	<b>\$ 9,627,340</b>	<b>\$ 5,718,175</b>	<b>\$ 8,918,400</b>	<b>\$ 20,336,125</b>

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

# Village of Orland Park

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

Fiscal Year 2016

### Outstanding

G.O. Series 2012C	G.O. Series 2012D	G.O. Series 2013A	G.O. Series 2013B	G.O. Series 2013C	G.O. Series 2015A	Total Outstanding
\$ 689,513	\$ 928,700	\$ 383,375	\$ 689,850	\$ 270,556	\$ 979,000	\$ 10,573,586
682,762	931,200	383,375	683,438	294,056	985,600	10,615,748
-	933,300	1,083,375	-	292,056	1,000,600	9,849,224
-	-	1,099,275	-	290,056	1,003,600	8,267,024
-	-	1,087,675	-	1,328,056	-	6,424,961
-	-	8,173,900	-	1,340,256	-	20,626,489
-	-	8,209,575	-	1,346,756	-	20,264,263
-	-	-	-	1,352,657	-	2,950,607
-	-	-	-	1,357,957	-	2,950,845
-	-	-	-	1,369,494	-	2,961,169
-	-	-	-	1,373,500	-	2,077,600
-	-	-	-	-	-	702,750
-	-	-	-	-	-	704,531
<u>\$ 1,372,275</u>	<u>\$ 2,793,200</u>	<u>\$ 20,420,550</u>	<u>\$ 1,373,288</u>	<u>\$ 10,615,400</u>	<u>\$ 3,968,800</u>	<u>\$ 98,968,797</u>

# Village of Orland Park

## General Obligation Bonded Debt (Principal)

Fiscal Year 2016

Fiscal Year (Due 6/1 & 12/1)	G.O. Series 2008*	G.O. Series 2009	G.O. Series 2010	G.O. Series 2011	G.O. Series 2012A	G.O. Series 2012B
2016	\$ 400,000	\$ 650,000	\$ 2,175,000	\$ 1,315,000	\$ 730,000	\$ -
2017	415,000	670,000	2,270,000	1,335,000	745,000	-
2018	435,000	695,000	1,520,000	1,370,000	755,000	700,000
2019	455,000	715,000	885,000	1,400,000	775,000	725,000
2020	475,000	740,000	490,000	-	790,000	725,000
2021	495,000	770,000	515,000	-	810,000	7,825,000
2022	520,000	-	880,000	-	825,000	8,025,000
2023	545,000	-	-	-	845,000	-
2024	565,000	-	-	-	860,000	-
2025	590,000	-	-	-	875,000	-
2026	620,000	-	-	-	-	-
2027	645,000	-	-	-	-	-
2028	675,000	-	-	-	-	-
<b>Total</b>	<b>\$ 6,835,000</b>	<b>\$ 4,240,000</b>	<b>\$ 8,735,000</b>	<b>\$ 5,420,000</b>	<b>\$ 8,010,000</b>	<b>\$ 18,000,000</b>
Maturity Date	12/1/2028	12/1/2021	12/1/2022	12/1/2018	12/1/2025	12/1/2022

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

# Village of Orland Park

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

Fiscal Year 2016

### Outstanding

G.O. Series 2012C	G.O. Series 2012D	G.O. Series 2013A	G.O. Series 2013B	G.O. Series 2013C	G.O. Series 2015A	Total Outstanding
\$ 675,000	\$ 875,000	\$ -	\$ 675,000	\$ 75,000	\$ 835,000	\$ 8,405,000
675,000	895,000	-	675,000	100,000	875,000	8,655,000
-	915,000	-	-	100,000	925,000	7,415,000
-	-	700,000	-	100,000	965,000	6,720,000
-	-	725,000	-	1,140,000	-	5,085,000
-	-	725,000	-	1,175,000	-	12,315,000
-	-	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>\$ 1,350,000</u>	<u>\$ 2,685,000</u>	<u>\$ 18,000,000</u>	<u>\$ 1,350,000</u>	<u>\$ 9,040,000</u>	<u>\$ 3,600,000</u>	<u>\$ 87,265,000</u>

12/1/2017

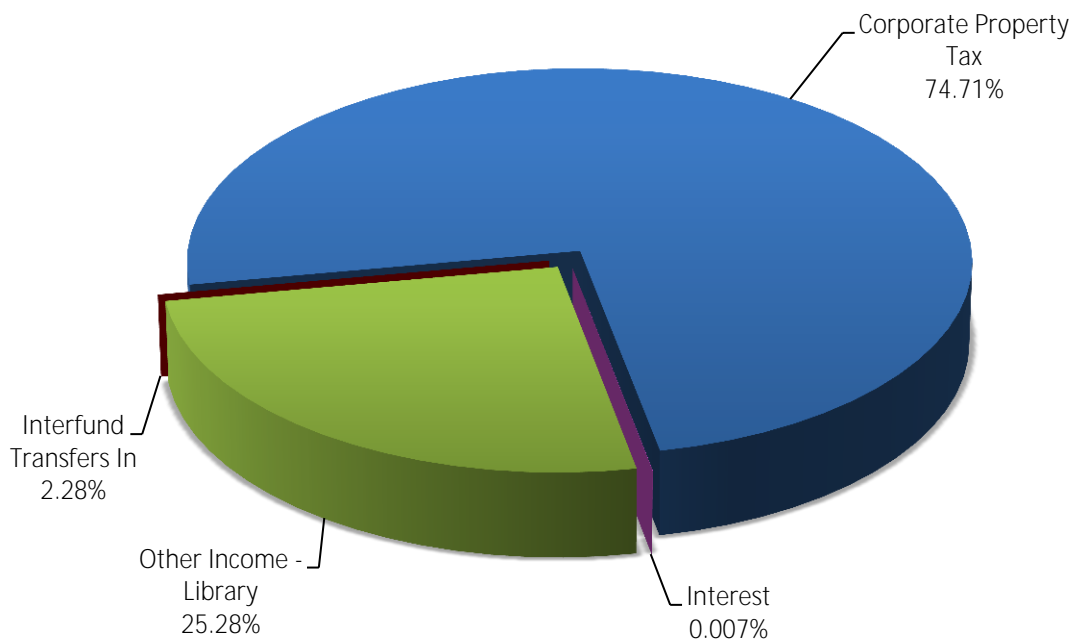
12/1/2018

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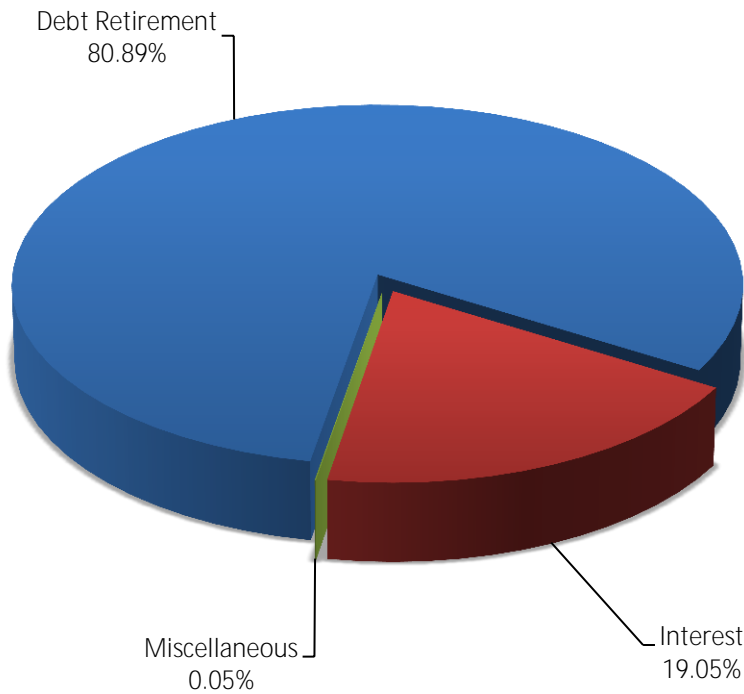
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12/1/2019

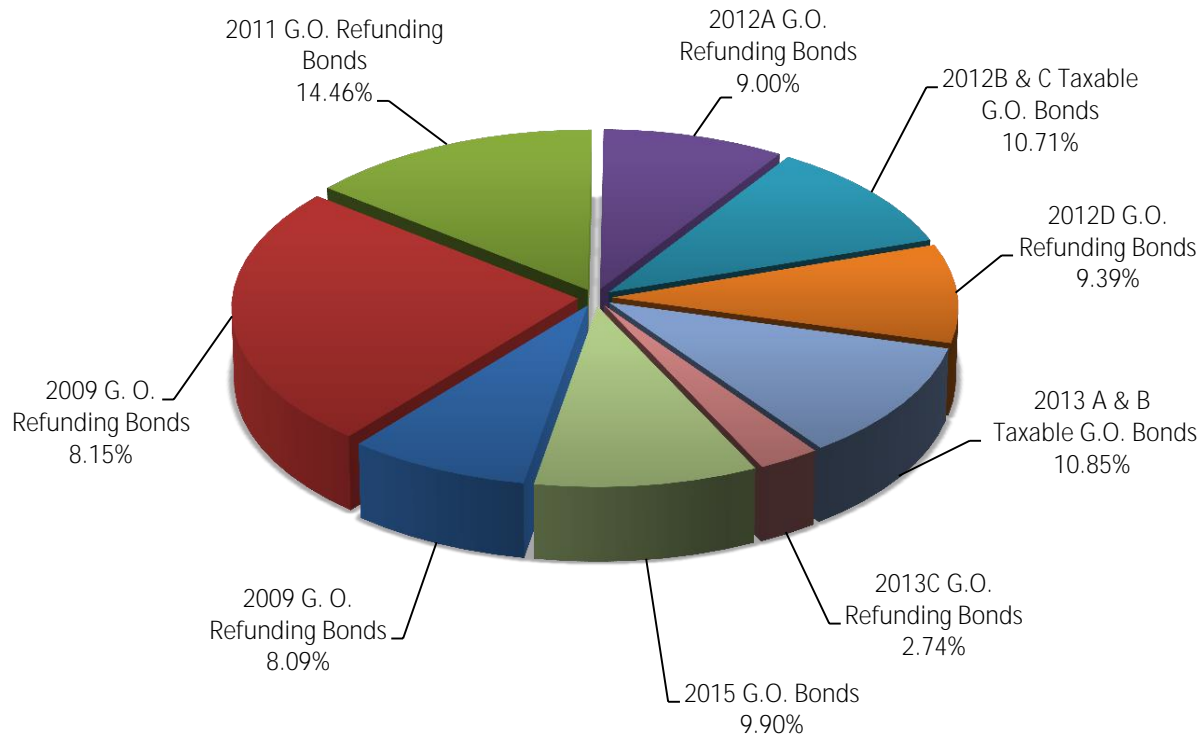


	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Corporate Property Tax	\$ 4,366,651	\$ 4,400,248	\$ 4,264,775	\$ 4,863,075
Interest	169	73	175	453
Other Income - Library	1,606,593	1,626,093	1,633,093	1,645,693
Interfund Transfers In	893,829	4,281	137,800	-
<b>Total Revenue</b>	<b>\$ 6,867,241</b>	<b>\$ 6,030,695</b>	<b>\$ 6,035,843</b>	<b>\$ 6,509,221</b>





	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Debt Retirement	\$ 6,315,000	\$ 6,315,000	\$ 7,800,000	\$ 8,005,000
Interest	2,148,158	2,245,173	2,074,543	1,885,436
Miscellaneous	4,010	6,263	5,150	5,195
Interfund Transfers Out	901,629	4,281	-	-
Credit, Collection & Bank Charges	258	-	-	-
Other Financing Sources	9,698,781	-	-	-
<b>Total Expenditures</b>	<b>\$ 19,067,836</b>	<b>\$ 8,570,717</b>	<b>\$ 9,879,693</b>	<b>\$ 9,895,631</b>



	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
2003 G.O. Refunding Bonds	\$ 233,779	\$ 1,451	\$ -	\$ -
2004 G.O. Refunding Bonds	449,380	2,941	-	-
2006 G.O. Bonds	712,961	604,234	-	-
2007 G.O. Bonds	1,004,781	1,009,615	1,017,981	-
2009 G.O. Refunding Bonds	806,541	803,985	805,050	801,000
2010 G.O. Refunding Bonds	2,407,301	2,432,828	2,442,193	2,459,442
2011 G.O. Refunding Bonds	1,536,231	1,431,986	1,431,600	1,430,800
2012A G.O. Refunding Bonds	286,050	287,958	889,975	890,675
2012B & C Taxable G.O. Bonds	384,179	390,168	1,040,038	1,059,838
2012D G.O. Refunding Bonds	938,479	933,319	931,375	929,195
2013 A & B Taxable G.O. Bonds	237,381	404,221	1,054,050	1,073,700
2013C G.O. Refunding Bonds	371,991	268,914	267,431	271,506
2015 G.O. Bonds	-	-	-	979,475
<b>Total Expenditures</b>	<b>\$ 9,369,054</b>	<b>\$ 8,571,620</b>	<b>\$ 9,879,693</b>	<b>\$ 9,895,631</b>

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# Capital Project Funds

Budget  
Fiscal Year 2016

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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.

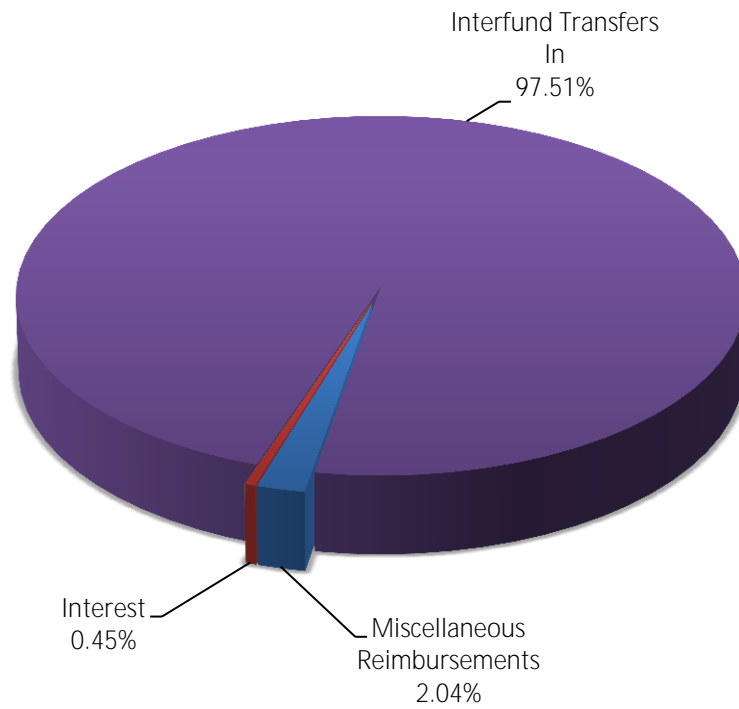
Expenses of the capital project funds consist of capital improvement project expenditures, such as roads, other infrastructure and buildings. Additional detailed information regarding the budgeted capital improvements can be found in the Capital Improvements Section of this document.

**Revenue Summary**

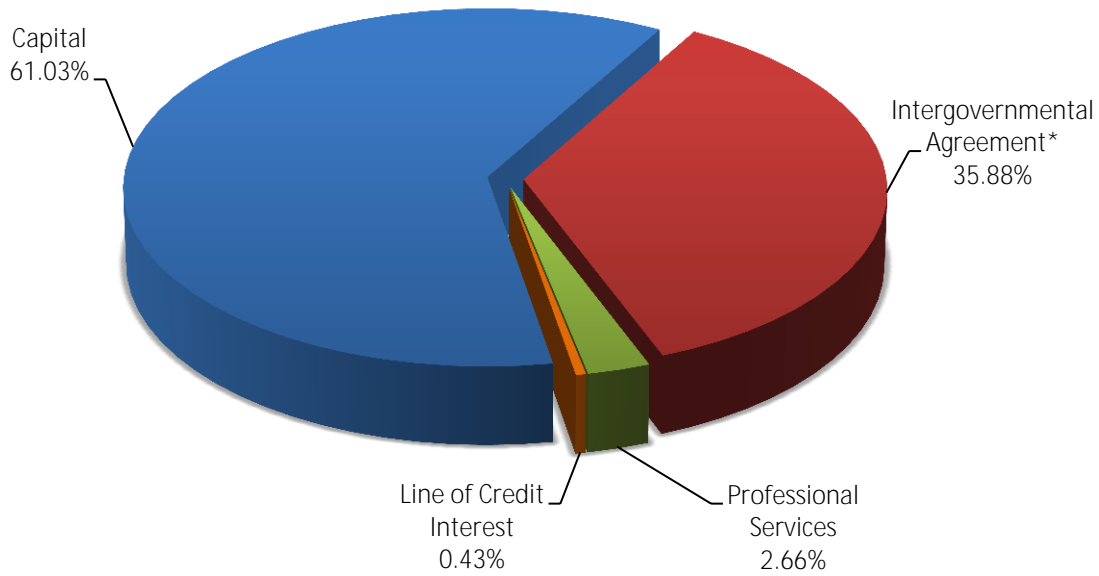
	<b>FY2013 Actual</b>	<b>FY2014 Actual</b>	<b>FY2015 Amended Budget</b>	<b>FY2016 Budget</b>
Road Exaction Fees	\$ 198,147	\$ 121,335	\$ 298,533	\$ 463,610
Interest	2,671	1,741	8,144	4,980
<b>Total Revenue</b>	<b>\$ 200,818</b>	<b>\$ 123,076</b>	<b>\$ 306,677</b>	<b>\$ 468,590</b>

**Expenditure Summary**

	<b>FY2013 Actual</b>	<b>FY2014 Actual</b>	<b>FY2015 Amended Budget</b>	<b>FY2016 Budget</b>
Interfund Transfer Out	\$ 1,108,205	\$ 220,000	\$ -	\$ 1,202,808
Credit, Collection & Bank Charges	5	-	2	-
Professional Services	1,470	625	65,254	-
<b>Total Expenditures</b>	<b>\$ 1,109,680</b>	<b>\$ 220,625</b>	<b>\$ 65,256</b>	<b>\$ 1,202,808</b>



	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Miscellaneous Reimbursements	\$ 17,600	\$ 187,308	\$ 1,338,561	\$ 125,000
Interest	25,179	17,530	74,140	27,280
Line of Credit Proceeds	-	-	10,649,878	-
Interfund Transfers In	3,580,012	3,011,751	7,647,765	5,968,154
<b>Total Revenue</b>	<b>\$ 3,622,791</b>	<b>\$ 3,216,589</b>	<b>\$19,710,344</b>	<b>\$ 6,120,434</b>



	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Capital	\$ 4,024,747	\$ 4,216,866	\$ 13,031,916	\$ 4,019,900
Intergovernmental Agreement *	1,035,827	2,686,897	14,817,217	2,363,265
Repair & Maintenance	832,103	988,971	917,000	-
Professional Services	101,527	72,879	84,359	175,000
Purchased Services	1,215	203	-	-
Line of Credit Interest	-	-	137,800	28,627
Miscellaneous	154,100	420	-	-
<b>Total Expenditures</b>	<b>\$ 6,149,519</b>	<b>\$ 7,966,236</b>	<b>\$ 28,988,292</b>	<b>\$ 6,586,792</b>

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

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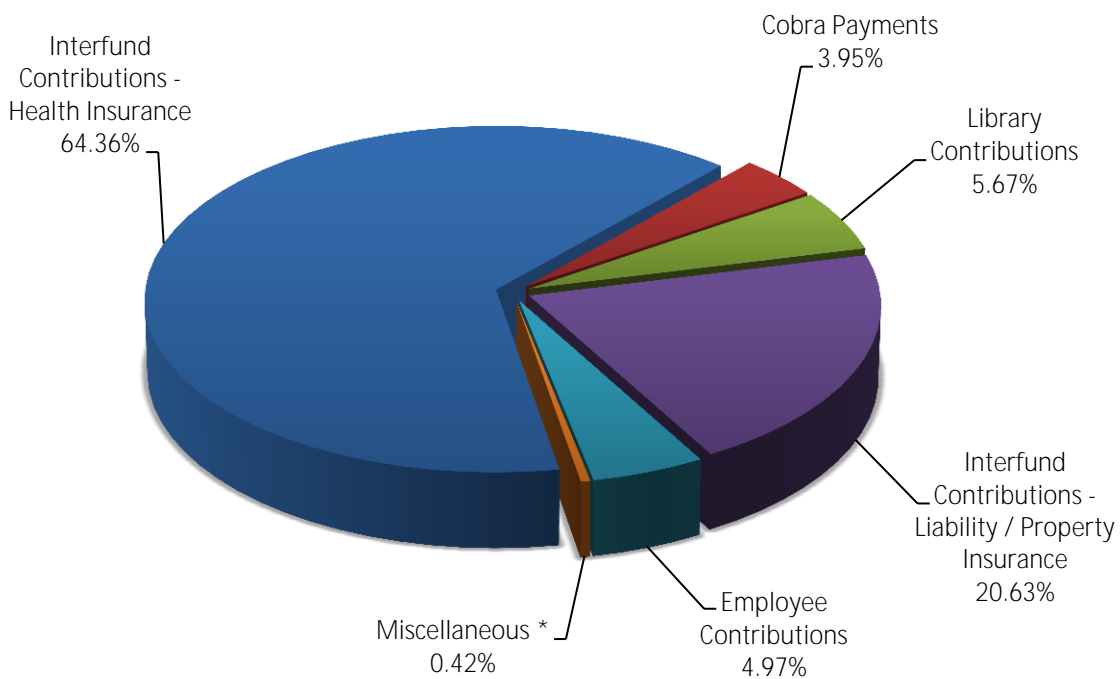
# Internal Service Fund

Budget  
Fiscal Year 2016

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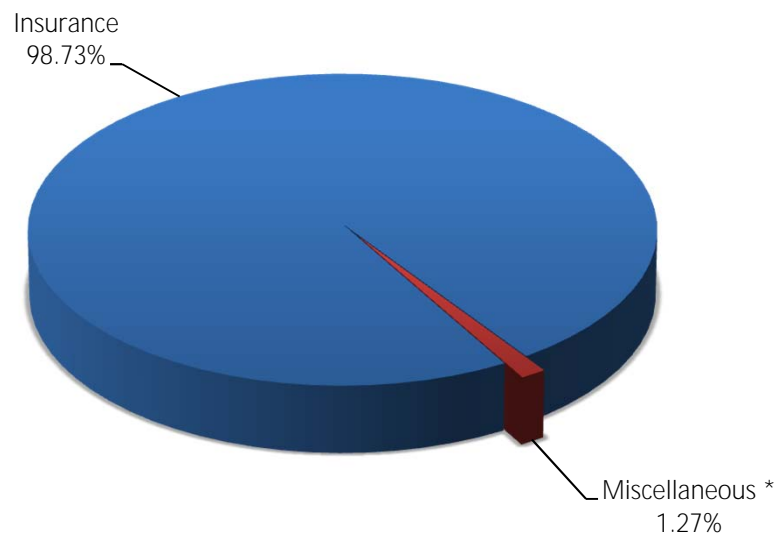


The Village is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters. The Village utilizes its Insurance Fund, an internal service fund, to record transactions related to insurance provided by third party insurers, full self-insurance for employee benefits, as well as partial self-insurance for **workers' compensation and** general liability. 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.

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Interfund Contributions - Health Insurance	\$ 5,162,825	\$ 5,023,970	\$ 5,073,983	\$ 5,087,559
Interfund Contributions - Liability / Property Insurance	1,831,941	1,758,161	1,725,226	1,631,145
Cobra Payments	206,585	212,181	218,287	312,220
Library Contributions	380,690	405,894	395,493	448,458
Employee Contributions	278,423	317,018	441,846	392,859
Interest	2,683	1,455	10,597	6,536
Miscellaneous Services	13,143	1,044	5,000	2,500
Reimbursements	43,313	5,049	10,000	24,000
<b>Total Revenue</b>	<b>\$ 7,919,603</b>	<b>\$ 7,724,772</b>	<b>\$ 7,880,432</b>	<b>\$ 7,905,277</b>



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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Insurance	\$ 7,593,622	\$ 6,478,476	\$ 7,429,584	\$ 7,962,953
Credit, Collection & Bank Charges	269	87	83	100
Professional Services	119,559	114,436	102,500	102,500
Interfund Transfers Out	53,871	-	-	-
Miscellaneous	1,097	-	-	-
<b>Total Expenditures</b>	<b>\$ 7,768,418</b>	<b>\$ 6,592,999</b>	<b>\$ 7,532,167</b>	<b>\$ 8,065,553</b>

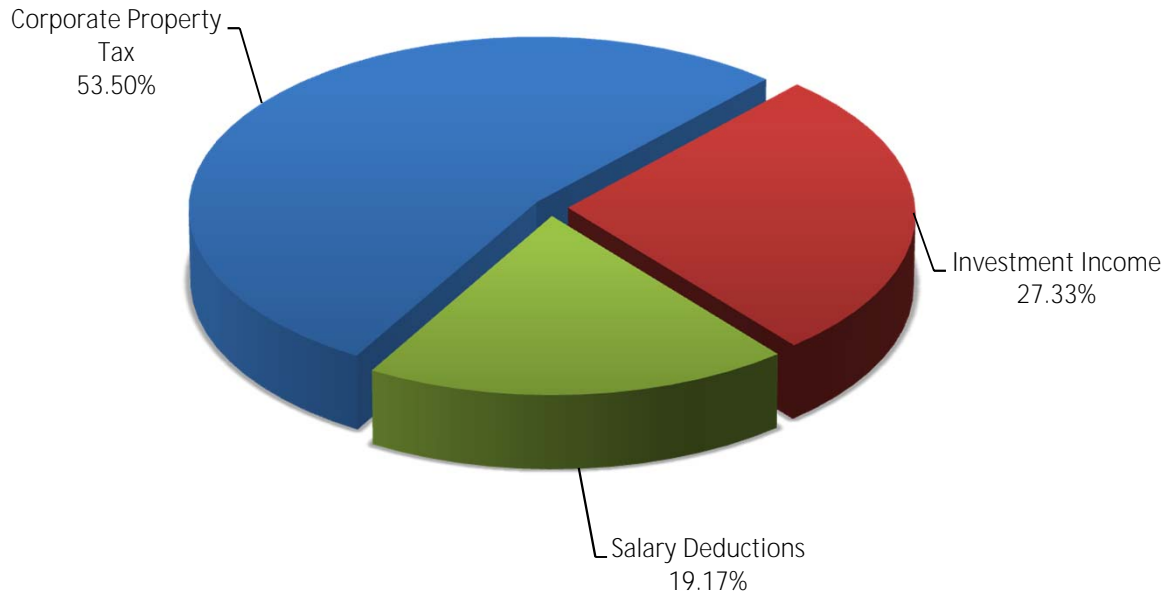
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# Fiduciary Fund

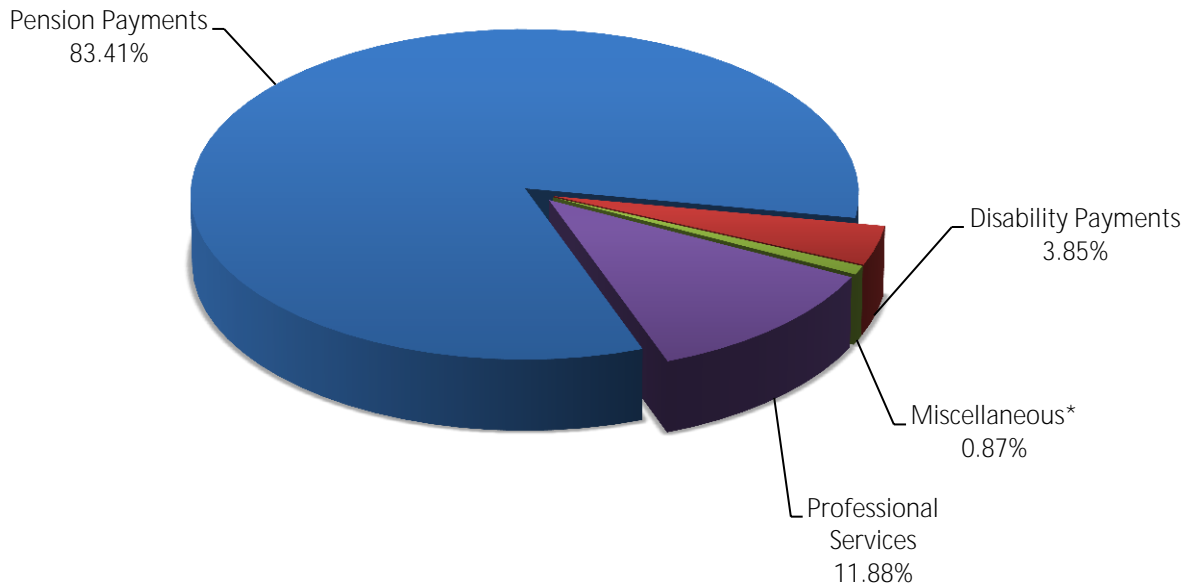
Budget  
Fiscal Year 2016

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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 as **its sole purpose is to provide retirement benefits for the Village's police employees**. The PPERS is reported as a pension trust fund.



	<b>FY2013 Actual</b>	<b>FY2014 Actual</b>	<b>FY2015 Amended Budget</b>	<b>FY2016 Budget</b>
Corporate Property Tax	\$ 2,115,062	\$ 2,230,542	\$ 2,417,988	\$ 2,725,964
Investment Income	6,901,710	4,288,315	1,257,140	1,392,373
Salary Deductions	848,083	949,385	961,851	976,716
Miscellaneous Income	9,966	52,555	-	-
Pension Transfer from Municipality	-	47,428	-	-
Pension Reimbursement	-	54,365	-	-
<b>Total Revenue</b>	<b>\$ 9,874,821</b>	<b>\$ 7,622,590</b>	<b>\$ 4,636,979</b>	<b>\$ 5,095,053</b>



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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Pension Payments	\$ 2,045,076	\$ 2,580,896	\$ 2,768,436	\$ 3,008,809
Disability Payments	147,381	139,318	138,804	138,804
Personnel Services	71,021	18,997	40,000	20,000
Employee Reimbursements	1,846	2,254	2,500	2,200
Credit, Collection & Bank Charges	281	59	175	150
Professional Services	518,300	447,141	376,000	428,500
Purchased Services	2,450	2,100	3,000	2,500
Miscellaneous Expenses	5,185	6,730	6,371	6,371
<b>Total Expenditures</b>	<b>\$ 2,791,540</b>	<b>\$ 3,197,495</b>	<b>\$ 3,335,286</b>	<b>\$ 3,607,334</b>

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# Component Units

Budget  
Fiscal Year 2016

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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. Complete financial statements may be obtained by contacting the Civic Center Authority at 14750 Ravinia Avenue, Orland Park, Illinois 60462.

*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.

Complete financial statements for the Open Lands Corporation or the Stellwagen Family Farm Foundation may be obtained by contacting **the entity's administrative offices** at 14700 Ravinia Avenue, Orland Park, Illinois 60462.

COMPONENT UNIT MISSION:

The mission of the Orland Park Civic Center is to provide a venue where the general public can hold business and community 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 for Village events such as the Taste of Orland and Recreation Department plays, musicals, and concerts. These two to three day events draw hundreds of visitors, not only from the local community, but also from the surrounding area. 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 private events, including wedding receptions, private parties, training events, 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 2015, 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 discounted rates. In 2015, the Civic Center provided 254 community outreach hours.

STRATEGIC PLAN GOAL: Economic Development

1. Solicit the corporate market for new and repeat business to enhance **the Civic Center's** economic base.
  - OBJECTIVE – Prospect corporate businesses and look for opportunities to meet the decision makers of the corporation to promote the Civic Center facility for classes, corporate events, such as training seminars, promotions, product launches, retirements, anniversaries and educational workshops.
    - PURPOSE - To retain daytime business events for the Civic Center.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE - Establish new key program accounts.
    - PURPOSE - To identify and retain regular users whose rentals will help grow the **Civic Center's revenue base** by continuing to add new key accounts.
    - COMPLETION DATE – December 31, 2016
  - OBJECTIVE – Provide businesses with all-inclusive options for rentals, such as breakfast, lunch, audio-visual rental, and other supplies.
    - PURPOSE - Provide customer-friendly rental options to attract new business.
    - COMPLETION DATE – March 30, 2016

- OBJECTIVE – Develop a marketing strategy to prospect local businesses and associations.
  - PURPOSE - To attract new business.
  - COMPLETION DATE - June 15, 2016

STRATEGIC PLAN GOAL: Quality of Life

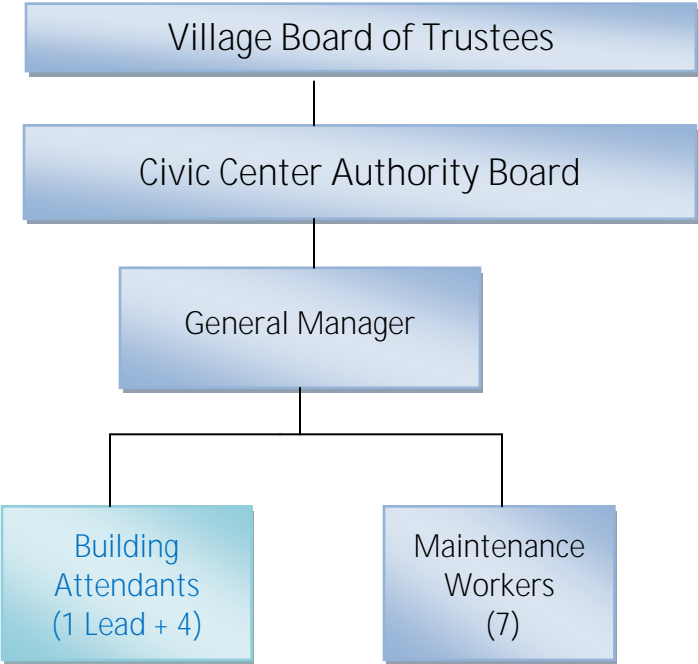
2. Maintain and promote the Civic Center as a vibrant facility that is a quality and affordable venue to host events for both residents and businesses.

- OBJECTIVE - Offer affordable community outreach programs for community groups and businesses, providing at least 300 hours in 2016.
  - PURPOSE – To create and maintain goodwill within the community, while **showcasing the Civic Center’s** capabilities.
  - COMPLETION DATE – December 31, 2016
- OBJECTIVE – Modernize the facility with repairs and upgrades, including pictures and wall decorations.
  - PURPOSE: To provide a functional, updated facility that will maintain the existing customer base and attract new businesses.
  - COMPLETION DATE – December 31, 2016
- OBJECTIVE – Upgrade the accordion doors in the Annex.
  - PURPOSE: To enhance business bookings by being able to split the room in half for break out rooms.
  - COMPLETION DATE – August 30, 2016

3. Provide a cost-effective, cooperative approach to control expenditures.

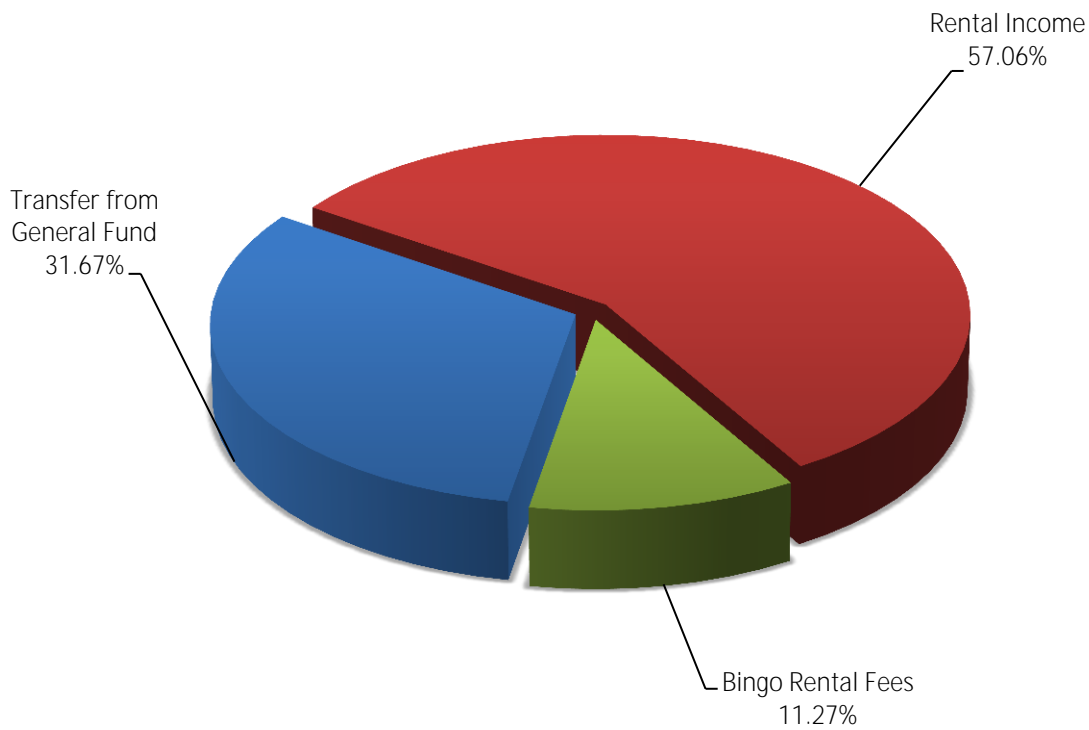
- OBJECTIVE – Update record keeping and file system procedures.
  - PURPOSE – Save time and share existing record keeping software currently being used by other village departments.
  - COMPLETION DATE – September 30, 2016

MEASURE	FY 2014 Actual	FY 2015 Actual	FY2016 Estimate
Bingo Bookings	50	50	50
Revenue Generated Bookings	254	283	300
Community Outreach Hours	262	254	300
Village Booking Hours	383	398	500
New Events	4	10	15
Key Accounts	2	5	8
Rental Revenue - Change from Previous Year	+18%	+25%	+4%

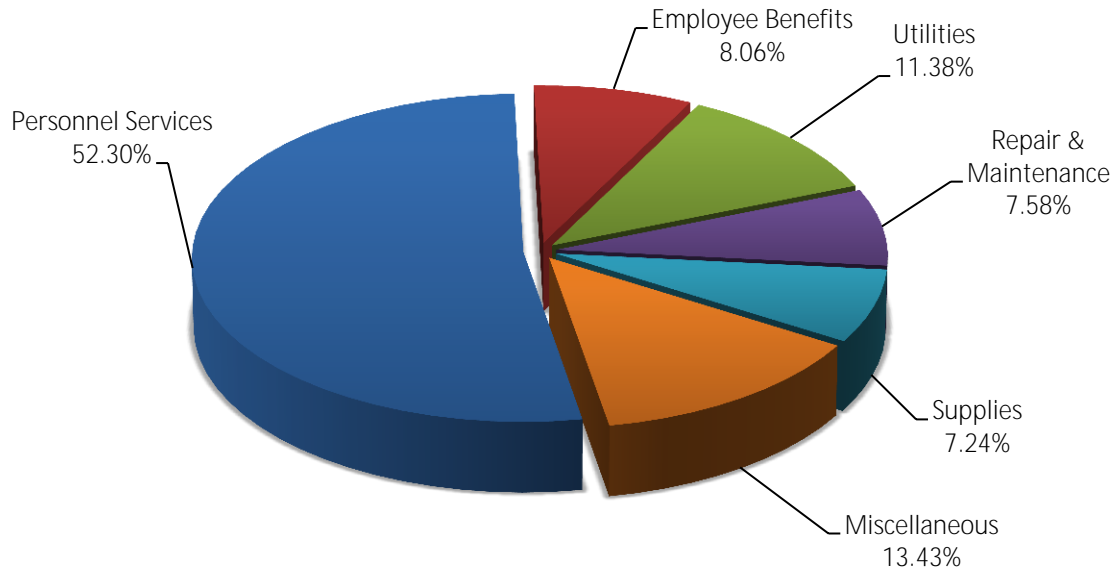


CIVIC CENTER BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET
General Manager	1	1	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>
PART TIME POSITION TITLE			
Maintenance	6	6	7
Building Supervisor	0	0	1
Building Attendant	4	5	4
Seasonal	0	1	0
<b>TOTAL PART TIME PERSONNEL</b>	<b>10</b>	<b>12</b>	<b>12</b>



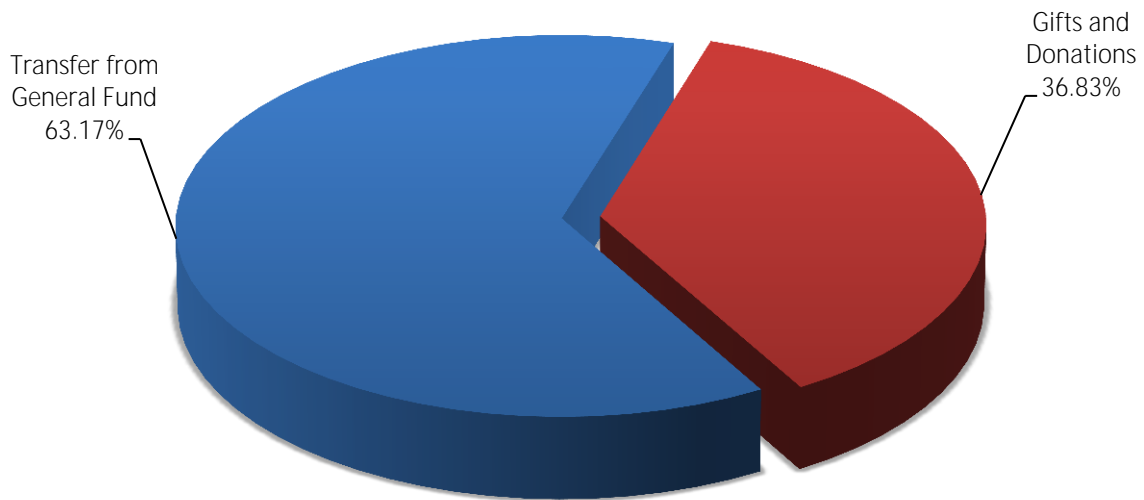
	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Transfer from General Fund	\$ 219,038	\$ 130,651	\$ 166,421	\$ 86,030
Rental Income	102,277	126,474	105,000	155,000
Bingo Rental Fees	28,980	28,100	30,600	30,600
Miscellaneous Service Fees	-	550	-	-
<b>Total Revenue</b>	<b>\$ 350,295</b>	<b>\$ 285,775</b>	<b>\$ 302,021</b>	<b>\$ 271,630</b>



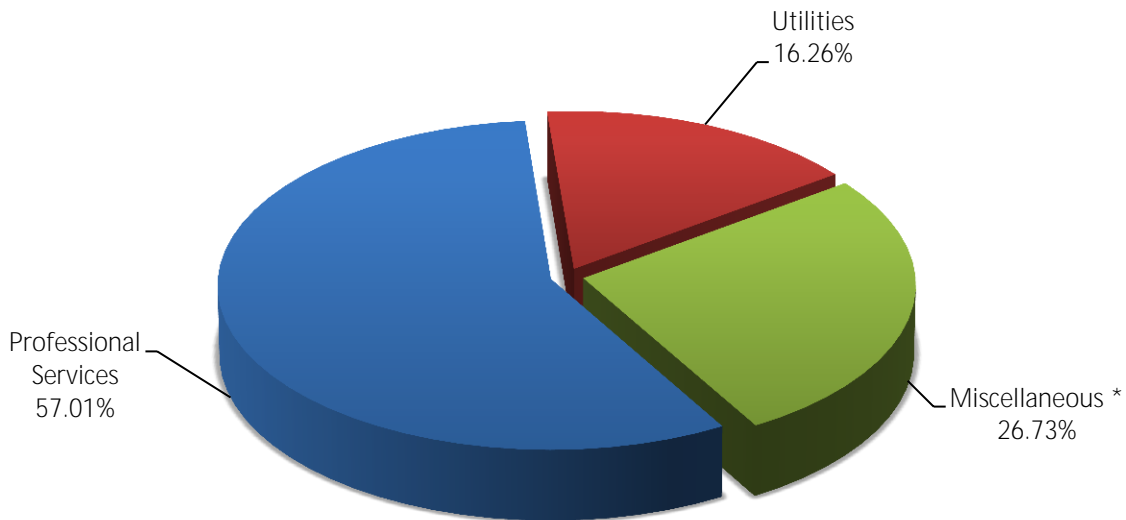
\*Miscellaneous category includes Miscellaneous Expenses, Insurance, Employee Reimbursements, Purchased Services and Professional Services.

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Personnel Services	\$ 152,234	\$ 180,531	\$ 166,850	\$ 142,064
Repair & Maintenance	80,674	6,725	42,810	20,600
Employee Benefits	36,129	39,073	50,911	21,892
Utilities	26,148	31,436	31,306	30,920
Supplies	35,876	20,369	29,311	19,661
Insurance	8,047	5,882	5,658	4,259
Employee Reimbursements	810	835	1,100	885
Professional Services	3,705	5,645	6,700	5,489
Purchased Services	7,516	5,284	3,725	20,210
Miscellaneous Expenses	450	1,567	650	5,650
<b>Total Expenditures</b>	<b>\$ 351,589</b>	<b>\$ 297,347</b>	<b>\$ 339,021</b>	<b>\$ 271,630</b>





	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Transfer from General Fund	\$ 17,028	\$ 31,200	\$ 357,620	\$ 28,860
Gifts and Donations	25,523	16,402	13,975	16,825
Miscellaneous Fees	200	-	-	-
Fundraising - Garden Walk	5,430	2,975	-	-
<b>Total Revenue</b>	<b>\$ 48,181</b>	<b>\$ 50,577</b>	<b>\$ 371,595</b>	<b>\$ 45,685</b>



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

	FY2013 Actual	FY2014 Actual	FY2015 Amended Budget	FY2016 Budget
Capital	\$ -	\$ -	\$ 489,743	\$ -
Personnel Services	-	1,120	-	-
Employee Benefits	-	201	-	-
Credit, Collection & Bank Charges	37	56	200	200
Professional Services	7,057	11,131	25,250	15,250
Utilities	655	4,633	3,950	4,350
Supplies	600	192	1,000	1,000
Fundraising - Garden Walk	1,339	1,243	-	-
Purchased Services	-	2,100	500	500
Miscellaneous Expense	11,857	86,113	60,450	5,450
<b>Total Expenditures</b>	<b>\$ 21,545</b>	<b>\$ 106,789</b>	<b>\$ 581,093</b>	<b>\$ 26,750</b>

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# Appendix and Glossary

Budget  
Fiscal Year 2016

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<b>Year</b>	<b>Population</b>	<b>Percent Growth</b>
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 2016

Taxpayers	Type of Business	2013 Assessed Valuation*	Percentage of Total Assessed Valuation
Simon Property Group	Orland Square Mall (exclusive of anchor stores)	\$107,876,158	5.23%
IRC	Lake View Plaza Shopping Center	45,943,671	2.23%
J.C. Penney Co.	Department Store	11,124,655	0.54%
Constance Oswald	Commercial building 2-3 stories	10,166,427	0.49%
St. George Corp	Commercial building over 3 stories	10,134,751	0.49%
Sears	Department Store	8,910,291	0.43%
MCRIL LLC	Carson, Pirie Scott & Co. Department Store	8,633,055	0.42%
B & G Realty	One-story non-fire proof public garage	7,794,831	0.38%
Cambridge Realty Capital	Commercial property with special improvements	7,278,996	0.35%
<b>Macy's Tax Department</b>	Department Store	6,676,837	0.32%
		\$224,539,672	10.88%

Note: Total 2013 Equalized Assessed Valuation for the Village of Orland Park was \$2,063,847,959.

\*This is the most current data available.

Name	Type of Business	Approximate Number Employed
School District #135	Elementary School	725
Jewel/Osco Food Store	Supermarket and Drug Store	550
Marquette Bank	Full Service Bank	408
High School District #230	Carl Sandburg High School	345
Darvin Furniture	Furniture Dealer – Retail	301
Lexington Health Care	Nursing & Convalescent Homes	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
Meijer	Grocery Store	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.      5042**

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 8th day of December 2015



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

# VILLAGE OF ORLAND PARK

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

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**Ordinance No: 5042**

**File Number: 2015-0726**

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING ON JANUARY 1, 2016 AND ENDING ON DECEMBER 31, 2016 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 8th day of December, 2015 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: 5042**

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING ON JANUARY 1, 2016 AND ENDING ON DECEMBER 31, 2016 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 2016

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, 2016.

## 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.

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PASSED this 7th day of December, 2015

*/s/ John C. Mehalek*

---

**John C. Mehalek, Village Clerk**

**Aye:** 6 Trustee Fenton, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll, and President McLaughlin

**Nay:** 0

**Absent:** 1 Trustee Dodge

# VILLAGE OF ORLAND PARK

**Ordinance No: 5042**

DEPOSITED in my office this 7th day of December, 2015

*/s/ John C. Mehalek*

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**John C. Mehalek, Village Clerk**

APPROVED this 7th day of December, 2015

*/s/ Daniel J. McLaughlin*

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**Daniel J. McLaughlin, Village President**

PUBLISHED this 8th day of December, 2015

*/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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