

Budget  
**FISCAL YEAR**

Village of Orland Park, Illinois  
Cook & Will Counties

**VILLAGE OF ORLAND PARK, ILLINOIS**

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***Fiscal Year 2012***

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**VILLAGE OF ORLAND PARK, ILLINOIS**

***Distinguished Budget Presentation Award  
Fiscal Year 2012***

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The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the Village of Orland Park for its annual budget for the fiscal year beginning January 1, 2011.

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

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



**VILLAGE OF ORLAND PARK, ILLINOIS**

***Elected and Appointed Officials  
Fiscal Year 2012***

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**ELECTED OFFICIALS**

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

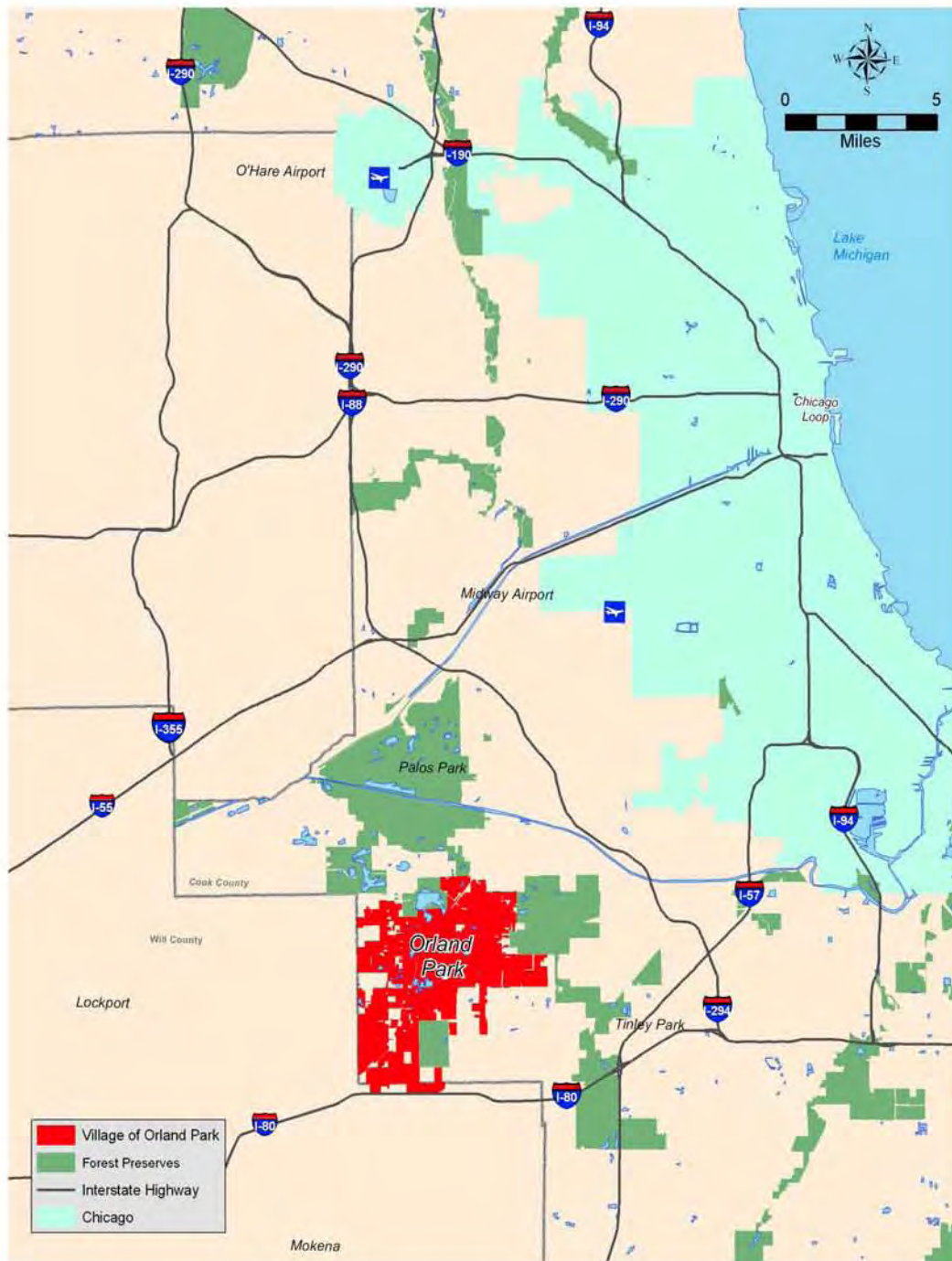
**APPOINTED OFFICIALS**

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



# VILLAGE OF ORLAND PARK, ILLINOIS

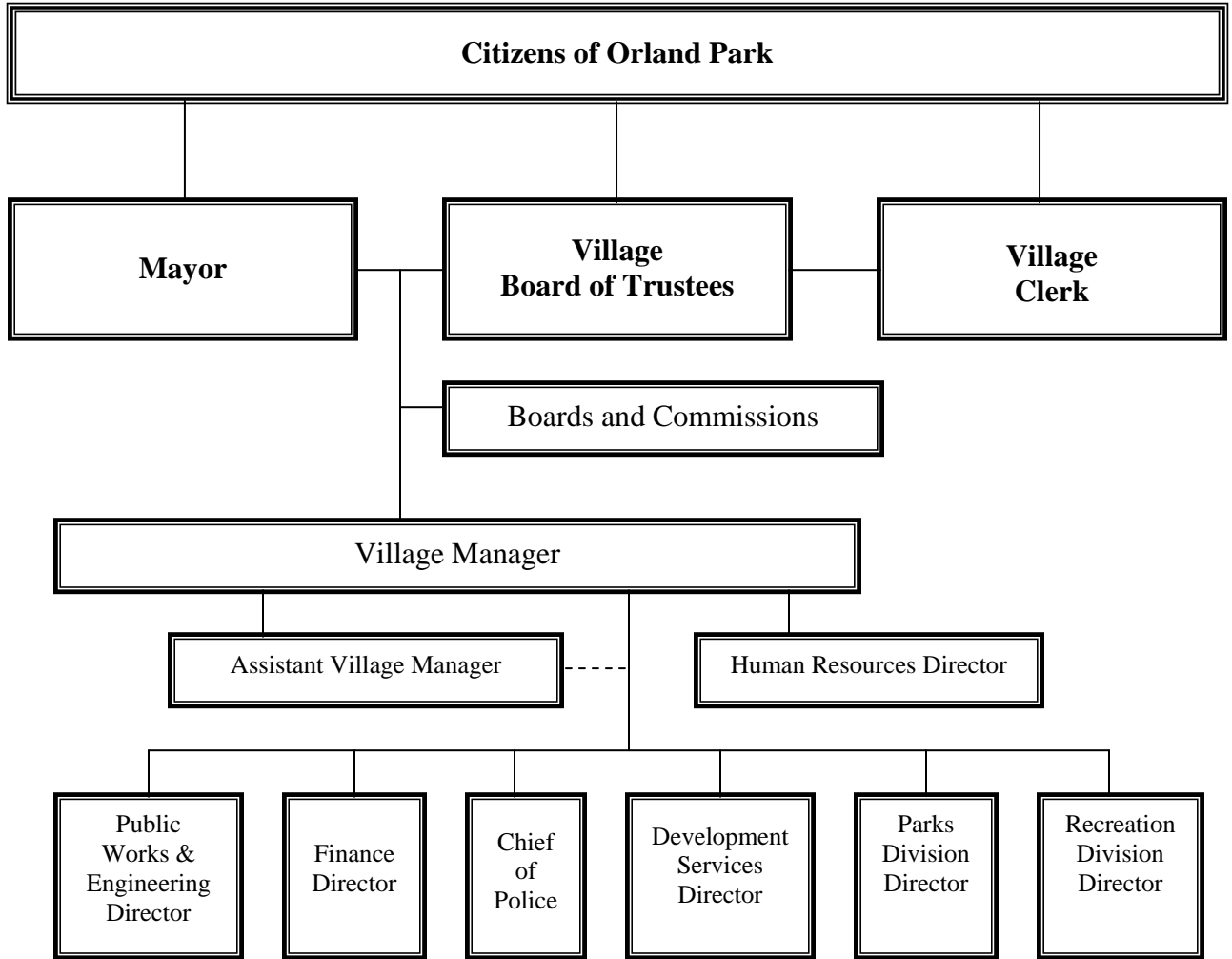
## Area Map Fiscal Year 2012



Development Services Department, Village of Orland Park

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Organization Chart  
Fiscal Year 2012**



## **VILLAGE OF ORLAND PARK, ILLINOIS**

### ***Strategic Plan Fiscal Year 2012***

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#### **VILLAGE MISSION:**

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

#### **BACKGROUND:**

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

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

**STRATEGIC PLAN GOALS AND OBJECTIVES:** The broad goals of the Village are followed by objectives, programs and strategies that have been identified by all Village Departments throughout the Strategic Plan. Measurable and specific objectives are found in each individual department subsection of the Strategic Plan. The Village Manager provides oversight and direction to all departments to ensure that the strategic goals reflect the policies of the Village Board and are successfully accomplished.

#### **STRATEGIC PLAN GOALS**

##### **1. Run a fiscally responsible government delivering best in class services with outstanding, ethical employees.**

**OBJECTIVE:** Ensure that the Village Board's adopted service goals are met or exceeded and the cost of services does not exceed budget restrictions.

**Potential Programs/Strategies:**

- Ensure that all departments follow the guide set in the FY2012 balanced budget adopted by the Village Board.
- Implement appropriate organizational study recommendations included as part of the FY2012 budget.

## VILLAGE OF ORLAND PARK, ILLINOIS

### *Strategic Plan Fiscal Year 2012*

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- Successfully negotiate the remaining open Collective Bargaining Agreements, incorporating appropriate strategies for sustainable health care programs and wage increases.
- Provide important educational opportunities to Village residents about the potential for an energy aggregation program. If the March 2012 referendum question is approved, implement an effective aggregation program that provides energy bill savings to Village residents.
- Enhance services to Village stakeholders through the use of all available technologies.
- Encourage the development of paperless processes and electronic sharing of information among Village departments.
- Identify opportunities to improve performance and reduce costs.
- Guide the preparation and adoption of the FY2013 budget and a comprehensive multi-year capital improvement plan.

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

**OBJECTIVE:** Provide development strategies that promote the creation of quality spaces in Orland Park.

**Potential Programs/Strategies:**

- Provide a finalized Comprehensive Plan document for Village Board consideration by December 2012. The Comprehensive Plan will provide a printed vision for the future of the Village of Orland Park that follows the mission of the guiding principals.
- Advance in the creation of a new and inspirational downtown for the Village, including developments that will bring a sense of place to the Village's thriving retail corridor. In phase I, the Village will provide support, monitoring, and oversight of the quality design of the "Ninety 7 Fifty on the Park" project.
- Actively encourage commercial redevelopment and revitalization, specifically along existing corridors and within the Main Street area of downtown Orland Park.
- Assist existing businesses in their quest to be successful in the Village of Orland Park. Identify barriers and remove unnecessary obstructions that exist for businesses.
- Analyze and develop a feasibility study on a new Cook County real estate classification incentive program for border county communities. This program would assist with leveling the "playing field" between Cook County businesses and other border Counties.

## VILLAGE OF ORLAND PARK, ILLINOIS

### *Strategic Plan Fiscal Year 2012*

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- Solicit “upscale” retailers to provide more destination retail, restaurant and entertainment and to diversify Orland Park’s commercial base.

**OBJECTIVE:** Improve local traffic conditions and overall traffic environment.

**Potential Programs/Strategies:**

- Prepare and present a global strategy to improve mobility throughout the Village, improving travel times and mobility options through the creation of a Transportation Plan to accompany the Comprehensive Plan.
- Ensure appropriate aesthetic improvements are included in the IDOT LaGrange Road Widening Project. Cooperating with IDOT staff and consultants, assist in establishing design considerations that would benefit local businesses throughout this important corridor.
- Coordinate with IDOT construction of the pedestrian overpass across LaGrange Road providing a connection for path users and commuters to other areas of the Village.
- Accomplish budgeted Village transportation and pathway projects to provide optimal accessibility and quality of life for all residents, visitors, and businesses.
- Provide local roadway improvements to improve safety and decrease congestion, thereby improving air quality and the quality of life for Village residents.
- Provide alternative traffic routes and reduce intersection backup times by enhancing the Village’s grid system.
- Finalize the plans and construct the 156<sup>th</sup> Street connection from Ravinia Avenue to LaGrange Road by accomplishing the required wetland mitigation for this improvement.

**3. Provide leadership in sustainable initiatives to improve the quality of life of all residents and the economic viability of all businesses.**

**OBJECTIVE:** Enhance the community through the planning and implementation of sustainable projects and best management practices.

**Potential Programs/Strategies:**

- Serve as a model in establishing best-practice guidelines for the maintenance of detention ponds within Orland Park for use by homeowners and local businesses.
- Incorporate recognized sustainable principles into the Orland Park Comprehensive Plan and implement green initiative development policies (ECOMAP et. al.).
- Adopt a water conservation code and complete educational outreach to the community by December 2012.

## VILLAGE OF ORLAND PARK, ILLINOIS

### *Strategic Plan Fiscal Year 2012*

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- Promote sustainability by emphasizing the conservation of resources, recycling, energy efficiency and other “green” practices.
- Assist the Parks Department with the implementation of the green initiatives drawn from the ECOMAP document, to implement in parks, trails, and recreational facilities, e.g. using ultra low flow water fixtures and rain sensor gages on sprinkler systems, reusing storm water for non-potable applications, reducing chemical use, and using natural plantings to reduce mowing.
- Ensure that the Recreation Department will, with secured sponsorship, advance the “Take One Small Step” program designed to further educate community and school groups about recycling and its impact on our world.
- By December 2012, prepare a bid for the energy efficient lighting upgrade at the Sportsplex. If funds are available, bid for energy efficient light replacement in the facility at 14600 Ravinia Avenue by the second quarter of 2013.
- Utilize green practices in the renovation of the upper level of the Franklin Loebe Center facility at 14650 Ravinia Avenue. Low VOC paint, low-flow plumbing fixtures, and energy efficient lighting will be utilized in this project.
- Promote innovation in the use and disposal of resources and energy, such as the Village’s electronic waste drop-off program and other recycling events.

**OBJECTIVE:** Promote the community by providing the highest quality recreational programs and events, parks and public gathering spaces, and public facilities. Enhance the publicity of said programs, events, and spaces in Orland Park through the use of all available multi-media outlets and Village resources.

**Potential Programs/Strategies:**

- Produce (within budgetary guidelines), Village premier special events such as the Taste of Orland, Independence Spectacular, Farmer’s Market, The Great Pumpkin Party, and Winter Festival throughout 2012.
- Develop and maintain parks, trails and open lands at a high level of quality that is appropriate for the location, type of use, and nature of the facility.
- Promote the development of the Centennial Park West concert venue by hosting two high quality community events in 2012. Pre-planning for the Centennial Park and Centennial Park West parks will begin by March 1, 2012 and produce recommendations for consideration in the FY2013 budget planning process.
- Foster a sense of belonging and community ownership across the Village by providing opportunities for residents to get involved in their neighborhood parks and community open spaces.
- Review recreational programs to ensure that offerings are desirable, diverse, and meeting the needs of the community.
- Continue to work toward completion of paths in areas lacking connectivity.

## VILLAGE OF ORLAND PARK, ILLINOIS

### *Strategic Plan Fiscal Year 2012*

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- Consider the use of innovative materials (i.e., decomposed granite, synthetic surfaces,) when repairing and/or constructing new sidewalks, hiking and jogging trails, etc.
- Promote the trail system in and around Orland Park to residents through the Village's website and in printed materials. Construct signage at key locations to raise awareness of this trail system.
- Develop and implement methods to communicate in "one clear voice" to the community. Provide convenient access to important Village information as well as feedback opportunities through spot surveys and the Village's website.
- Implement on-line registration for recreation programs, memberships, facility, and field rentals by second quarter 2012 for the initial testing and full implementation for the fall registration season.
- Increase national and regional awareness of Orland Park's place in the country and all that the community has to offer.
- Continue to increase recognition, visibility and use of the Civic Center as a gathering place for the community by enhancing marketing strategies. A new brochure and website presence will be implemented in 2012.

**OBJECTIVE:** Preserve Open Space.

**Potential Programs/Strategies:**

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

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

**Potential Programs/Strategies:**

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

#### **4. Ensure Community Safety and Preparedness.**

**OBJECTIVE:** Implement the Village's weather emergency response plan and prepare all departments for their respective duties in a time of emergency.

**Potential Programs/Strategies:**

- Update and train all departments on a plan to follow in the case of severe weather or other emergency situations.
- Utilize the Global Connect Notification System in emergencies and promote the system to add contact information for residents and visitors.



## ***VILLAGE OF ORLAND PARK, ILLINOIS***

### ***Strategic Plan Fiscal Year 2012***

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- Raise awareness of the various weather warning systems already in place in Orland Park through promotion in Village publications and other media outlets.

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

**Potential Programs/Strategies:**

- Utilize the Red Flex Automated Enforcement Program at various intersections throughout the Village to reduce red light violations.
- Implement traffic calming measures such as mobile speed monitors, targeting school zone enforcement as required.
- Promote public relations/educational effort to enhance public awareness of traffic crash reduction and enforcement efforts at certain geographic areas.

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

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

**Potential Programs/Strategies:**

- Enhance the Village's website to include new e-services providing for a more efficient method of doing business with the Village.
- Assist the Recreation Department in the implementation of online registration for recreation programs.
- Implement the new Microsoft Exchange 2010 system.
- Migrate legacy software applications (HTE) to the new suite of integrated Enterprise Resource Planning (ERP) management applications from Innoprise Software, Inc.

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

**VILLAGE CLERK**  
**David P. Maher**

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



**Village Hall**

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

March 31, 2012

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 FY2012 Annual Budget for the fiscal year beginning January 1, 2012 and ending December 31, 2012. The FY2012 Annual Budget was approved by the Village Board on December 5, 2011.

The FY2012 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 FY2012 Annual Budget was compiled based upon the following long and short-term goals and objectives:

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

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

The Budget Message is organized as follows:

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

## **INTRODUCTION**

Orland Park, Illinois is a community with a population of approximately 56,000 located 27 miles southwest of Chicago in Cook and Will Counties. Orland Park was incorporated as a village in 1892 and has operated as a home rule municipality under the 1970 Constitution since October 1984 when a special census, taken by the U.S. Census Bureau and certified by the Illinois Secretary of State, determined that the Village's population was above the level of 25,000 necessary to become a home rule municipality.

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

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

The budget document that was presented for consideration by the President and Board of Trustees was a line-item budget that incorporated details of all expenditures for all departments and funds of the Village. This line-item budget will not only serve as a planning document for FY2012, but will also provide a significant level of control over expenditures due to the specificity of detail incorporated into the document.

## **BUDGET PROCESS**

The Village's FY2012 budget process began in July 2011 with the distribution of FY2011 revenue forecasts and personnel salary schedules to department directors for review and update. Through a series of document reviews and budget work sessions, the Finance Department determined the net revenues in the Village's operating funds available to fund departmental operating and capital requests, as well as amounts available in the Village's Park Development, Road Exaction, Water and Sewer, Capital Improvement, Home Rule Sales Tax and Motor Fuel Tax Funds to fund capital expenditure requests.

Due to the sound financial position and reserve policies of the Village of Orland Park, there were funds available from operating surpluses in Fiscal Years 2011 and prior, as well as revenues determined by the Finance Department for FY2012 for variable operating expenditures to increase by approximately 8% over FY2010 actual expenditures. The operating surpluses were due to a number of significant budget cuts approved by the Village Board over the last few years which include the following:

- Eliminating the transfer of certain revenues to the Capital Improvement and Open Lands Funds.
- Discontinuing bond abatements of the 2000 and 2004 GO Bond debt service levies.
- Keeping vacant full-time positions open and instituting layoffs in FY2010 and an Early Retirement Program in FY2010 & FY2011.
- Reducing the Pace bus service.
- Increasing the bi-annual vehicle sticker fee from \$15 to \$30 for passenger vehicles and increasing the senior vehicle sticker fee from \$1 to \$10.
- Increasing ticket fines from \$50 to \$60 for parking and compliance violations.
- Increasing the Recreation portion of the levy to reduce the General Fund subsidy to the Recreation and Parks Fund to 50% of total expenditures.
- Increasing the non-union employee insurance contributions.

Through these document reviews and budget meetings, a FY2012 budget document was drafted and the final budget document was approved at the December 5, 2011 Village Board of Trustees Meeting. This budget, as passed, was prepared in accordance with all applicable local, state and federal laws. This approved budget does not constitute a mandate to spend, only the authority to do so.

## **KEY ECONOMIC POLICIES AND BUDGET ASSUMPTIONS**

### **Budget Methodology**

The Village's budgeting policy is to estimate revenues conservatively and to maintain a spending level less than or equal to current year resources. This year's revenue projections were made on the assumption that FY2012 would bring slow growth to major revenue sources due to the continued slow down in the housing market and consumer sales. Finance staff distributed net target budget amounts to all departments based on these projections. Departments determined the expenditures necessary to continue current service levels and included these in the department's target budget. Finance staff stressed the importance of only budgeting for what is needed and/or could possibly be spent in a single fiscal year. Finance staff reviewed line items included in each department's target budget to help ensure the adequacy of the amounts included. Finance Department staff then met with staff from each Village department and reviewed and discussed each individual line item to ensure that budgeted expenditures were sufficient to continue the Village's current service levels.

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

Capital expenditure requests were submitted separate from the departmental target budgets and, as with discretionary requests, were forwarded to the Village Board for review and approval or denial. The main focus of the FY2012 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 2012 budget for all funds except the Park Development Fund exceed Board approved policy requirements. The Park Development Fund does not meet the policy as the Fund is dependant on impact fees which have seen significant decreases due to the slow down of the housing market.

All Village funds, with the exception of the 2007 G. O. Bond Debt Service Fund and the Main Street Triangle TIF Fund, is projected to reflect a positive fund balance at the end of FY2012. The deficit fund balance amounts in the 2007 G.O. Bond Debt Service Fund and the Main Street Triangle TIF Fund will be recouped through future incremental property tax revenues collected in the Main Street Triangle TIF Fund.

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

- General obligation bonds to partially fund construction of a new police facility in FY2006.
- General obligation bonds to partially fund construction of various infrastructure improvements within the Main Street Triangle, the Village's downtown redevelopment centered around the 143<sup>rd</sup> Street Metra commuter train station constructed in FY2007.
- General obligation bonds in the amount of \$9,055,000 for the construction of the main pumping station reservoir with 10% of the total cost of this project being cash funded in FY2008.
- General obligation bonds in the amount of \$7,785,000 to partially refund the Village's outstanding 2001 G.O. Bonds in FY2009.
- General obligation bonds in the amount of \$18,925,000 to refund the Village's outstanding 2002 A and 2002B G.O. Bonds in FY2010.
- General obligations bonds in the amount of \$9,995,000 to refund the Village's outstanding 2003 G.O. Bonds in FY2011.

At the beginning of FY2012, the Village's total outstanding general obligation debt amounted to \$73,720,000. At the end of FY2011, the Village entered into a redevelopment agreement with Flaherty and Collins Properties for Phase I redevelopment of the Main Street Triangle area. The Village will incur phased debt in order to finance this project which has an estimated cost of \$65 million. The costs are split between developer equity of \$2 million, a loan to Flaherty and Collins Properties for \$38 million and a project incentive of \$25 million. The project financing will begin in FY2012 and a budget adjustment will be completed once the project details are finalized. The issuance of any other new debt is not planned in FY2012, although the Village will look to take advantage of any refunding opportunities.

At the time of issuance of the General Obligation Refunding Bonds, Series 2011, the Village continued to receive exceptional bond ratings from each of its rating agencies; the Village received an AA+ rating from Standard & Poor's and Aa1 rating from Moody's. Both agencies issued these ratings anticipating that the Village would continue to maintain sound financial operations with strong financial reserves.

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

### **Capital Strategy**

During FY2012, 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 FY2012 budget process to identify capital expenditure items that were to be included in the FY2012 budget. This document will continue to be updated on an annual basis and will be utilized when compiling subsequent year's annual budgets.

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

### **Property Tax Levy**

The Village attempts to maintain a moderate tax rate from year to year. The Village has had a tax rate ranging from approximately \$.43 to \$.48 per \$100 of equalized assessed valuation for the last five levy years. This is in part due to the strong financial position of the Village, as well as the continued growth of the Village's tax base. A table depicting the Village's property tax rate for the last ten years is included in the Revenue Summaries section of this document.

During FY2011, the Village Board approved increasing the Recreation portion of the property tax levy to reduce the General Fund subsidy to the Recreation and Parks Fund to 50% of total expenditures. The Recreation levy for FY2012 is \$1,079,863, approximately 13% higher than in FY2011.

The Village Board, once again, elected not to abate the property tax levy for FY2012 related to the 2007 GO Bond issuances. HRST will continue to fund the debt service payment on the 2007 bonds. Abatements are considered on an annual basis during the budget process. During the FY2012 budget process, the Village Board also approved suspending the residential property tax rebate program for a third year. The rebate program will be approved on a year to year basis.

### **Budget Assumptions**

The following are the more prominent assumptions that were utilized when compiling the Village's FY2012 Annual Budget.

- Revenues were based on the most current economic conditions available, as well as historical trends, where appropriate.
- A less than 1% growth estimate was utilized for the Village's single largest revenue source – sales tax. This was based on a review of the last twelve months of FY2011 and consulting various indices and information available.
- An increase of approximately 14% was factored in for employee health care costs.

### **BUDGET SUMMARY**

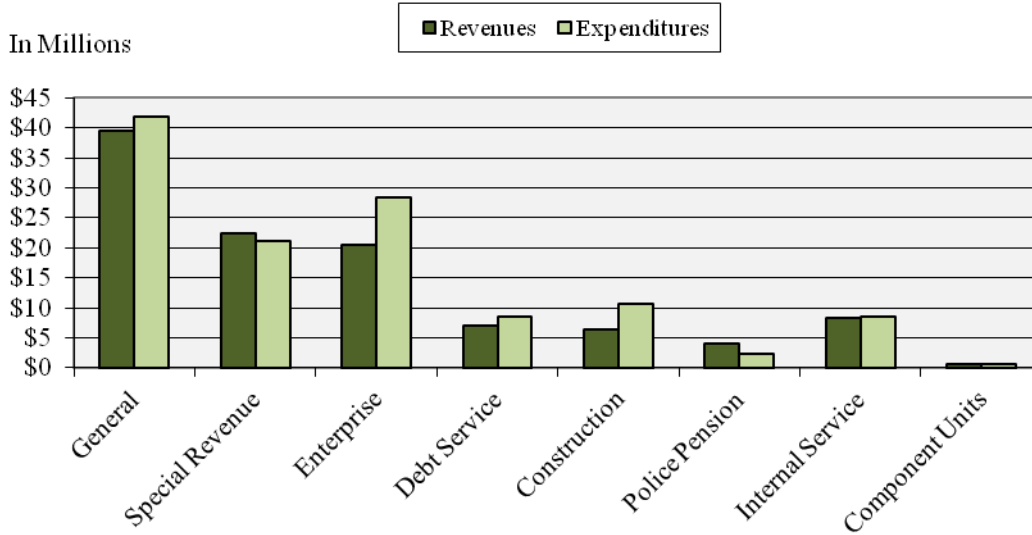
The FY2012 budget document includes revenue and expenditure budgets for 21 separate funds of the Village, grouped as follows:

- General Fund – 1
- Special Revenue Funds – 6
- Enterprise Funds – 2
- Debt Service Funds – 7
- Capital Project Funds – 2
- Fiduciary Funds – 1
- Internal Service Funds – 1
- Component Units – 2

Total FY2012 budgeted revenues for all funds amount to \$108,881,047 and total FY2012 budgeted expenditures for all funds amount to \$122,313,409. The following graph presents total revenues and expenditure by fund type.



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



The FY2012 expenditure budget includes capital expenditures in the amount of approximately \$22,456,715. These expenditures are funded by a variety of sources including Home Rule Sales Tax revenues, reimbursements from the State of Illinois, and Motor Fuel Tax revenues, as well as available fund balances.

**REVENUE SUMMARY**

As noted above, total budgeted revenues for all funds, including interfund transfers, are estimated to be \$108,881,047 for FY2012. This is a decrease in revenues of approximately \$16,500,000 or approximately 15%, as compared to the FY2011 total amended revenue budget. The revenue decrease is due to the following:

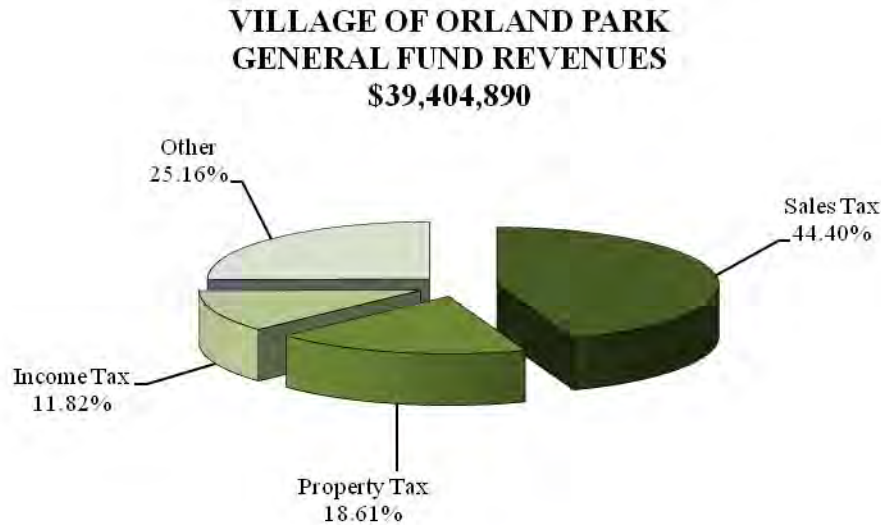
- Receipt of bond proceeds during FY2011 in the amount of \$9,995,000 for the 2011 general obligation bond refunding issuance.
- Reduction in the transfer to the Main Street Triangle Fund from the Capital Improvement Fund in the amount of approximately \$4,850,000.
- Receipt of reimbursement during FY2011 from the State of Illinois for the intersection of 143<sup>rd</sup> Street and LaGrange Road in the amount of \$4,000,000.
- Receipt of bi-annual vehicle sticker revenue of approximately \$1,000,000 during FY2011.

It is projected that 2012 revenues will increase by approximately 3 percent when excluding the one time revenue sources from the 2011 revenues.

## General Fund

FY2012 budgeted revenues for the General Fund amount to \$39,404,890 an increase of approximately \$230,000 or .61%, as compared to FY2011 total amended General Fund revenues. The slight increase is due to increased projections for property tax, sales tax, and income taxes. The increase is minimal due to revenue from the bi-annual vehicle sticker sale of approximately \$1,000,000 budgeted for and received in FY2011.

The following is an explanation of the three largest General Fund revenue sources included in the Village of Orland Park's FY2012 budget, as depicted in the graph below.



### *Sales Tax*

The Village's FY2012 budget includes approximately \$17,496,633 in sales tax revenues reflected in the Village's General Fund. As shown above, sales tax revenues account for almost one-half of the Village's General Fund revenues. The FY2012 revenue estimate for sales tax was adjusted to project an approximate increase of less than 1% over the FY2011 calendar year estimate. A minimal increase was projected due to the current economic outlook and the actual sales tax revenue increases the Village experienced during FY2011.

### *Property Taxes*

The Village levies property taxes for the purposes of general corporate, recreation, IMRF, FICA and Police Pension, as well as to meet debt service payments due on the Village's outstanding general obligation debt. The total amount of property tax budgeted in the Village's General Fund for FY2012 amounts to approximately \$7,335,000; the remainder of the Village's levy is budgeted in the Recreation and Parks Fund and each of the Village's Debt Service Funds. The amount reflected in the General Fund increased approximately \$133,593 as compared to the FY2011 amount. The majority of this is attributable to an increase in the Police Pension levy due to additional funding requirements. The general

corporate levy is applied directly to police salaries, covering approximately 12.4% of annual police department expenditures.

The Village attempts to maintain a steady tax rate from year to year. This is possible with small increases in the dollar amount of the levy, given the continued growth in the Village's equalized assessed valuation. The Village estimates that its 2011 tax year rate will equal approximately \$0.48 per \$100 of equalized assessed valuation which is comparable to other tax years.

### *Income Tax*

The Village receives income tax from the State of Illinois on a per capita basis. The total income tax budget for FY2012 equals approximately \$4,659,000, as compared to \$4,477,775 for FY2011. The FY2012 budget is based on a per capita amount of \$81.56, as opposed to the FY2011 per capita amount of \$78.50. The Village's current population is 56,767, determined during the 2010 census.

### **Other Funds**

#### *Home Rule Sales Tax*

Approximately \$9,374,281 in home rule sales tax is included in the Village's FY2012 Home Rule Sales Tax Fund budget. Utilizing its home rule powers, the Village enacted a .75% home rule sales tax in January 2002; beginning in FY2004, these revenues were reported in the Home Rule Sales Tax Fund, a special revenue fund of the Village.

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

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

The Village imposes various impact fees on new commercial and residential developments, consisting of road, park, water and corporate services impact fees. These fees are reflected in the Village's Road Exaction, Park Development and Water & Sewer Funds; the corporate services impact fee is reflected in the Village's General Fund. The total amount budgeted in FY2012 for road, park and water impact fees equals approximately \$371,000 which is approximately a 9% percent decrease from the FY2011 budget. This revenue source is strictly tied to new housing and commercial developments in the Village. The majority of the decrease is due to a road exaction fee for a large, senior living commercial property that was included in the FY2011 budget. Road exaction fees for commercial developments are based on square footage.

The Build Orland program was developed at the beginning of 2010. This program offers a temporary reduction and deferral of permit and impact fees. The incentive period is between March 15<sup>th</sup> and December 31<sup>st</sup> and provides commercial projects a 10% reduction in fees and new residential projects a 25% reduction in fees. Both commercial and residential projects

are eligible for a 50% reduction in water tap fees. Payments of fees are also deferred until the Certificate of Occupancy is issued rather than when the building permit is issued. This program was created to support economic development efforts during challenging times and will continue during FY2012.

#### *Water & Sewer Service Fees*

The estimated Water & Sewer Fund service fee revenues for FY2012 amount to approximately \$20,063,403. The rates for water, sewer, and storm water were increased on January 1, 2012 between 3.0% and 5.0%. This increase will allow the Village to meet the future operating and capital demands of the Village. In addition to the usage-based fees, the Village assesses a connection fee on each new home or business constructed within the Village boundaries (see Impact Fees above). Other FY2012 revenues reflected in the Village's Water & Sewer Fund include interest earned on investments.

The Village, subsequent to adoption of the FY2012 budget, received notice that the City of Chicago would be increasing water rates charged to its customers by 25% on January 1, 2012 and 15% on each January 1<sup>st</sup> of 2013 through 2015, due to the increasing cost of operations and maintenance. In accordance with this notice, the Village will be passing this increase along to its water customers.

#### *Recreation Fees & Charges*

The Village operates an extensive Recreation and Parks Department, as well as aquatic and physical fitness facilities; these activities are reflected in the Recreation and Parks Fund. The FY2012 budget reflects approximately \$4,050,000 in recreation fees and charges. The remainder of the Recreation and Parks Fund revenue budget consists of property taxes and transfers from the General Fund.

#### *Motor Fuel Tax*

The Village receives, on a per capita basis, motor fuel tax from the Illinois Department of Transportation. The total amount budgeted in FY2012 equals approximately \$1,474,289; 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

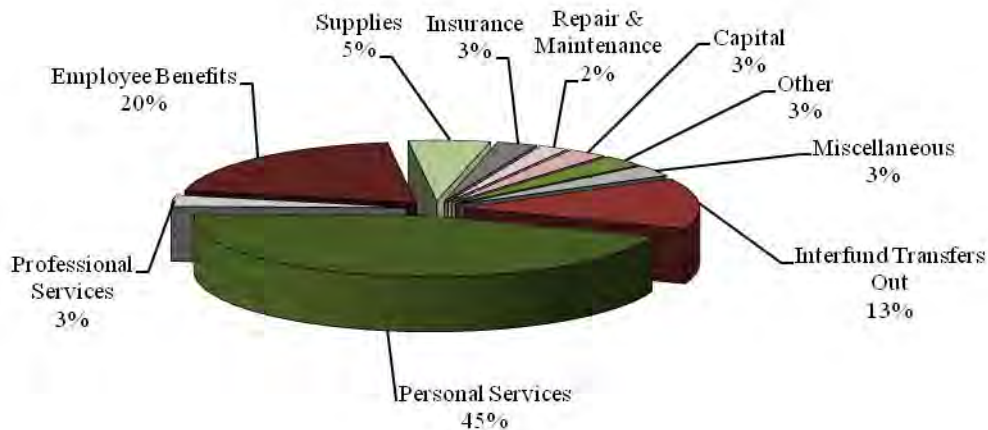
The total FY2012 expenditure budget for all funds, including capital outlay, equals \$122,313,409. This is a decrease of \$28,567,322 or approximately 19%, as compared to the FY2011 total amended expenditure budget for all funds. The decrease is due to the FY2011 budget including additional funds for capital projects and funds for the refunding bond issuance. The construction of the 143<sup>rd</sup> and LaGrange intersection totaled approximately \$13,100,000 and was included in the FY2011 budget. Also, included was approximately \$10,200,000 in costs associated with the refunding general obligation bond issuance.

### 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 FY2012 equals \$41,930,757 or approximately 34% of the Village's total FY2012 expenditure budget. The FY2012 General Fund expenditure budget is approximately \$930,000 more than the FY2011 amended expenditure budget. The majority of the increase relates to approximately \$620,000 of additional transfers to the Recreation & Parks Fund and Civic Center. The increased transfers are due to additional capital projects scheduled within these funds.

The Village's FY2012 General Fund expenditure budget is broken down as follows:

### VILLAGE OF ORLAND PARK TOTAL GENERAL FUND EXPENDITURES BY TYPE \$41,930,757



### *Personnel Changes*

Additional layoffs were not implemented during the FY2012 budget process and the Early Retirement Program was also not offered. During the FY2010 budget process, a total of five positions were eliminated through layoff. During FY2010 and FY2011, a total of twenty-two employees elected to take advantage of the Early Retirement Program. The Village has a total of twenty-one remaining vacant full-time positions. Six positions were added to the FY2012 budget and include the following:

- Purchasing Agent – Finance Department
- Plumbing Inspector – Development Services Department
- Recreation Program Supervisor – Recreation Department
- Maintenance Worker II – Parks Department
- Patrol Officers (2) – Police Department

In response to recent years of staff reductions through layoffs and retirements, the Village hired a consulting firm in FY2011 to conduct an organizational staffing analysis to assist in the realignment of existing organizational resources to better meet the demands of the Village. The goal of the analysis was to reorganize within the existing staff to create stronger team environments in areas that required additional resources. Beginning in early 2012, several of the recommendations determined through this analysis, will be implemented. Budget adjustments will occur during FY2012 for all staffing changes. A summary of these staffing changes are as follows:

- Transfer of Special Events Manager from Village Manager's Office to Recreation Department.
- Transfer of Public Relations Coordinator to newly formed Public Information Office as part of the Clerk's Office. Position will be changed to a Communications Manager.
- Transfer the MIS division from the Village Manager's Office to the Finance Department.
- Consolidate engineering services Village-wide and transfer to the Development Services Department.
- Eliminate the Assistant to Civic Center General Manager position. Employee will be transferred to an open position within the Village.
- Eliminate one position in the Office of Special Services. Employee will be transferred to an open position within the Village.

### **Major Capital Projects – Other Funds**

During FY2012, 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 FY2011. Significant projects started in FY2011 that will continue into FY2012 include:

- Land acquisition and development of Main Street Triangle
- Intersection reconstruction at 143<sup>rd</sup> Street and LaGrange Road

The following is a description of major capital projects that are budgeted in FY2012:

- General Fund –
  - Village complex brickwork - \$200,000
- Park Development Fund –
  - 153<sup>rd</sup> Street and Wolf Road bike path - \$700,000
  - Purchase and installation of play unit at Colette Highlands Park - \$215,000
  - Replace play units at Sunny Pine Park and Centennial Park - \$395,000
- Main Street Triangle Fund –
  - Ravinia Avenue and related improvements - \$2,147,100
- Recreation and Parks Fund –
  - Sandblast and paint all pools - \$175,000
- Road Exaction and Capital Improvement Funds –
  - Neighborhood Road Resurfacing Program – various subdivisions - \$2,720,000
  - 156<sup>th</sup> Street construction - \$1,750,000
  - LaGrange Road corridor aesthetic enhancements - \$2,400,000
- Water & Sewer Fund –
  - Various subdivision water main relocations and replacements - \$1,650,000
  - Water main improvements on LaGrange Road - \$2,000,000
- Civic Center Fund –
  - Replacement roof at Civic Center facility - \$160,000

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

Additional information regarding capital projects planned for FY2012 can be found in the Capital Project Funds and Special Revenue Funds section of this document.


## CLOSING COMMENTS

The FY2012 budget, as presented, is balanced against revenues, and where applicable, reductions in fund balance. The FY2012 budget has adequate resources to meet the community's demands for service, although due to continued growth, these demands consistently increase. Road improvement projects have been, and will continue to be, a top priority of the Village; therefore, the Village will continue to dedicate specific revenue sources to road construction/improvement projects.

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

Sincerely,

  
Annmarie K. Mampe  
Finance Director

  
Sarah A. Schueler  
Assistant Finance Director



## **VILLAGE OF ORLAND PARK, ILLINOIS**

### ***General Information and Summaries Budget Process and Schedule Fiscal Year 2012***

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#### **Budget Process**

The Village of Orland Park's budget process involves the Mayor and Board of Trustees, Village Manager, Assistant Village Manager, department directors, supervisors, as well as many others throughout the organization, each playing a critical role in the development of the budget for the upcoming year. A series of work sessions are held to compile the budget for all funds utilized by the Village. Public hearings are also conducted to obtain taxpayer comment. The budget is then legally enacted through passage of a budget ordinance. This ordinance also serves as an appropriation authorization. The budget for the year ended December 31, 2012 was adopted through the passage of ordinance number 4686 on December 5, 2011.

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

#### **Budget Schedule**

The following schedule was followed for the compilation and passage of the FY2012 Annual Budget.

July 11 <sup>th</sup>	Finance Department distributed revenue forecasts and salary schedules to department directors for review and update. Department directors began compiling information related to potential technology requests.
July 26 <sup>th</sup>	Department directors submitted completed and reviewed salary schedules to Finance. Department directors verified personnel schedule met their strategic plan goals and objectives.
Week of August 1 <sup>st</sup>	Meetings scheduled with department directors, the budget team, and MIS staff (if applicable) to discuss revenue forecasts, salary schedules, and potential technology-related projects within each department.

**VILLAGE OF ORLAND PARK, ILLINOIS**

***General Information and Summaries  
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August 5 <sup>th</sup>	Department directors submitted updated/revised revenue forecasts and technology-related requests to Finance
August 8 <sup>th</sup> – August 19 <sup>th</sup>	Finance Department determined net revenues (gross revenues less fixed expenditures) available to fund variable departmental operating and capital requests (including technology-related requests). Finance also determined revenues available/necessary to fund FY2012 Capital Improvement Program.
August 22 <sup>nd</sup> – August 23 <sup>rd</sup>	Finance Department met with Departments to discuss target allocations. Other discussions included status of FY2011 capital projects, FY2012 capital project requests, FY2011 budget rollovers, and required information for the GFOA Award for Excellence in Budget Reporting.
August 24 <sup>th</sup> – August 31 <sup>st</sup>	Department directors compiled their departmental operating budgets.
Week of September 6 <sup>th</sup>	Budget team met with department directors to review proposed departmental budgets and strategic plans.  Department directors modify proposed departmental budgets based on feedback received from Village Manager.
Week of September 13 <sup>th</sup>	Department directors met with committee chairperson to discuss strategic plan, proposed operating budget, technology-related requests, and draft FY2012 Capital Improvement Program projects related to their department/function. During this time period, as well as during the entire budget process, Mayor met with Village Manager and Finance to discuss operating and capital budgets.
September 19 <sup>th</sup>	Department directors submitted final target budget including any discretionary requests to Finance. Department directors also submitted any new capital items that are not reflected in the Capital Improvement Program previously distributed.

**VILLAGE OF ORLAND PARK, ILLINOIS**

***General Information and Summaries  
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September 20 <sup>th</sup> – October 7 <sup>th</sup>	Finance compiled FY2012 Village-wide operating budgets and capital budget.
October 10 <sup>th</sup> – October 14 <sup>th</sup>	Budget team and Mayor met to review and discuss departmental operating budgets, discretionary and final FY2012 capital budget.
Week of October 24 <sup>th</sup>	Initial budget review meeting with Mayor, Trustees, and budget team (department directors may be asked to attend this meeting). Review and provide feedback on operating budgets and capital budgets for all funds.
October 31 <sup>st</sup> – November 4 <sup>th</sup>	Finance Department revises budgets based on budget review meeting feedback.
Week of November 7 <sup>th</sup>	Final budget review meeting with Mayor, Trustees and budget team to discuss discretionary items and approve final draft budget.
Week of November 21 <sup>st</sup>	Notice of public hearing published. Budget made available for public inspection.
December 5 <sup>th</sup>	Budget adopted through the passage of ordinance number 4686.
December 18 <sup>th</sup>	Department directors submitted GFOA Budget documents to Finance Department.
March 31 <sup>st</sup>	Deadline for submitting budget to GFOA for award.

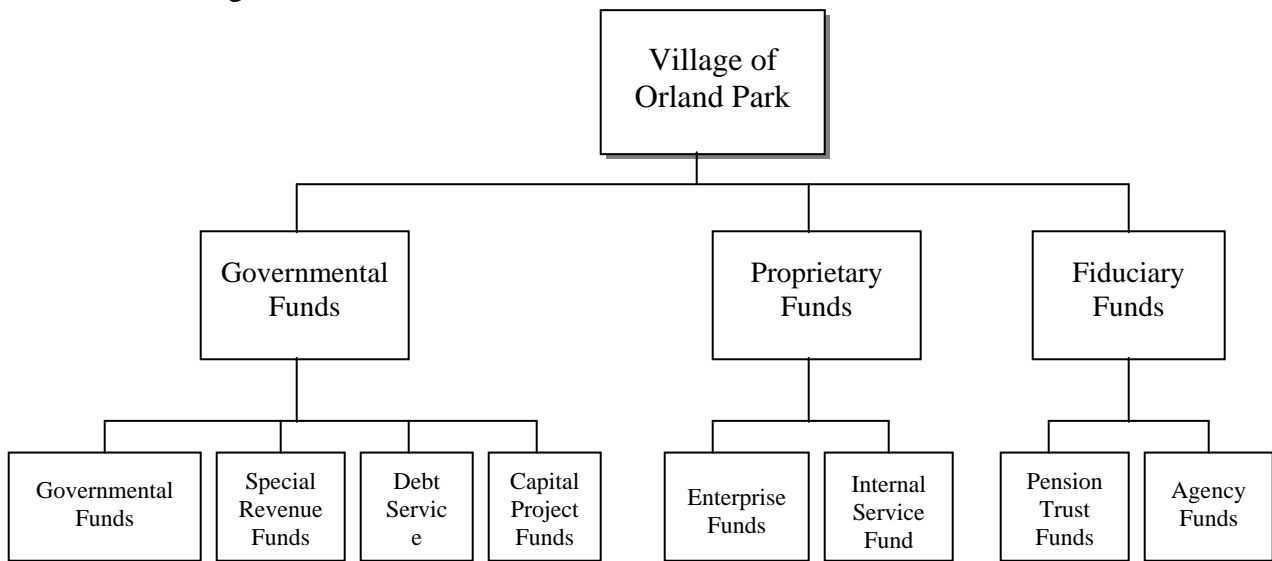
**VILLAGE OF ORLAND PARK, ILLINOIS**

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**MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND BASIS OF PRESENTATION**

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



Governmental Funds

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

Property taxes, licenses, investment income and charges for services are susceptible to accrual. Sales taxes, road and bridge taxes, franchise taxes, motor fuel taxes, income taxes and fines

## ***VILLAGE OF ORLAND PARK, ILLINOIS***

### ***General Information and Summaries***

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collected and held by the state or county at fiscal year-end on behalf of the Village are also recognized as revenue. Other receipts and taxes become measurable and available when cash is received by the Village and are recognized as revenue at that time.

Governmental funds include the following fund types:

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

#### **Proprietary Funds**

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

Proprietary funds include the following fund types:

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

#### **Fiduciary Funds**

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

- ❖ Pension Trust Funds are accounted for in essentially the same manner as the proprietary funds, using the same measurement focus and basis of accounting.

## ***VILLAGE OF ORLAND PARK, ILLINOIS***

### ***General Information and Summaries***

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

### **Assets, Liabilities and Equity**

#### Deposits and Investments

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

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

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

#### Receivables and Payables

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

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

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

Other receivables and/or payables that may arise include charges to developers for engineering services and legal fees, charges for damage to Village property, and retainage owed to a

**VILLAGE OF ORLAND PARK, ILLINOIS**

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contractor of a construction project. The retainage is held back as assurance of the quality of the contractors work.

Prepaid Items

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

Capital Assets

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

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

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

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

Compensated Absences

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

## ***VILLAGE OF ORLAND PARK, ILLINOIS***

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be taken as “terminal leave” prior to retirement.

#### Long-term Obligations

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

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

#### Fund Equity

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

#### **Budgetary Information**

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



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

## **VILLAGE OF ORLAND PARK, ILLINOIS**

### ***General Information and Summaries***

#### ***Fund Descriptions***

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### **GENERAL FUND**

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

### **SPECIAL REVENUE FUNDS**

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

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

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

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

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

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

### **DEBT SERVICE FUNDS**

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

### **CAPITAL PROJECTS FUNDS**

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

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

**VILLAGE OF ORLAND PARK, ILLINOIS**

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**ENTERPRISE FUNDS**

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

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

**INTERNAL SERVICE FUND**

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

**FIDUCIARY FUNDS**

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

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

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

### **FUND BALANCE (RESERVE) POLICIES**

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

#### ***General Fund –***

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

#### ***Purpose of Policy –***

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

#### ***Policy Considerations –***

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

#### ***Policy Statements –***

- The General Fund's unrestricted fund balance shall be designated for the purposes and amounts as follows:

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- *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.

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

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

#### ***Debt Service Fund –***

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

#### ***Insurance Fund –***

Since the Village is partially self-insured for liability and health insurance, during the FY2006 budget process the Village set a policy to maintain a reserve balance of no less than the total annual retention amounts on the various liability insurance policies. This policy was formally adopted in November 2006. The amount of this reserve for FY2012 equals \$900,000. In addition, the Village will strive to maintain an additional reserve equal to 20% of the annual budgeted expenditures of this fund. These reserve levels will provide sufficient monies to pay liability and health claims which can fluctuate significantly on an annual basis and assist the Village in the payment of a catastrophic claim occurring in any given year.

#### ***Home Rule Sales Tax Fund –***

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

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#### *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.

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- 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.



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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.

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- 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.

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**CASH MANAGEMENT & INVESTMENT POLICIES**

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

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

*Scope -*

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

*General Objectives -*

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

- **Legality** - Conformance with federal, state and other legal requirements is the foremost objective of the Village of Orland Park's investment program.
- **Safety** - Investments shall be undertaken in a manner that seeks to ensure the preservation of portfolio capital. The objective will be to mitigate credit risk and interest rate risk.
- **Credit Risk** - The Village of Orland Park will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by limiting investments to the safest type of securities, pre-qualifying financial institutions, broker/dealers, intermediaries, and advisers with which the Village of Orland Park will do business, and by diversifying the investment portfolio so that potential losses on individual securities are minimized.
- **Interest Rate Risk** - The Village of Orland Park will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity and by investing operating funds primarily in short-term securities, money market mutual funds, or similar investment pools.

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- **Liquidity** - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This will be accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio also may be placed in money market mutual funds or local government investment pools, which offer same-day liquidity for short-term funds.
- **Yield** - The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:
  - A security with declining credit may be sold early to minimize loss of principal.
  - A security swap would improve the quality, yield, or target duration in the portfolio.
  - Liquidity needs of the portfolio require that the security be sold.

##### *Standards of Care*

- **Prudence** - The standard of prudence to be used by investment officials shall be the prudent person standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures, this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and sale of securities are carried out in accordance with the terms of this policy. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.
- **Ethics and Conflicts of Interest** - Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interest in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the

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investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual that business is conducted with on behalf of the Village of Orland Park.

- **Delegation of Authority** - Management and administrative responsibility for the investment program is hereby delegated to the Finance Director who, under the delegation of the Board of Trustees, shall establish written procedures for the operation of the investment program. Procedures should include references to the following: Safekeeping, Delivery vs. Payment, Investment Accounting, Repurchase Agreements, Wire Transfer Agreements, and Collateral/Depository Agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

#### *Safekeeping and Custody*

- **Authorized Financial Dealers and Institutions** - A list of financial institutions authorized to provide investment services to the Village of Orland Park will be maintained. In addition, a list also will be maintained of approved security broker/dealers selected by creditworthiness. These may include primary dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

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

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

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

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

##### ***Suitable and Authorized Investments***

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

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

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

#### *Collateralization*

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

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

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

The amount of collateral provided shall not be less than 110% of the fair market value of the net amount of public funds secured. The ratio of fair market value of collateral to the amount of funds secured will be reviewed quarterly and additional collateral will be requested when the ratio declines below the level required. Pledged collateral will be held by the Village of Orland Park or in safekeeping and evidenced by a safekeeping agreement. If collateral is held in safekeeping, it may be held by a third party or by an escrow agent of the pledging institution. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the Village of Orland Park, but they will allow for an exchange of collateral of like value.

#### *Investment Parameters*

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

- **Diversification** - The Village of Orland Park's investments shall be diversified as follows:

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

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

#### *Reporting*

- **Methods** - The Finance Director shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner that will allow the Village of Orland Park to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the legislative body. The report will include the following:
  - Listing of individual securities held at the end of the reporting period.
  - Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity.
  - Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
  - Listing of investment by maturity date.



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- Percentage of the total portfolio that each type of investment represents.
- **Performance Standards** - The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance will be compared against the 90-day Treasury Bill.
- **Write Up to Market** - The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly to the Board of Trustees.

##### ***Policy Considerations***

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

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

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

## **DEBT POLICIES**

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

Debt restrictions in the State of Illinois differ for home rule municipalities and non-home rule municipalities. Currently, there are no substantive legal restrictions or limits imposed by the State of Illinois on the amount of debt that a home rule municipality can incur. However, non-home-rule municipalities are limited in the amount of debt they can incur to 8.625% of the community's equalized assessed valuation. Home rule

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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 2010 calendar year was \$2,744,654,347. Using the current debt limit restriction for non-home-rule municipalities, 8.625% of the Village's EAV would yield a maximum debt limit amount of \$239,031,812. As of January 1, 2012, the Village had \$73,720,000 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, 2012, the Village had a debt to EAV ratio of 2.69%.

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

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

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	<b>Projected Total Fund Balance 12/31/2011</b>	<b>Budgeted Revenues FY2012</b>	<b>Budgeted Expenditures FY2012</b>
<b>General Fund</b>	\$ 26,338,540	\$ 39,404,890	\$ 41,930,757
<b>Special Revenue Funds</b>			
Motor Fuel Tax	681,403	1,487,231	1,976,179
Park Development	3,904	1,524,686	1,375,143
Seizure and Forfeiture	162,247	11,500	-
Home Rule Sales Tax	14,891,483	9,396,834	4,317,849
Main St. Triangle TIF	(17,521,116)	-	3,476,992
Recreation and Parks	-	9,942,814	9,942,814
<b>Enterprise Funds</b>			
Water and Sewer	13,896,716	20,334,792	27,954,244
Commuter Parking	233,450	245,260	478,864
<b>Debt Service Funds</b>			
2003 G.O. Bond Refunding	492,413	482,638	975,051
2004 G.O. Bond Refunding	419,758	1,009,245	1,009,754
2006 G.O. Bond	164,445	961,139	961,419
2007 G.O. Bond	(6,500,263)	-	1,380,206
2009 G.O. Bond Refunding	573,103	803,750	804,227
2010 G.O. Bond Refunding	480,350	2,401,543	2,401,498
2011 G.O. Bond Refunding	-	1,442,734	951,778
<b>Construction Funds</b>			
Road Exaction	1,517,277	154,211	32
Capital Improvement	5,533,104	6,287,696	10,725,925
<b>Police Pension Fund</b>	53,211,969	4,105,398	2,411,705
<b>Internal Service Fund</b>			
Insurance	1,241,263	8,300,212	8,528,854
<b>Component Units</b>			
Civic Center	-	572,570	572,570
Open Lands Acquisition	363,151	11,904	137,548
<b>TOTAL ALL FUNDS</b>	<b>\$ 96,183,197</b>	<b>\$ 108,881,047</b>	<b>\$ 122,313,409</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Information and Summaries  
Fund Balance Analysis (Continued)  
Fiscal Year 2012**

	<b>Depreciation Addback FY2012</b>	<b>Projected Fund Balance Reserve</b>	<b>Projected Total Fund Balance 12/31/2012</b>
<b>General Fund</b>	\$ -	\$ 14,788,630	\$ 9,024,043
<b>Special Revenue Funds</b>			
Motor Fuel Tax	-	-	192,455
Park Development	-	500,000	(346,553)
Seizure and Forfeiture	-	-	173,747
Home Rule Sales Tax	-	18,706,670	1,263,798
Main St. Triangle TIF	-	-	(20,998,108)
Recreation and Parks	-	-	-
<b>Enterprise Funds</b>			
Water and Sewer	4,155,000	7,198,571	3,233,693
Commuter Parking	120,000	-	119,846
<b>Debt Service Funds</b>			
2003 G.O. Bond Refunding	-	-	-
2004 G.O. Bond Refunding	-	-	419,249
2006 G.O. Bond	-	-	164,165
2007 G.O. Bond	-	-	(7,880,469)
2009 G.O. Bond Refunding	-	-	572,626
2010 G.O. Bond Refunding	-	-	480,395
2011 G.O. Bond Refunding	-	-	490,956
<b>Construction Funds</b>			
Road Exaction	-	1,000,000	671,456
Capital Improvement	-	1,000,000	94,875
<b>Police Pension Fund</b>	-	-	54,905,662
<b>Internal Service Fund</b>			
Insurance	-	900,000	112,621
<b>Component Units</b>			
Civic Center	-	-	-
Open Lands Acquisition	-	-	237,507
<b>TOTAL ALL FUNDS</b>	<b>\$ 4,275,000</b>	<b>\$ 44,093,871</b>	<b>\$ 42,931,964</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Information and Summaries**

**Fund Balance Summary**

**Fiscal Year 2012**

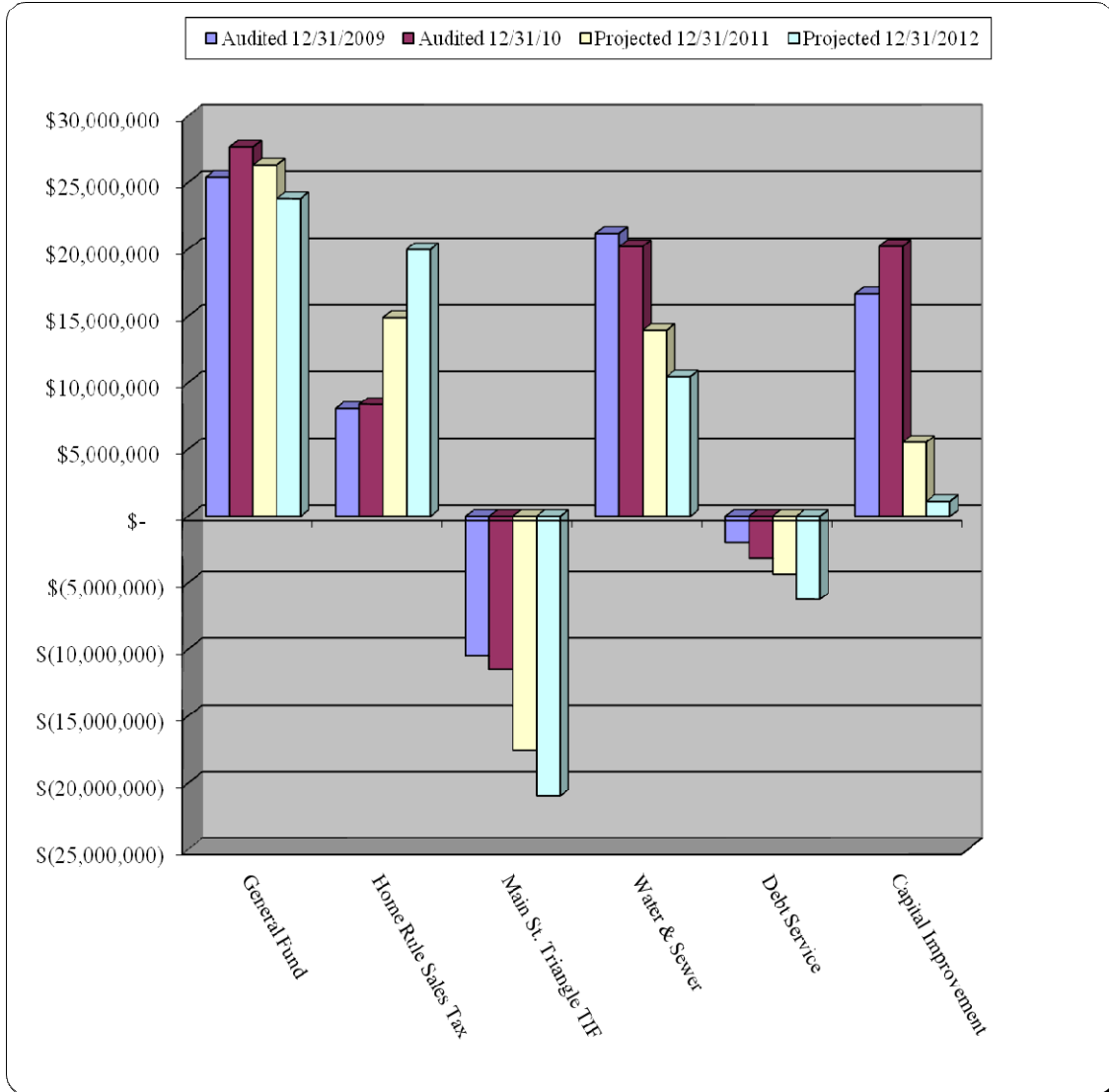
	<b>Audited*</b> <b>12/31/2009</b>	<b>Audited*</b> <b>12/31/2010</b>	<b>Projected*</b> <b>12/31/2011</b>	<b>Projected*</b> <b>12/31/2012</b>
General Fund	\$ 25,373,576	\$ 27,664,438	\$ 26,338,540	\$ 23,812,673
Motor Fuel Tax	447,960	706,447	681,403	192,455
Park Development	(16,901)	(20,117)	3,904	153,447
Seizure and Forfeiture	134,708	133,611	162,247	173,747
Special Tax Allocation	41,499	-	-	-
Home Rule Sales Tax	8,048,525	8,362,635	14,891,483	19,970,468
Main St. Triangle TIF	(10,464,516)	(11,453,017)	(17,521,116)	(20,998,108)
Recreation and Parks	(658,443)	80,770	-	-
Water and Sewer	21,190,001	20,200,027	13,896,716	10,432,264
Commuter Parking	395,055	345,839	233,450	119,846
2001 G.O. Bond	237,578	(3,767)	-	-
2002A G.O. Bond Library	74,337	-	-	-
2002B G.O. Bond	278,556	166,600	-	-
2003 G.O. Bond Refunding	419,236	449,340	492,413	-
2004 G.O. Bond Refunding	372,598	392,007	419,758	419,249
2005 Library Note	2,750	-	-	-
2006 G.O. Bond	119,101	137,643	164,445	164,165
2007 G.O. Bond	(3,764,245)	(5,127,652)	(6,500,263)	(7,880,469)
2009 G.O. Bond Refunding	292,000	549,849	573,103	572,626
2010 G.O. Bond Refunding	-	244,230	480,350	480,395
2011 G.O. Bond Refunding	-	-	-	490,956
Road Exaction	2,334,202	1,666,068	1,517,277	1,671,456
Capital Improvement	16,645,408	20,214,663	5,533,104	1,094,875
Bond Project Funds	-	-	-	-
Police Pension Fund	44,415,377	51,559,966	53,211,969	54,905,662
Insurance	1,565,204	868,143	1,241,263	1,012,621
Civic Center	(19,299)	(97)	-	-
Open Lands Acquisition	1,367,899	1,375,010	363,151	237,507
<b>TOTAL ALL FUNDS</b>	<b>\$ 108,832,166</b>	<b>\$ 118,512,636</b>	<b>\$ 96,183,197</b>	<b>\$ 87,025,835</b>

\*Includes Fund Balance reserves.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Information and Summaries  
Fund Balance History of Major Funds  
Fiscal Year 2012**

The following graph provides fund balances including reserves for each of the Village’s major funds for the fiscal years ending December 31, 2009, 2010, 2011, and 2012.



**GENERAL FUND** – The total FY2012 fund balance for the General Fund is projected to have an approximate decrease of \$2,530,000 when compared to FY2011. Reserves accumulated during the 2010 fiscal year were used to fund expenditures approved during the FY2012 budget process. The fund balance reserve for FY2012 is \$14,788,630 which is approximately a \$1,600,000 increase from FY2011. The majority of this reserve, or

**VILLAGE OF ORLAND PARK, ILLINOIS**

***General Information and Summaries  
Fund Balance History of Major Funds  
Fiscal Year 2012***

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\$12,521,116 is the amount due from the Main Street Triangle TIF Fund. This amount will be reimbursed once incremental property taxes are received by the TIF Fund. The remainder of the reserve includes \$1,617,514 for future economic loans to local businesses and \$650,000 for vehicle and equipment purchases. It is projected at the end of FY2012 that the General Fund will meet the minimum fund balance requirements of 20% of the General Fund's budgeted expenditures.

**HOME RULE SALES TAX FUND** – The total FY2012 fund balance for the Home Rule Sales Tax Fund is projected to have increased when compared to FY2011 by approximately \$5,080,000. The increase is due to accounting as the transfer for the purchase of the land in the Main Street Triangle area as a reserve of fund balance instead of an interfund transfer.

The fund balance reserve continues to increase as the Village is committed to funding the debt service payments for the 2007 General Obligation Bonds and capital projects within the Main Street Triangle area with home rule sales tax revenue. Debt service payments totaling \$7,880,469 and \$8,476,992 in capital projects are considered a reserve of fund balance. The Main Street Triangle TIF Fund will reimburse the Home Rule Sales Tax Fund for these costs once property tax increment is received by the TIF Fund. The remainder of the reserve is related to the fund balance reserve policy which requires a reserve of 25% of annual revenues for unexpected capital projects. For FY2012, this reserve totals \$2,349,209.

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

**WATER AND SEWER FUND** – The fund balance has decreased due to the planned cash financing of capital projects. The Village began the construction of a reservoir during FY2008 that was financed by general obligation bonds and cash reserves. The Village reviews its water, sewer, and storm rates charged to customers annually and adjust rates to a level necessary to fund operating and capital expenditures, as well as to maintain a reserve for repair and replacement of system assets. The reserve for FY2012 is \$7,198,571.

**DEBT SERVICE FUNDS** – The negative balance is attributable to the 2007 General Obligation Bond Fund which will end FY2012 with a negative \$7,800,469 balance. The debt service payments for this fund are borrowed from the Home Rule Sales Tax Fund.

**VILLAGE OF ORLAND PARK, ILLINOIS**

***General Information and Summaries  
Fund Balance History of Major Funds  
Fiscal Year 2012***

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**CAPITAL IMPROVEMENT FUND** – The fund balance has decreased from FY2011 to FY2012 due to the funding of major capital projects including the intersections of 159<sup>th</sup> Street and LaGrange Road and 143<sup>rd</sup> Street and LaGrange Road. The Village is expecting reimbursements from the State of Illinois for a portion of the funds expended.



**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Information and Summaries**  
**Summary of Revenues by Fund and Type**  
**Fiscal Year 2012**  
**(in \$000's)**

<b>Revenues</b>	<b>General Fund</b>	<b>Special Revenue Funds</b>	<b>Enterprise Funds</b>	<b>Debt Service Funds</b>	<b>Construction Funds</b>	<b>Police Pension Fund</b>
Sales Tax	\$ 17,497	\$ 9,374	\$ -	\$ -	\$ -	\$ -
Property Tax	7,335	1,080	-	5,011	-	1,981
Water & Sewer Service Fees	-	-	14,564	-	-	-
Interfund Transfers	200	6,188	368	492	3,148	-
Fees for Services	2,214	-	-	-	-	-
State Shared Taxes	5,379	1,474	-	-	-	-
Solid Waste Disposal	-	-	5,064	-	-	-
Grants & Reimburseme	1,711	-	9	-	2,867	-
Recreation Fees	-	4,017	-	-	-	-
Miscellaneous	219	32	161	1,596	-	-
Investment Income	151	35	174	2	308	1,293
Other Taxes	1,908	-	-	-	-	-
Fines & Forfeitures	1,153	12	-	-	-	-
Licenses	852	-	-	-	-	-
Police Pension Salary Deductions	-	-	-	-	-	832
Permits	343	-	-	-	-	-
Fees by Agreement	23	150	-	-	118	-
Inspections	280	-	-	-	-	-
Commuter Parking	-	-	240	-	-	-
Special Events	140	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	-
<b>Village Wide Total</b>	<b>\$ 39,405</b>	<b>\$ 22,363</b>	<b>\$ 20,580</b>	<b>\$ 7,101</b>	<b>\$ 6,442</b>	<b>\$ 4,105</b>
<b>Percent of Total</b>	<b>36.19%</b>	<b>20.54%</b>	<b>18.90%</b>	<b>6.52%</b>	<b>5.92%</b>	<b>3.77%</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Information and Summaries**

**Summary of Revenues by Fund and Type (Continued)**

**Fiscal Year 2012**

**(in \$000's)**

Revenues	Internal Service Fund	Component Units	FY 2012 Budget		Village Wide Total - All Funds	
					FY 2011 Amended Budget	FY 2010 Actual
Sales Tax	\$ -	\$ -	\$ 26,871	24.68%	\$ 25,892	\$ 26,535
Property Tax	-	-	15,406	14.15%	15,183	14,246
Water & Sewer						
Service Fees	-	-	14,564	13.38%	15,065	13,750
Interfund Transfers	-	453	10,849	9.96%	12,869	16,960
Fees for Services	8,225	-	10,439	9.59%	10,165	8,989
State Shared Taxes	-	-	6,853	6.29%	6,608	7,208
Solid Waste Disposal	-	-	5,064	4.65%	4,933	4,909
Grants & Reimburseme	50	-	4,637	4.26%	9,351	2,471
Recreation Fees	-	-	4,017	3.69%	3,958	3,930
Miscellaneous	-	131	2,140	1.97%	2,110	1,349
Investment Income	25	-	1,989	1.83%	1,541	6,385
Other Taxes	-	-	1,908	1.75%	1,659	1,695
Fines & Forfeitures	-	-	1,165	1.07%	1,234	1,049
Licenses	-	-	852	0.78%	1,863	874
Police Pension Salary						
Deductions	-	-	832	0.76%	835	784
Permits	-	-	343	0.31%	295	397
Fees by Agreement	-	-	291	0.27%	278	214
Inspections	-	-	280	0.26%	187	240
Commuter Parking	-	-	240	0.22%	237	239
Special Events	-	-	140	0.13%	150	158
Bond Proceeds	-	-	-	0.00%	10,228	19,402
<b>Village Wide Total</b>	<b>\$ 8,300</b>	<b>\$ 584</b>	<b>\$ 108,881</b>	<b>100.00%</b>	<b>\$ 124,643</b>	<b>\$ 131,783</b>
<b>Percent of Total</b>	<b>7.62%</b>	<b>0.54%</b>	<b>100.00%</b>			

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Information and Summaries**  
**Summary of Expenditures by Fund and Type**  
**Fiscal Year 2012**  
**(in \$000's)**

<b>Expenditures</b>	<b>General Fund</b>	<b>Special Revenue Funds</b>	<b>Enterprise Funds</b>	<b>Debt Service Funds</b>	<b>Construction Funds</b>	<b>Police Pension Fund</b>
Personal Services	\$ 18,763	\$ 4,965	\$ 1,884	\$ -	\$ -	\$ 2,034
Employee Benefits	8,298	1,323	856	-	-	-
Employee Reimbursements	286	51	20	-	-	6
Credit and Collection	29	64	66	2	31	3
Professional Services	1,244	289	1,120	-	1,275	363
Utilities, Communication, Transportation	435	440	5,930	-	-	-
Purchased Services	444	270	5,324	-	-	3
Repairs and Maintenance	853	1,083	700	-	350	-
Rent	49	23	22	-	-	-
Insurance	1,162	298	383	-	-	-
Group Insurance	-	-	-	-	-	-
Supplies	2,319	736	409	-	-	-
Other Commodities	25	13	167	-	-	-
Capital	1,141	4,575	4,962	-	5,370	-
Water Bond Payment	-	-	615	-	-	-
Interest	-	-	-	2,222	-	-
Debt Retirement	-	-	335	5,765	-	-
Miscellaneous	1,223	295	116	3	3,700	3
Recreation Programs	25	668	-	-	-	-
Depreciation	-	-	4,275	-	-	-
Transfers Out	5,635	4,523	-	492	-	-
Departmental Cost Transfer	-	1,474	1,249	-	-	-
<b>Village Wide Total</b>	<b>\$ 41,931</b>	<b>\$ 21,089</b>	<b>\$ 28,433</b>	<b>\$ 8,484</b>	<b>\$ 10,726</b>	<b>\$ 2,412</b>
<b>Percent of Total</b>	<b>34.28%</b>	<b>17.24%</b>	<b>23.25%</b>	<b>6.94%</b>	<b>8.77%</b>	<b>1.97%</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Information and Summaries**

**Summary of Expenditures by Fund and Type (Continued)**

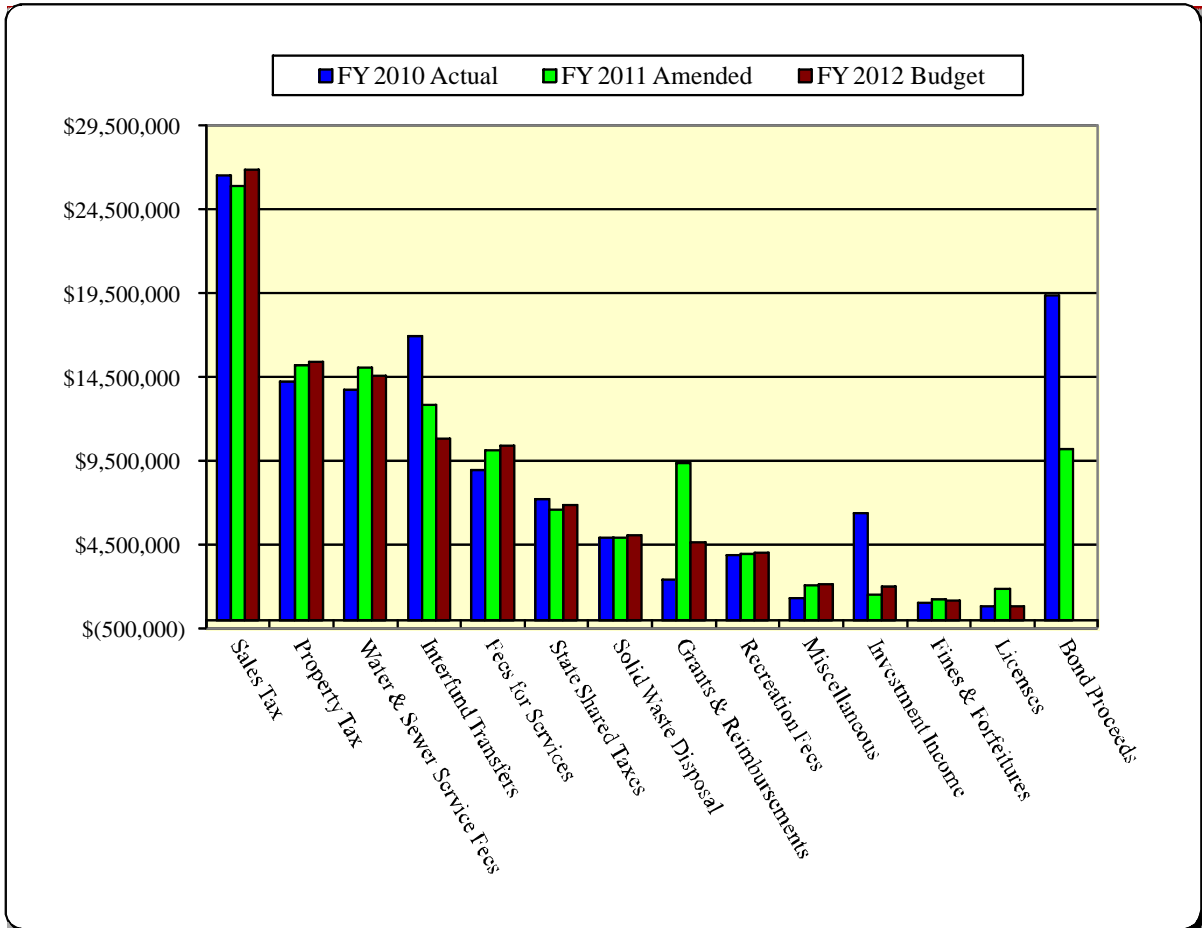
**Fiscal Year 2012**

**(in \$000's)**

<b>Expenditures</b>	<b>Internal Service Fund</b>	<b>Component Units</b>	<b>FY 2012 Budget</b>		<b>Village Wide Total - All Funds</b>	
			<b>FY 2012 Budget</b>	<b>2012 %</b>	<b>FY 2011 Amended Budget</b>	<b>FY 2010 Actual</b>
Personal Services	\$ -	\$ 196	27,842	22.76%	\$ 27,159	\$ 25,958
Employee Benefits	-	60	10,537	8.61%	10,215	8,984
Employee Reimbursements	-	1	364	0.30%	376	285
Credit and Collection	1	3	199	0.16%	227	202
Professional Services	129	18	4,438	3.63%	4,706	2,139
Utilities, Communication, Transportation	-	38	6,843	5.59%	6,851	6,760
Purchased Services	-	7	6,049	4.95%	5,907	5,747
Repairs and Maintenance	-	237	3,222	2.63%	3,736	1,671
Rent	-	-	94	0.08%	90	92
Insurance	1,687	9	3,539	2.89%	3,506	3,267
Group Insurance	6,512	-	6,512	5.32%	6,195	6,342
Supplies	-	20	3,483	2.85%	3,451	2,599
Other Commodities	-	-	205	0.17%	187	119
Capital	-	-	16,048	13.12%	28,544	23,064
Water Bond Payment	-	-	615	0.50%	1,196	1,014
Interest	-	-	2,222	1.82%	2,643	3,111
Debt Retirement	-	-	6,100	4.99%	5,845	5,385
Miscellaneous	-	122	5,462	4.47%	18,667	2,800
Recreation Programs	-	-	693	0.57%	648	594
Depreciation	-	-	4,275	3.50%	4,692	3,802
Transfers Out	200	-	10,849	8.87%	12,484	16,101
Departmental Cost Transfer	-	-	2,723	2.23%	2,766	2,714
<b>Village Wide Total</b>	<b>\$ 8,529</b>	<b>\$ 710</b>	<b>\$ 122,313</b>	<b>100.00%</b>	<b>\$ 150,093</b>	<b>\$ 122,750</b>
<b>Percent of Total</b>	<b>6.97%</b>	<b>0.58%</b>	<b>100.00%</b>			

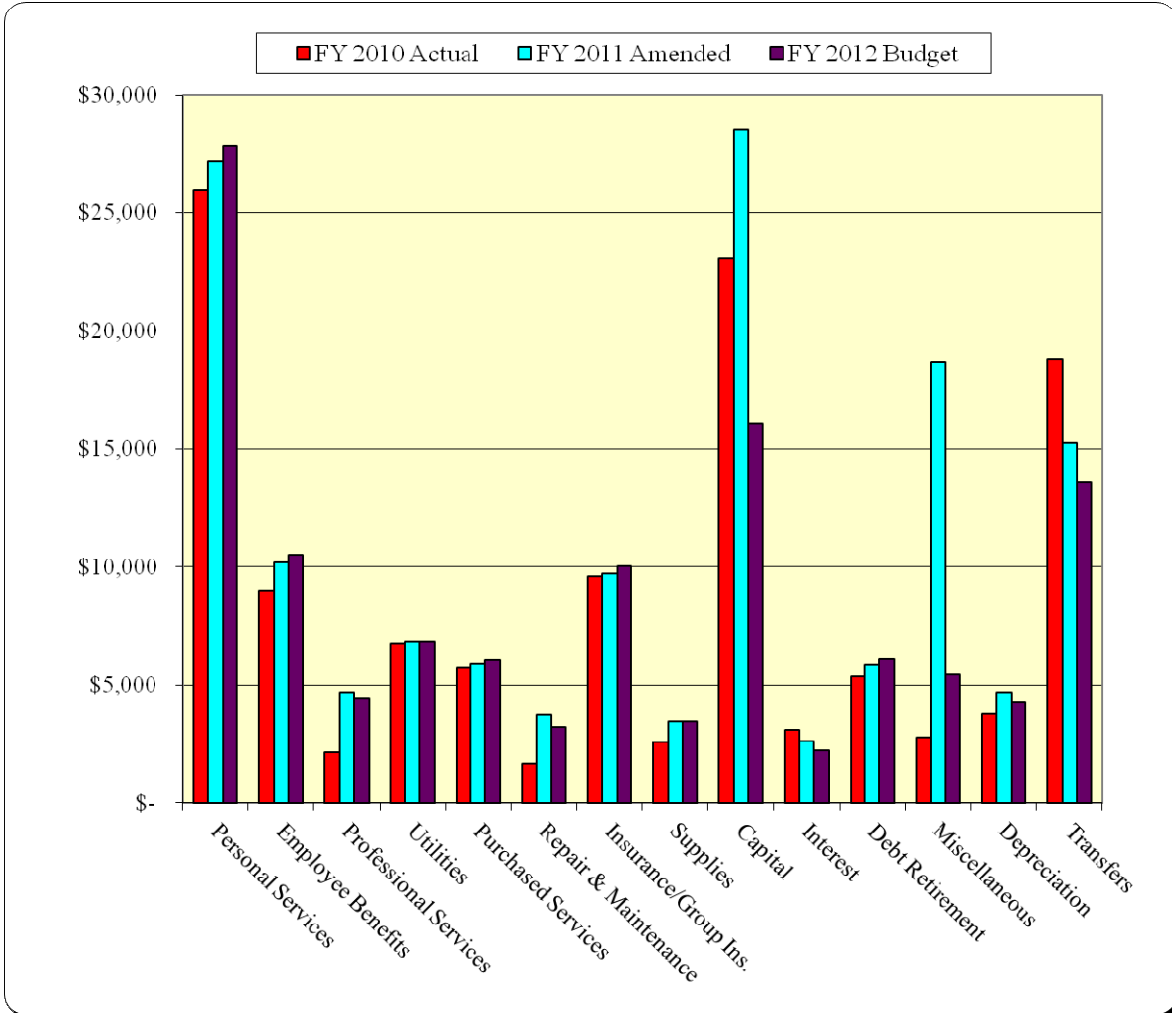
**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Information and Summaries**  
**Revenues by Major Type**  
**Fiscal Year 2012**



**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Information and Summaries**  
**Expenditures by Major Type**  
**Fiscal Year 2012**



**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Information and Summaries**  
**Revenue and Expenditures Comparison Summary**  
**Fiscal Year 2012**

<b>Fund</b>	<b>Budgeted Revenues</b>	<b>Budgeted Expenditures</b>	<b>Variance</b>
<b>General Fund</b>	\$ 39,404,890	\$ 41,930,757	\$ (2,525,867)
<b>Special Revenue Funds</b>			
Motor Fuel Tax	1,487,231	1,976,179	(488,948)
Park Development	1,524,686	1,375,143	149,543
Seizure/Forfeiture	11,500	-	11,500
Home Rule Sales Tax	9,396,834	4,317,849	5,078,985
Main St. Triangle TIF	-	3,476,992	(3,476,992)
Recreation & Parks	9,942,814	9,942,814	-
<b>Enterprise Funds</b>			
Water & Sewer	20,334,792	27,954,244	(7,619,452)
Commuter Parking	245,260	478,864	(233,604)
<b>Debt Service Funds</b>			
2003 G.O. Bond Refunding	482,638	975,051	(492,413)
2004 G.O. Bond Refunding	1,009,245	1,009,754	(509)
2006 G.O. Bond	961,139	961,419	(280)
2007 G.O. Bond	-	1,380,206	(1,380,206)
2009 G.O. Bond Refunding	803,750	804,227	(477)
2010 G.O. Bond Refunding	2,401,543	2,401,498	45
2011 G.O. Bond Refunding	1,442,734	951,778	
<b>Construction Funds</b>			
Road Exaction	154,211	32	154,179
Capital Improvement	6,287,696	10,725,925	(4,438,229)
<b>Police Pension Fund</b>	4,105,398	2,411,705	1,693,693
<b>Internal Service Funds</b>			
Insurance	8,300,212	8,528,854	(228,642)
<b>Component Units</b>			
Civic Center	572,570	572,570	-
Open Lands Acquisition	11,904	137,548	(125,644)
<b>TOTAL ALL FUNDS</b>	<b>\$ 108,881,047</b>	<b>\$ 122,313,409</b>	<b>\$ (13,923,318)</b>

## **VILLAGE OF ORLAND PARK, ILLINOIS**

### ***General Information and Summaries***

#### ***Debt Issuance Summary***

#### ***Fiscal Year 2012***

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The Village of Orland Park continued to receive outstanding bond ratings with the 2011 general obligation bond issuance. Moody's Investors Service issued the Village an Aa1 rating and Standard and Poor's issued the Village an AA+. The current population of the Village per the 2010 census is 56,767 which results in a gross debt per capita as of January 1, 2012 of \$1,299.

#### **Summary of Current Debt Issues as of January 1, 2012**

##### General Obligation Corporate Purpose Bonds – Series 2003

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

##### General Obligation Corporate Purpose Bonds – Series 2004

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

##### General Obligation Corporate Purpose Bonds – Series 2006

Original Issue Amount: \$12,000,000  
Original Issue Date: March 15, 2006  
Description: Bonds were issued to finance the construction of a new police facility.

##### General Obligation Corporate Purpose Bonds – Series 2007

Original Issue Amount: \$18,500,000  
Original Issue Date: February 5, 2007  
Description: Bonds were issued to finance a portion of the acquisition, construction, improvement, and installation of land and infrastructure improvements within the Main Street Triangle TIF district and to reimburse the Village for a portion of such costs.

##### General Obligation Corporate Purpose Bonds – Series 2008

Original Issue Amount: \$9,055,000  
Original Issue Date: July 17, 2008  
Description: Bonds were issued to finance the cost of acquisition, construction, improvement, and installation of a water reservoir.



**VILLAGE OF ORLAND PARK, ILLINOIS**

***General Information and Summaries***

***Debt Issuance Summary***

***Fiscal Year 2012***

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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.

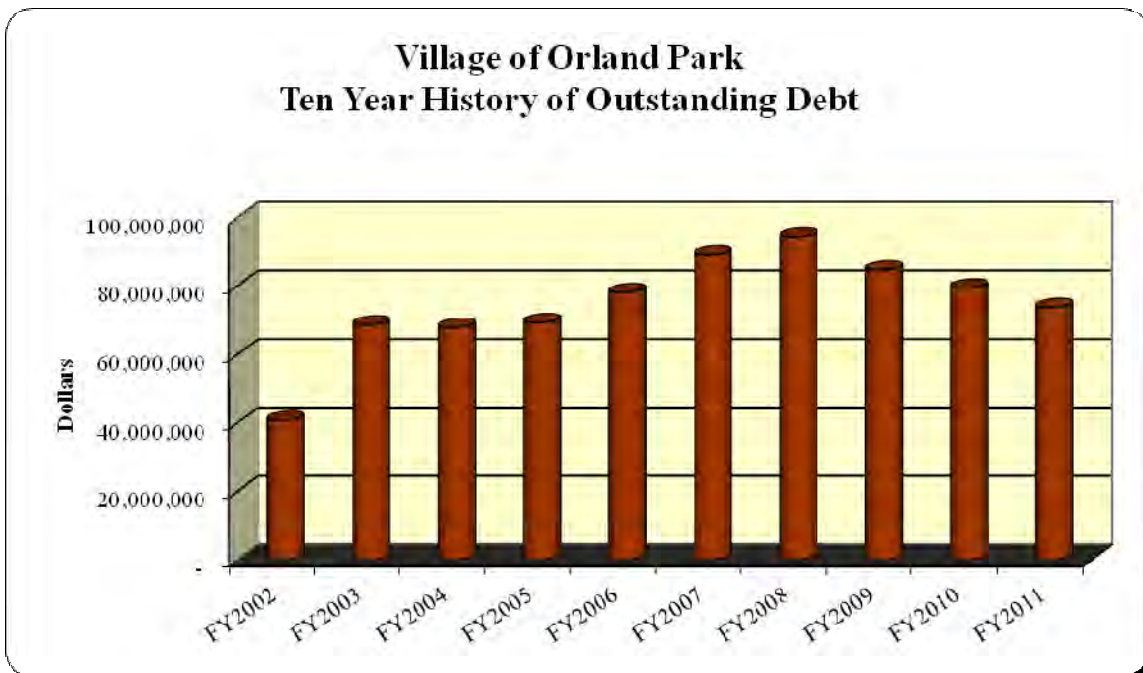
**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Information and Summaries  
Outstanding Debt  
Fiscal Year 2012**

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

<b>Issue</b>	<b>Outstanding at December 31, 2010</b>	<b>Issuances</b>	<b>Retirements</b>	<b>Outstanding at January 1, 2012</b>
Series 2003	\$11,415,000	-	\$10,950,000	\$465,000
Series 2004	6,900,000	-	755,000	6,145,000
Series 2006	10,450,000	-	520,000	9,930,000
Series 2007	16,190,000	-	685,000	15,505,000
Series 2008	8,585,000	-	320,000	8,265,000
Series 2009	7,235,000	-	565,000	6,670,000
Series 2010	18,660,000	-	1,880,000	16,780,000
Series 2011	-	9,995,000	35,000	9,960,000
<b>TOTAL</b>	<b>\$79,435,000</b>	<b>\$9,995,000</b>	<b>\$24,085,000</b>	<b>\$73,720,000</b>

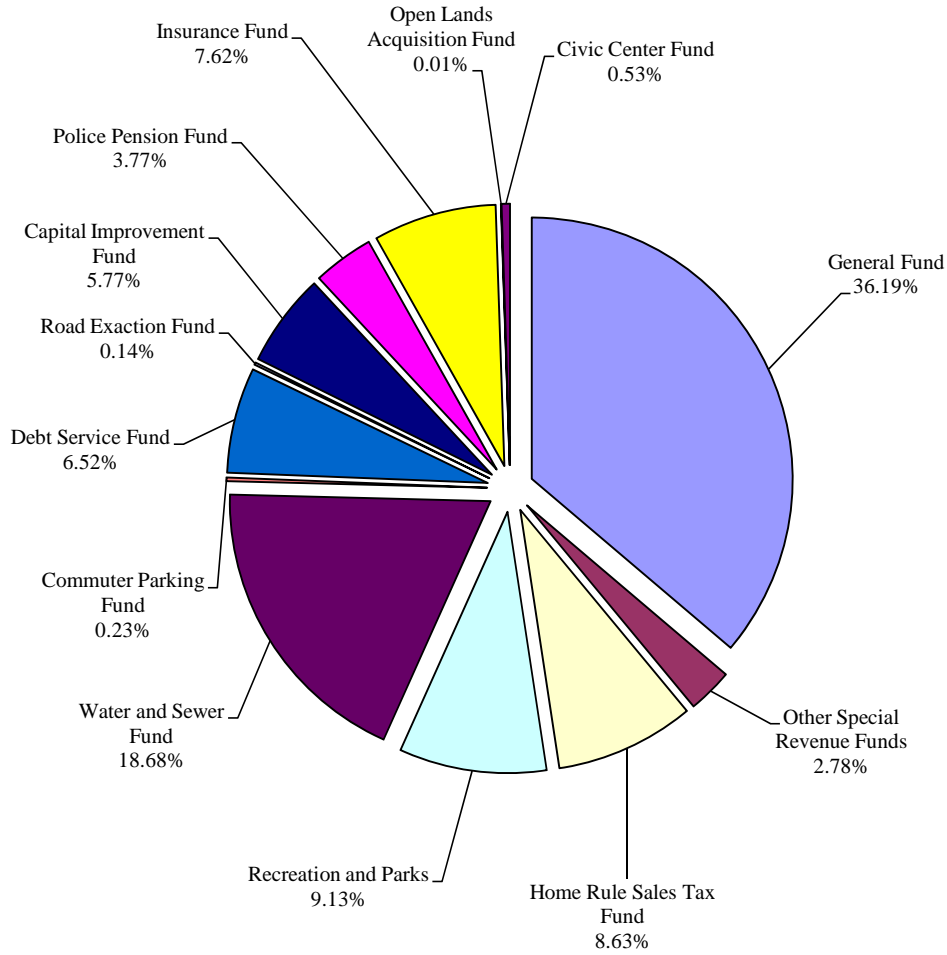
General obligation outstanding debt has increased from \$40,770,000 in FY2002 to \$73,720,000 at the beginning of FY2012 with the most current issuance of \$9,995,000 to partially refund the Village’s outstanding General Obligation Bonds, Series 2003.



**VILLAGE OF ORLAND PARK, ILLINOIS**

**Revenue Summaries**  
**Revenue Graph by Fund**  
**Fiscal Year 2012**

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**TOTAL REVENUE \$108,881,047**

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Revenue Summaries**

**Revenues Summary by Fund 2010 - 2012**

**Fiscal Year 2012**

	<b>FY2010 Actual</b>	<b>FY2011 Amended Budget</b>	<b>FY2012 Board Approved</b>	<b>% Change FY2012 - FY2011</b>
<b>REVENUES</b>				
General Fund	\$ 39,202,941	\$ 39,167,646	\$ 39,404,890	0.61%
Motor Fuel Tax Fund	1,825,154	1,515,006	1,487,231	-1.83%
Park Fund	76,122	61,247	1,524,686	100.00%
Seizure and Forfeiture Fund	11,159	7,205	11,500	59.61%
Special Tax Allocation Fund	63	-	-	0.00%
Home Rule Sales Tax Fund	9,360,155	9,089,864	9,396,834	3.38%
Recreation and Parks	9,179,164	9,953,001	9,942,814	-0.10%
Water and Sewer Fund	19,197,915	20,625,333	20,334,792	-1.41%
Commuter Parking Fund	245,265	237,600	245,260	3.22%
2001 G.O. Bond Fund	8,212	-	-	0.00%
2002A G.O. Bond Fund (Library)	986,738	-	-	0.00%
2002B G.O. Bond Fund	651,579	-	-	0.00%
2003 G.O. Bond Refunding Fund	1,584,809	1,552,705	482,638	-68.92%
2004 G.O. Bond Refunding Fund	1,022,022	1,005,484	1,009,245	0.37%
2005 Library Note Fund	3	-	-	0.00%
2006 G.O. Bond Fund	982,092	963,098	961,139	-0.20%
2009 G.O. Bond Refunding Fund	1,065,399	806,097	803,750	-0.29%
2010A G.O. Bond Refunding Fund	915,877	2,389,142	2,401,543	0.52%
2011 G.O. Bond Refunding Fund	-	-	1,442,734	100.00%
Road Exaction Fund	383,464	267,440	154,211	-42.34%
Capital Improvement Fund	9,922,275	14,499,053	6,287,696	-56.63%
2006 Bond Project Fund	-	10,228,182	-	-100.00%
2007 Bond Project Fund	1,182	-	-	0.00%
2010 Bond Project Fund	19,402,653	-	-	0.00%
Police Pension Fund	7,948,811	3,773,976	4,105,398	8.78%
Insurance Fund	7,455,383	8,127,561	8,300,212	2.12%
Civic Center Fund	332,354	360,951	572,570	58.63%
Open Lands Acquisition Fund	22,361	11,980	11,904	-0.63%
<b>TOTAL REVENUES</b>	<b>\$ 131,783,152</b>	<b>\$ 124,642,571</b>	<b>\$ 108,881,047</b>	<b>-12.65%</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Revenue Summaries**

**Tax Levy - 2011**

**Fiscal Year 2012**

DESCRIPTION	Preliminary 2011	Final 2010	Final 2009
Equalized Assessed Valuation	\$ 2,826,810,988	\$ 2,771,383,322	\$ 2,699,180,397
% Change	2.00%	2.67%	14.51%
Tax Rates:			
General Corporate	0.0798	0.0874	0.0858
Recreation & Parks	0.0390	0.0343	0.0083
FICA	0.0498	0.0509	0.0491
IMRF	0.0636	0.0545	0.0548
Police Pension	0.0715	0.0696	0.0623
Subtotal	0.3035	0.2967	0.2605
Tax Rates - Debt Service:			
2002B General Obligation Bonds	0.0000	0.0309	0.0305
Abated 2002B G.O.	0.0000	-0.0309	-0.0076
2003 General Obligation Bonds	0.0174	0.0565	0.0560
2004 General Obligation Bonds	0.0364	0.0366	0.0361
Abatement- 2004 General Obligation Bonds	0.0000	0.0000	0.0000
2006 General Obligation Bonds	0.0347	0.0350	0.0347
2007 General Obligation Bonds	0.0498	0.0500	0.0492
Abatement- 2007 General Obligation Bonds	-0.0498	-0.0500	-0.0492
2009 G.O. Refunding Bonds	0.0290	0.0293	0.0294
2010 G.O. Refunding Bonds	0.0290	0.0294	0.0061
2011 G.O. Refunding Bonds	0.0343	0.0000	0.0000
Subtotal Debt Service	0.1465	0.1868	0.1852
<b>TOTAL VILLAGE RATE</b>	<b>0.4500</b>	<b>0.4835</b>	<b>0.4457</b>
Library	0.1520	0.1491	0.1409
2002A General Obligation Bonds	0.0000	0.0611	0.0600
Abatement 2002A G.O. Library	0.0000	-0.0611	-0.0217
2010B G.O. Refunding Library	0.0576	0.0576	0.0182
<b>TOTAL LIBRARY RATE</b>	<b>0.2096</b>	<b>0.2067</b>	<b>0.1974</b>
<b>TOTAL RATE - VILLAGE &amp; LIBRARY</b>	<b>0.6597</b>	<b>0.6902</b>	<b>0.6431</b>

VILLAGE OF ORLAND PARK, ILLINOIS

Revenue Summaries

Tax Levy - 2011

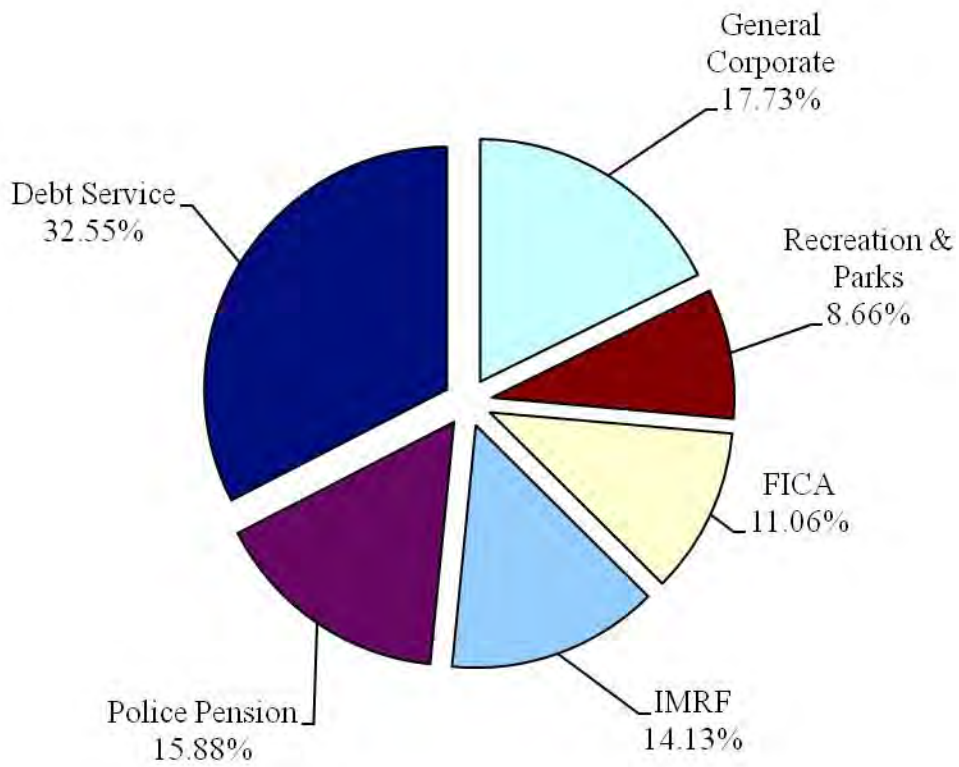
Fiscal Year 2012

DESCRIPTION	Preliminary 2011	Final 2010	Final 2009
Tax Extensions:			
General Corporate	\$ 2,211,368	\$ 2,400,000	\$ 2,377,559
Recreation & Parks	1,079,863	941,231	230,000
FICA	1,379,977	1,395,784	1,361,365
IMRF	1,762,287	1,495,881	1,519,251
Police Pension	1,980,950	1,909,323	1,726,733
Subtotal	8,414,443	8,142,219	7,214,908
Tax Extensions - Debt Service			
2002B General Obligation Bonds	-	849,240	845,766
Abatement -2002 General Obligation Bonds	-	(849,240)	(209,240)
2003 General Obligation Bonds	482,438	1,551,363	1,553,112
2004 General Obligation Bonds	1,008,945	1,004,615	1,001,516
2006 General Obligation Bonds	960,668	961,988	962,488
2007 General Obligation Bonds	1,379,806	1,372,206	1,363,206
Abatement-2007 General Obligation Bonds	(1,379,806)	(1,372,206)	(1,363,206)
2009 General Obligation Refunding Bonds	803,450	805,400	806,900
2010 General Obligation Refunding Bonds	804,450	808,050	167,761
2011 General Obligation Refunding Bonds	951,125	-	-
Subtotal Debt Service	5,011,075	5,131,415	5,128,303
<b>TOTAL VILLAGE LEVY</b>	<b>\$ 13,425,518</b>	<b>\$ 13,273,634</b>	<b>\$ 12,343,211</b>
Library			
Library	4,214,548	4,091,485	3,903,997
2002A General Obligation Bonds	-	1,675,918	1,661,792
Abatement-2002 General Obligation Bonds	-	(1,675,918)	(600,918)
2010B General Obligation Refunding Bonds	1,596,393	1,580,393	505,378
<b>TOTAL LIBRARY LEVY</b>	<b>\$ 5,810,941</b>	<b>\$ 5,671,878</b>	<b>\$ 5,470,249</b>
<b>TOTAL LEVY - VILLAGE &amp; LIBRARY</b>	<b>\$ 19,236,459</b>	<b>\$ 18,945,512</b>	<b>\$ 17,813,461</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Revenue Summaries**  
**Property Tax Levy – 2011**  
**Fiscal Year 2012**

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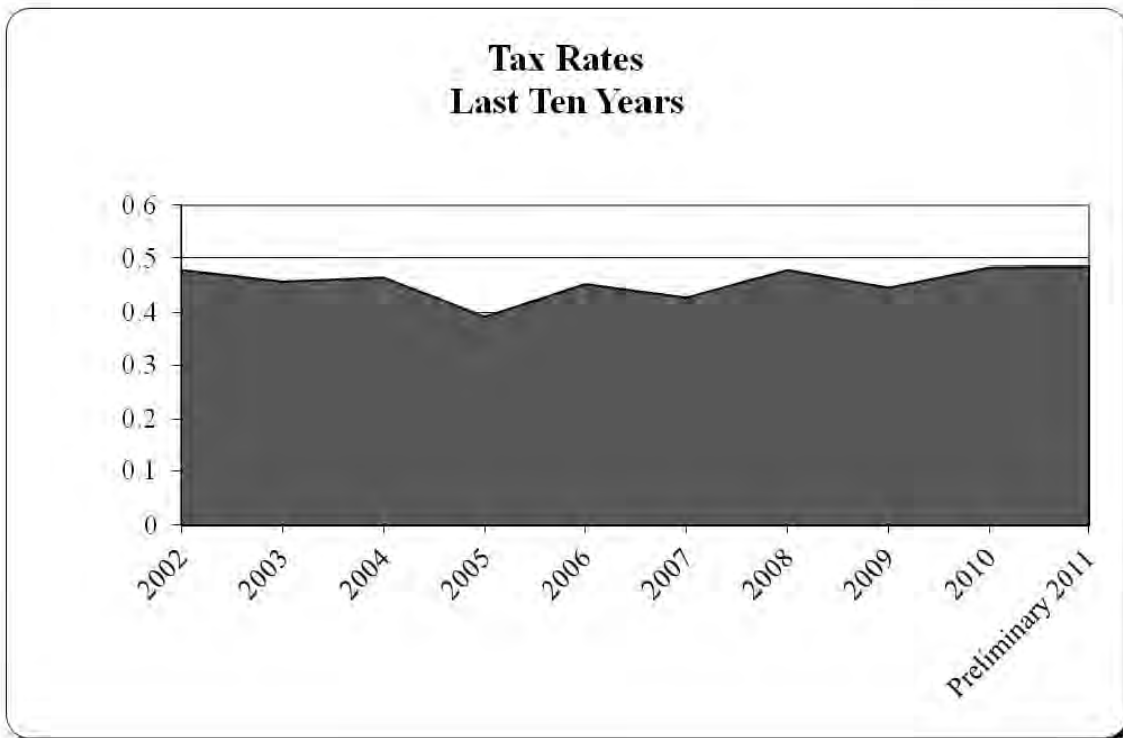
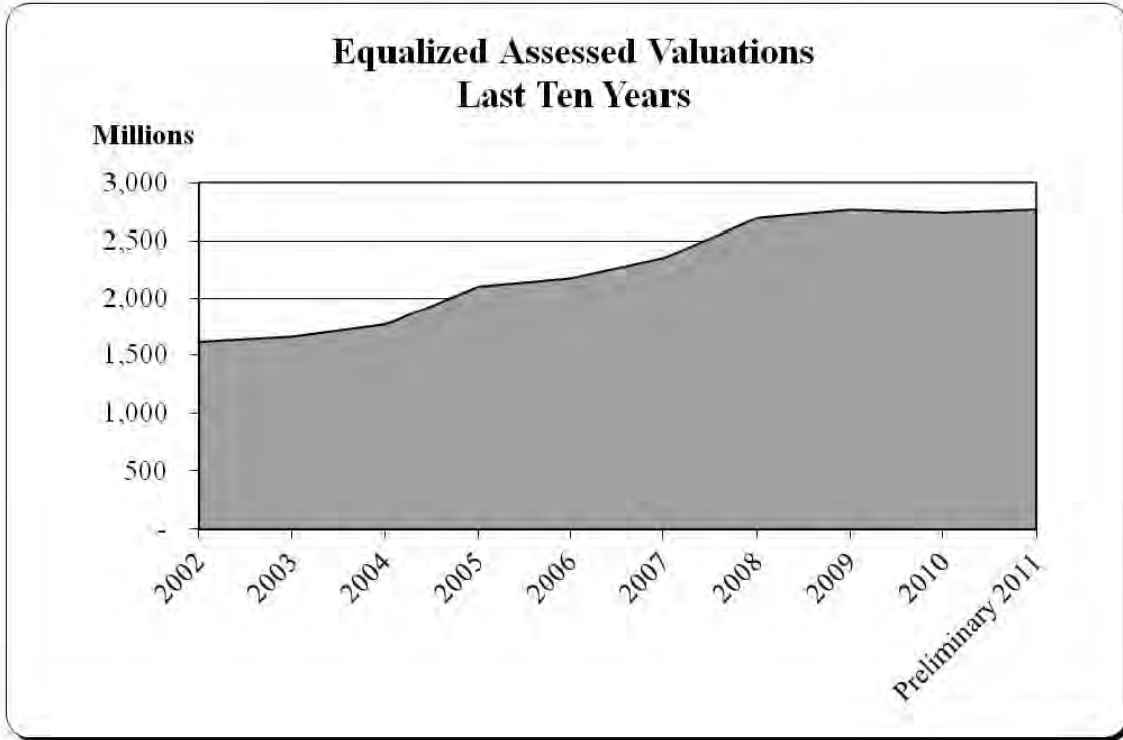


**VILLAGE OF ORLAND PARK, ILLINOIS**

**Revenue Summaries**

**History of Equalized Assessed Valuations/Tax Rates**

**Fiscal Year 2012**





**VILLAGE OF ORLAND PARK, ILLINOIS**

**Revenue Summaries**

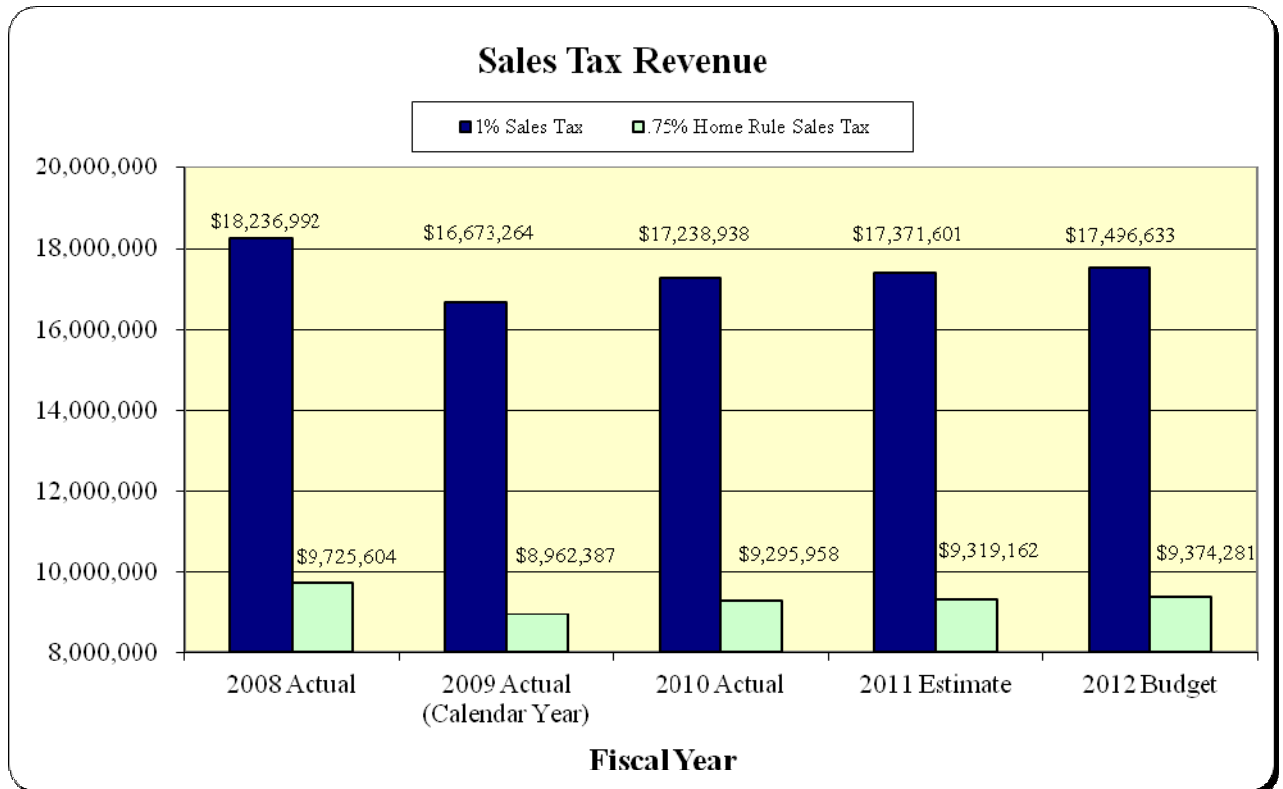
**Revenue Sources, Assumptions and Trends**

**Fiscal Year 2012**

The following is a summary of major revenue sources, trends and assumptions for fiscal year 2012.

**SALES TAXES** – The Village receives two types of sales taxes – one from the state and the other from a sales tax imposed through the Village’s home-rule status. The state tax rate is 1% and the local home rule sales tax rate is .75%. Sales tax figures for fiscal year 2011 were estimated to increase by approximately .76% compared to fiscal year 2010 and are projected to be 2.84% more than the original budgeted amount. Sales tax estimates for fiscal year 2012 were based on a .72% increase over the fiscal year 2011 estimate. The percentage increase was determined by evaluating current trends in sales tax and consulting various indices and available information.

The total Village sales tax rate is 9.00% which was reduced by .50% in 2010 and an additional .25% as of January 1, 2012 due to a reduction in the Cook County home rule rate. This rate is compared to 8.5% approximately four years ago. Since the Village borders Will County, consumers can cross the border line and make purchases at a significantly lower tax rate. This may impact the Village more in the future as new mall developments occur in suburbs with close proximity to Orland Park.



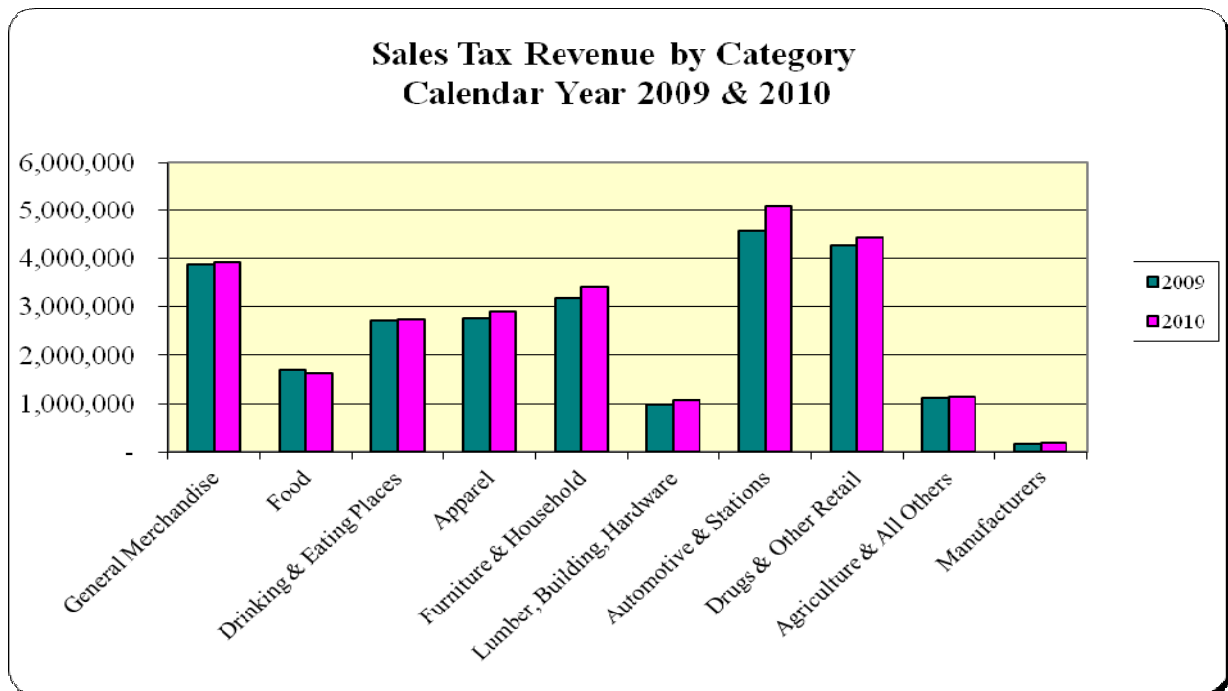
**VILLAGE OF ORLAND PARK, ILLINOIS**

**Revenue Summaries  
Revenue Sources, Assumptions and Trends  
Fiscal Year 2012**

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 2010 through December 2010. This is the most current data available.

<b>Calendar 2010 Distribution</b>						
	<u>Municipal Tax</u>	<u>Percent</u>	<u>Home Rule Tax</u>	<u>Percent</u>	<u>Total</u>	<u>Percent</u>
General Merchandise	\$ 2,279,334	13.8%	\$ 1,646,987	18.6%	\$ 3,926,321	15.5%
Food	1,283,277	7.8%	341,729	3.9%	1,625,006	6.4%
Drinking & Eating Places	1,583,661	9.6%	1,153,529	13.1%	2,737,190	10.8%
Apparel	1,656,164	10.0%	1,242,103	14.1%	2,898,267	11.4%
Furniture & Household	1,947,524	11.8%	1,455,462	16.5%	3,402,986	13.4%
Lumber, Building Hardware	619,341	3.8%	463,745	5.2%	1,083,086	4.3%
Automotive & Stations	4,266,538	25.8%	837,438	9.5%	5,103,976	20.1%
Drugs & Other Retail	2,794,448	16.9%	1,627,941	18.4%	4,422,389	17.5%
Agriculture & All Others	692,472	4.2%	440,179	5.0%	1,132,651	4.5%
Manufacturers	116,179	0.7%	83,196	0.9%	199,375	0.8%
<b>TOTAL</b>	<b>\$ 17,238,938</b>	<b>104.4%</b>	<b>\$ 9,292,309</b>	<b>105.2%</b>	<b>\$ 26,531,247</b>	<b>104.7%</b>

The following chart compares calendar year 2009 and 2010 total sales tax collections by category. All categories increased except for the food category which decreased by \$70,225 or 4.32%. The largest increase was in the automotive and stations category, which increased by \$545,163 or 10.68%. This category includes sales from new and used car dealerships. Along with neighboring Tinley Park, the Village contains the 159<sup>th</sup> Street Strip, one of the largest strips of auto dealerships in the area.



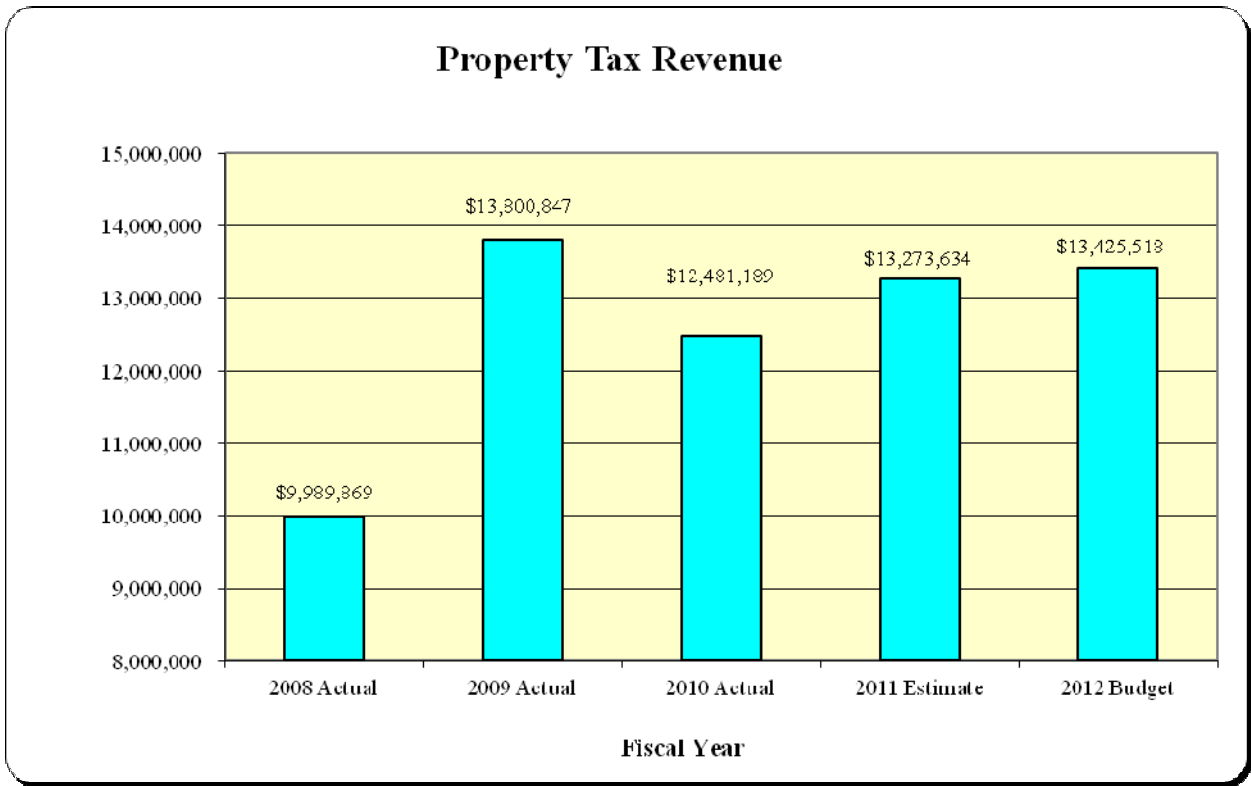
**VILLAGE OF ORLAND PARK, ILLINOIS**

**Revenue Summaries**

**Revenue Sources, Assumptions and Trends**

**Fiscal Year 2012**

**PROPERTY TAXES** – The Village levies property taxes for the purposes of general corporate, recreation, IMRF, FICA and police pension, as well as to meet debt service payments due on the Village’s outstanding general obligation debt. The following chart and table represents the property tax levy collections total and by category for 2008 through 2012. The increase from FY2011 to FY2012 is \$151,884 which is due to an additional \$322,226 levied for Village pensions offset by a decrease in the debt service levy by \$120,340.



	FY2007 Actual	FY2008 Actual	FY2009 Actual	FY2010 Actual	FY2011 Estimate	FY2012 Budget
General Corporate	\$ 1,684,682	\$ 1,921,007	\$ 2,235,092	\$ 2,373,524	\$ 2,400,000	\$ 2,211,368
Recreation	222,527	226,241	203,298	229,941	941,231	1,079,863
IMRF	1,414,310	1,311,848	1,860,512	1,520,581	1,495,881	1,762,287
FICA	1,269,075	1,340,500	1,986,460	1,365,267	1,395,784	1,379,977
Police Pension	1,044,553	1,162,257	1,720,321	1,764,470	1,909,323	1,980,950
Debt Service	4,033,427	4,028,016	5,795,164	5,227,406	5,131,415	5,011,075
<b>TOTAL</b>	<b>\$ 9,668,574</b>	<b>\$ 9,989,869</b>	<b>\$ 13,800,847</b>	<b>\$ 12,481,189</b>	<b>\$ 13,273,634</b>	<b>\$ 13,425,518</b>

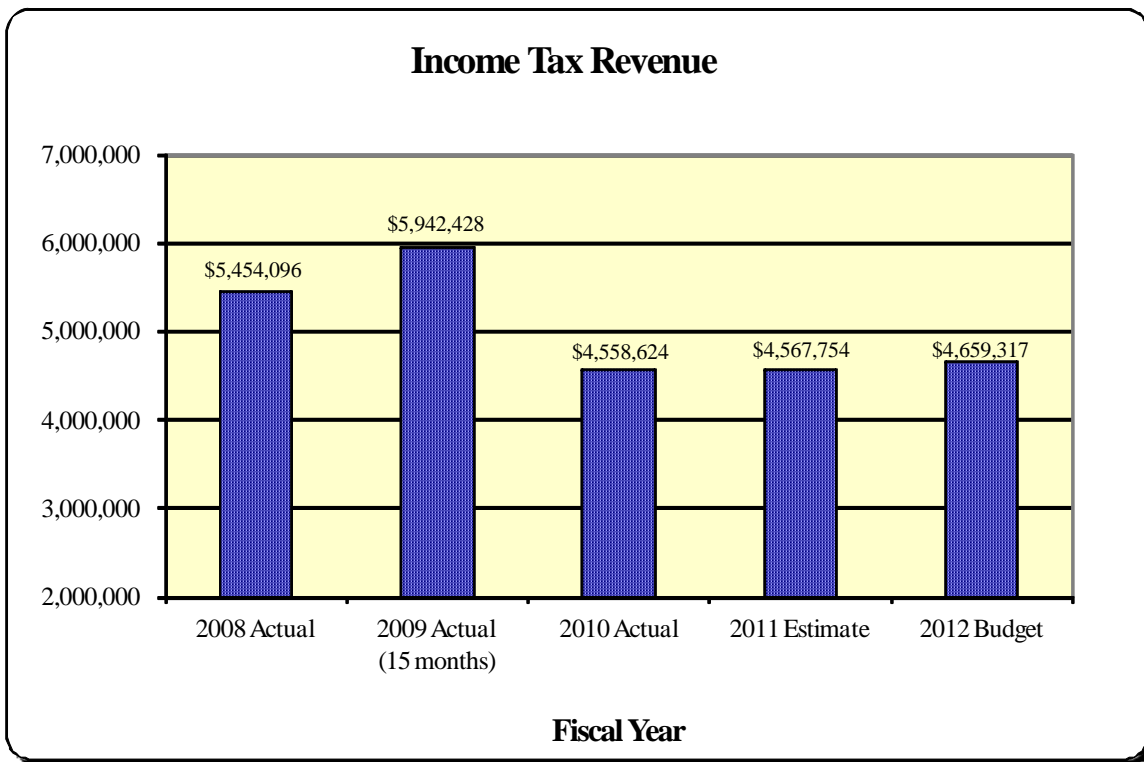
**VILLAGE OF ORLAND PARK, ILLINOIS**

**Revenue Summaries**

**Revenue Sources, Assumptions and Trends**

**Fiscal Year 2012**

**INCOME TAX** – Income tax is state shared revenue that is distributed on a per capita basis and is based on the average income statewide. The results from the 2010 census indicated that the Village’s population decreased from 59,339, determined during the 2008 special census, to 56,767. The income tax calculation for fiscal year 2012 and 2011, effective June 1, 2011, is based on the results from the 2010 census. The fiscal year 2011 estimate is based on \$78.50 per capita and the fiscal year 2012 budget is based on \$81.56 per capita. The per capita amounts utilized are published by the Illinois Municipal League.



**WATER REVENUE** – A comprehensive water rate study was completed during fiscal year 2007 and it was determined during this study that the Village needed to increase water revenues over the next five years to generate sufficient revenues to cover operating expenses and to fund the required capital projects identified over the planning period. The Village implemented a new water rate structure beginning October 1, 2007. The inclining block rate structure consists of three usage blocks: 0 – 9,000 gallons, 9,000 to 18,000 gallons, and 18,000 gallons and over. The major advantage of this structure is that it promotes conservation and discourages overuse. Rates have been Village Board approved to increase by 3% each year until fiscal year 2012. The Village is projecting a

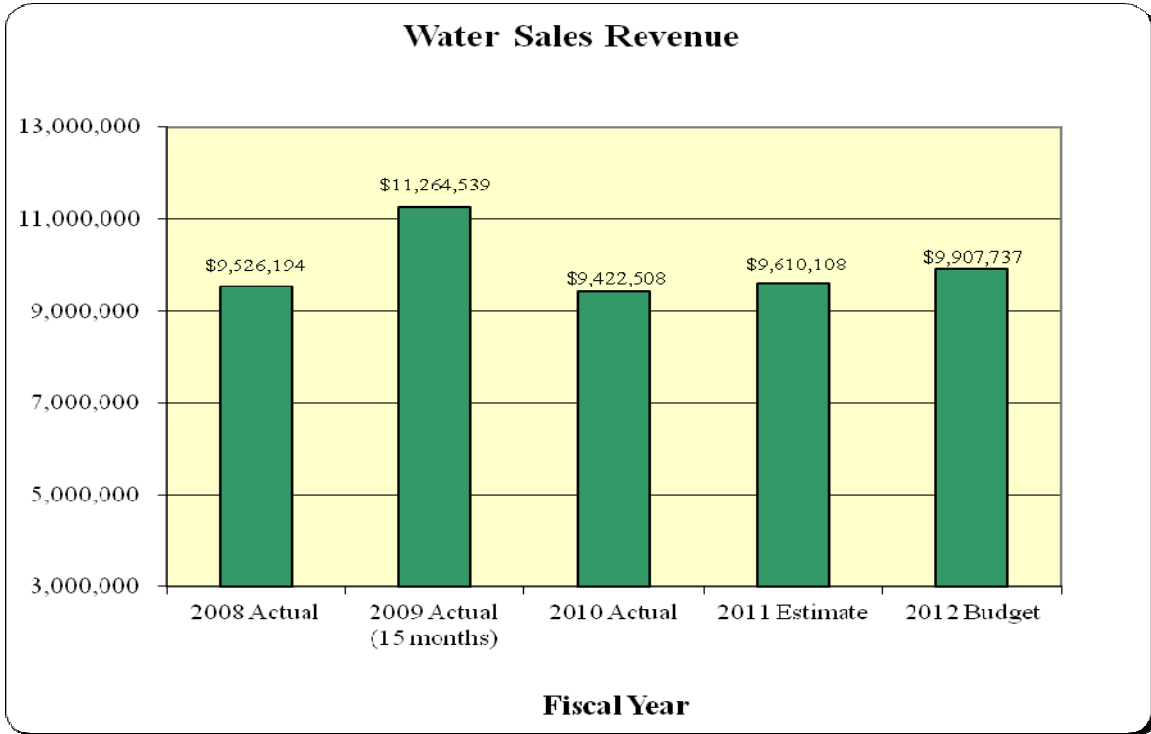
**VILLAGE OF ORLAND PARK, ILLINOIS**

**Revenue Summaries**

**Revenue Sources, Assumptions and Trends**

**Fiscal Year 2012**

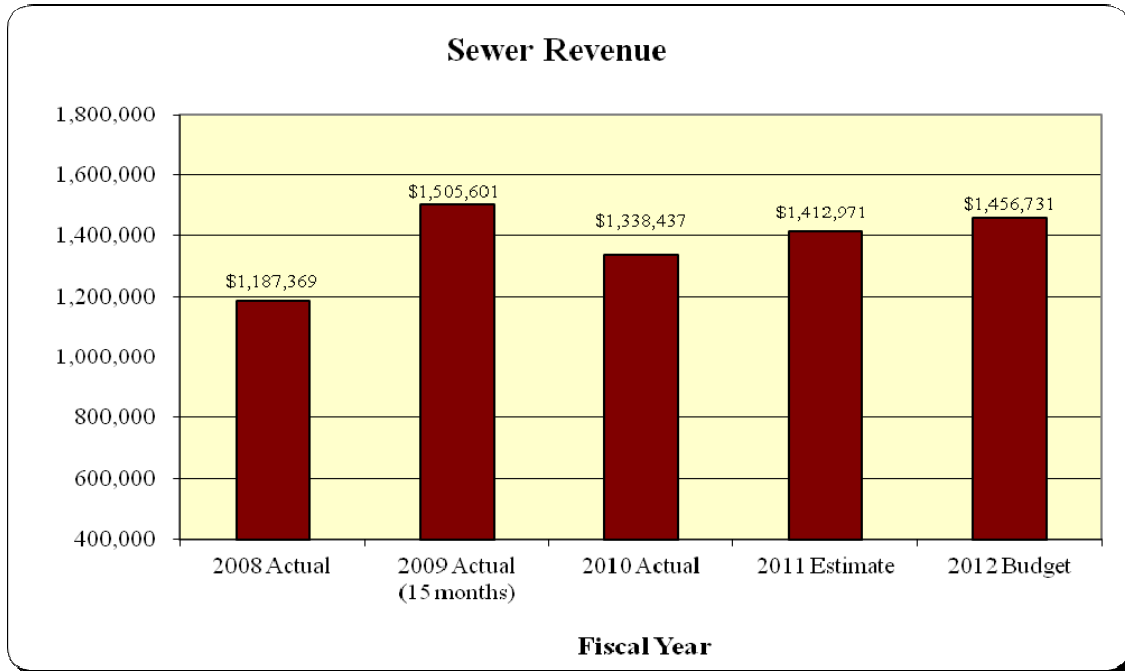
total of 18 new residential customers coming online to the water system during fiscal year 2012. Subsequent to budget approval, Oak Lawn passed on a water rate increase from the City of Chicago of 25%, effective January 1, 2012. For years 2013 through 2015, the increase will be 15% annually.



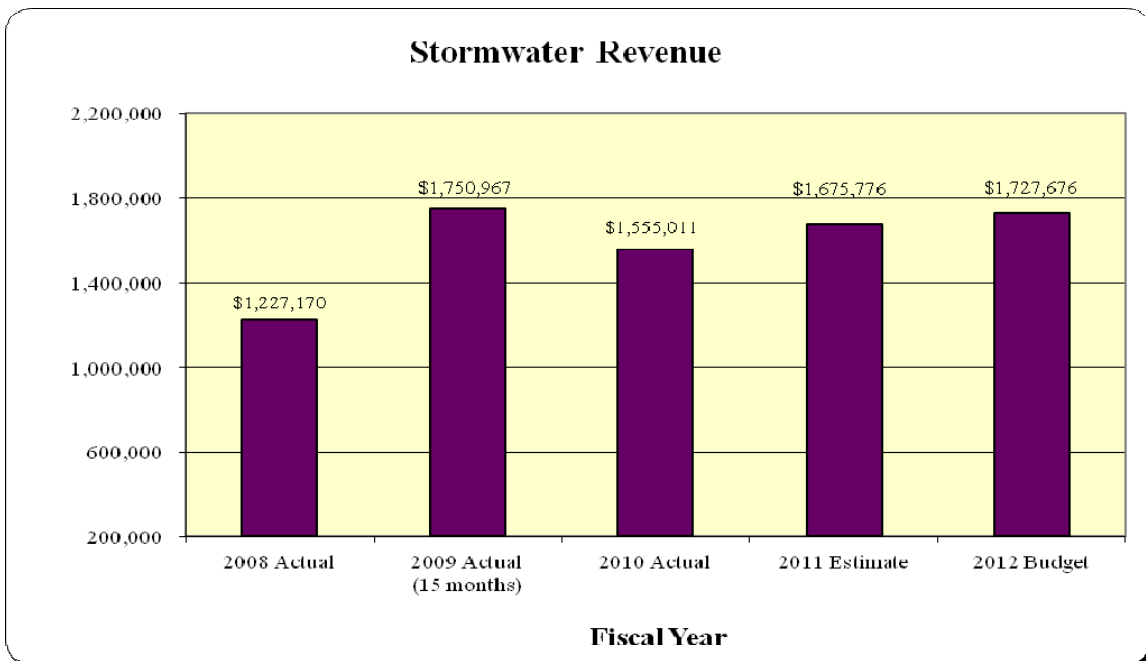
**SEWER REVENUE** – During the Village’s water rate study, it was determined that sewer rates needed to be increased significantly to fund future operating and capital expenses. In fiscal year 2011 the rates were increased by 3% to \$.62 per 1,000 gallons for incorporated customers. The rate will increase to \$.64 for fiscal year 2012. Sewer rates are based on metered water usage and have the same growth expectancy as water revenues.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Revenue Summaries  
Revenue Sources, Assumptions and Trends  
Fiscal Year 2012**



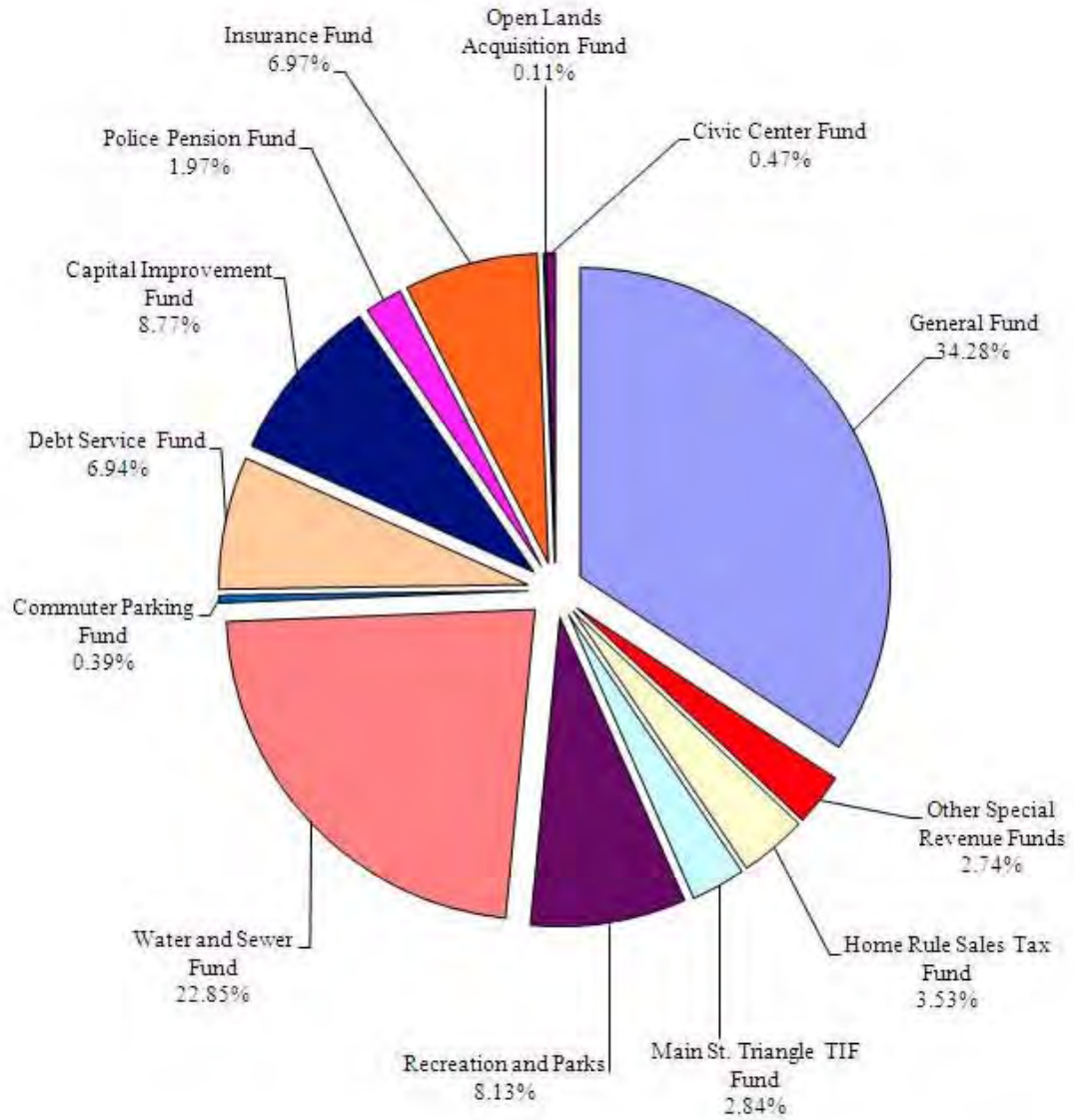
**STORMWATER REVENUE** – A significant increase in stormwater rates was also recommended due to the analysis completed during the water rate study. The fiscal year 2011 rates were increased by 5% with future rates increasing by approximately 3% through fiscal year 2012. Rates were increased due to additional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



**VILLAGE OF ORLAND PARK, ILLINOIS**

***Expenditure Summaries  
Expenditure Graph by Fund  
Fiscal Year 2012***

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**TOTAL EXPENDITURES \$122,313,409**

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Expenditure Summaries  
Expenditures Summary by Fund 2010 - 2012  
Fiscal Year 2012***

	<b>FY2010 Actual</b>	<b>FY2011 Amended Budget</b>	<b>FY2012 Board Approved</b>	<b>% Change FY2011 - FY2010</b>
<b><i>EXPENDITURES</i></b>				
General Fund	\$ 36,912,097	\$ 41,001,243	\$ 41,930,757	2.27%
Motor Fuel Tax Fund	1,566,667	1,515,304	1,976,179	30.41%
Park Fund	79,338	200	1,375,143	100.00%
Seizure and Forfeiture Fund	12,258	-	-	0.00%
Special Tax Allocation Fund	41,562	-	-	0.00%
Home Rule Sales Tax Fund	9,046,046	7,810,507	4,317,849	-44.72%
Main St. Triangle TIF Fund	988,503	6,075,730	3,476,992	-42.77%
Recreation and Parks	8,449,163	10,062,787	9,942,814	-1.19%
Water and Sewer Fund	20,725,899	30,718,671	27,954,244	-9.00%
Commuter Parking Fund	394,616	494,840	478,864	-3.23%
2001 G.O. Bond Fund	249,557	-	-	0.00%
2002A G.O. Bond Fund (Library)	1,061,075	-	-	0.00%
2002B G.O. Bond Fund	763,535	-	-	0.00%
2003 G.O. Bond Refunding Fund	1,554,706	1,553,705	975,051	-37.24%
2004 G.O. Bond Refunding Fund	1,002,612	1,006,280	1,009,754	0.35%
2005 Library Note	2,753	-	-	0.00%
2006 G.O. Bond Fund	963,550	963,627	961,419	-0.23%
2007 G.O. Bond Fund	1,363,406	1,372,611	1,380,206	0.55%
2009 G.O. Bond Refunding Fund	807,549	805,850	804,227	-0.20%
2010A G.O. Bond Refunding Fund	671,648	2,388,892	2,401,498	0.53%
2011 G.O. Bond Refunding Fund	-	84,284	951,778	100.00%
Road Exaction Fund	1,051,598	417,708	32	-99.99%
Capital Improvement Fund	6,353,021	21,736,429	10,725,925	-50.65%
2007 Bond Project Fund	1,182	-	-	0.00%
2010 Bond Project Fund	19,402,653	10,227,946	-	-100.00%
Police Pension Fund	804,222	2,263,170	2,411,705	6.56%
Insurance Fund	8,152,449	8,058,222	8,528,854	5.84%
Civic Center Fund	313,153	514,541	572,570	11.28%
Open Lands Acquisition Fund	15,251	1,020,015	137,548	-86.52%
<b>TOTAL EXPENDITURES</b>	<b>\$ 122,750,069</b>	<b>\$ 150,092,562</b>	<b>\$ 122,313,409</b>	<b>-18.51%</b>

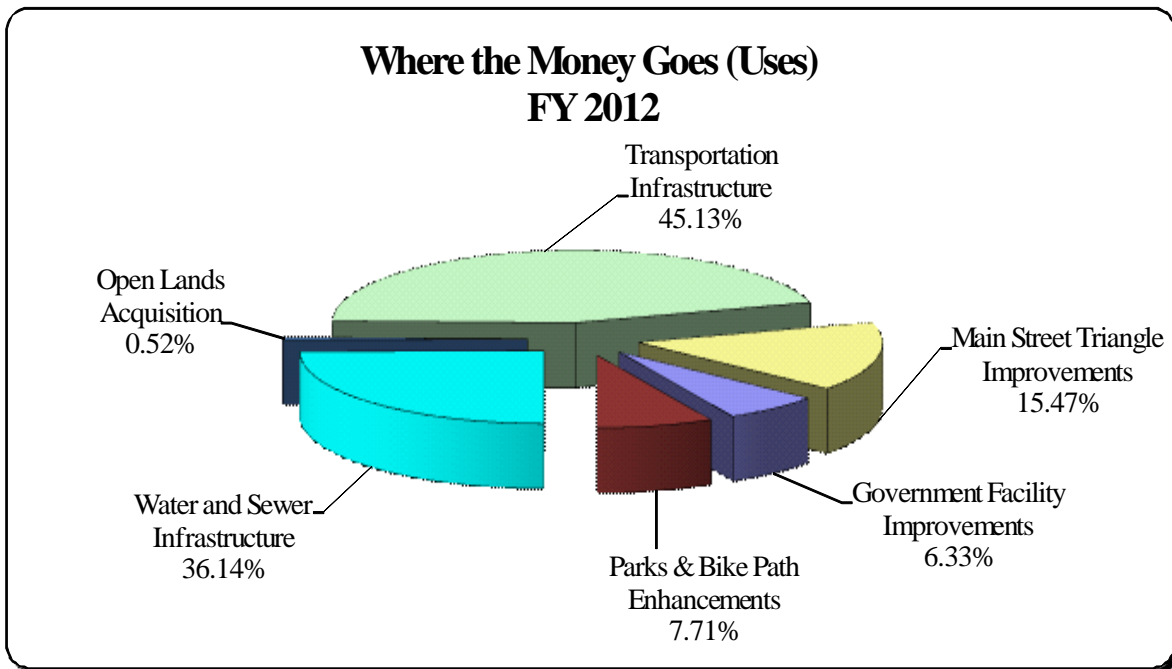


**VILLAGE OF ORLAND PARK, ILLINOIS**

**Expenditure Summaries  
Capital Expenditure Analysis  
Fiscal Year 2012**

The total FY2012 capital budget for the Village of Orland Park is \$22,456,715, a 5.05% decrease from the fiscal year 2011 adopted capital budget of \$23,650,283. The decrease is due primarily to the completion of the 143<sup>rd</sup> and LaGrange intersection construction project. The capital budget for fiscal year 2012 represents 18% of the total FY2012 Budget. Detailed information related to all capital projects is included on the following pages.

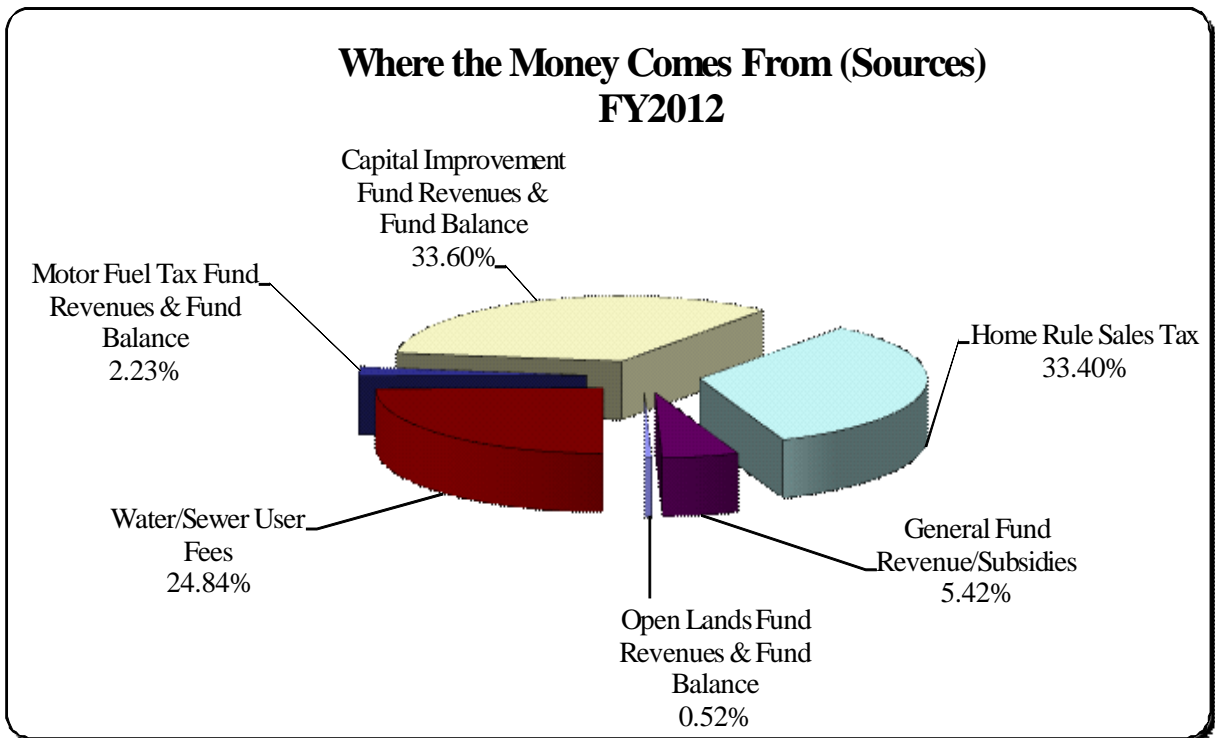
	<b>FY2012 Capital Expenditures</b>
General Fund	\$ 274,000
Civic Center Fund	233,000
Main Street Triangle Fund	3,474,992
Open Lands Fund	116,333
Parks Development Fund	1,375,000
Recreation & Parks Fund	710,700
Capital Improvement Fund	10,695,425
Water and Sewer Fund	5,577,265
	<hr/>
Total Capital Expenditures	<u>\$22,456,715</u>



**VILLAGE OF ORLAND PARK, ILLINOIS**

***Expenditure Summaries  
Capital Expenditure Analysis  
Fiscal Year 2012***

The FY2012 budget includes reimbursements from the State of Illinois for the 143<sup>rd</sup> & LaGrange Road intersection for \$1,100,000 and for the engineering related to the LaGrange Road Widening for \$1,767,152. The Village also has allocated \$500,000 of motor fuel tax revenue to the annual road improvement program. For the third year, the Village's residential property tax rebate program was suspended with these funds instead being allocated to the Village's capital program.



**VILLAGE OF ORLAND PARK, ILLINOIS**

***Expenditure Summaries  
Description of Capital Projects  
Fiscal Year 2012***

**ROADWAY MAINTENANCE PROGRAM**

The Roadway Maintenance Program (previously the Neighborhood Road Resurfacing Program) is an annual program that provides for the resurfacing of various neighborhood roads throughout the Village. The program includes rehabilitation, resurfacing or reconstruction of roads based on the current condition of the road. Beginning in FY2012, the Village will base its Roadway Maintenance Program on the results of the Pavement Sufficiency Index Study (PSI). The maintenance program includes pneumatic curb repairs, curb replacements, sidewalk repairs and replacements, pavement crack sealing and striping. Tentative neighborhoods scheduled for resurfacing are noted below and are subject to change based on the PSI study.



**FUND:** Capital Improvement Fund

**FY2012 PROJECT BUDGET:** \$2,720,000

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

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Expenditure Summaries  
Description of Capital Projects  
Fiscal Year 2012***

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

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 share of construction costs and increased aesthetic enhancements include bid document preparation, construction management and construction along the LaGrange Road corridor.



**FUND:** Capital Improvement Fund

**FY2012 PROJECT BUDGET:** \$2,400,000 (Additional funding of \$7.6M currently reflected in FY13 and FY14 capital improvement plan.)

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

**VILLAGE OF ORLAND PARK, ILLINOIS**

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**RAVINIA AVENUE AND RELATED IMPROVEMENTS**

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

Details of this project include the following: design engineering; demolition of the west wing of the Plaza Shopping Center (Randy’s Market, Orland Bakery and Lang Lee’s); demolition of the Orland Video Store; environmental assessment & permitting, including asbestos abatement; utility relocations; construction of Ravinia Avenue - north of 143<sup>rd</sup> Street to Crescent Circle; and landscaping and associated streetscape improvement.



**FUND:** Main Street Triangle TIF Fund

**FY2012 PROJECT BUDGET:** \$2,147,100

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

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**WATER MAIN IMPROVEMENTS – LAGRANGE ROAD WIDENING**

Water main improvements are necessary due to the widening of LaGrange Road and include replacement of old main and additional parallel mains. The additional water main will eliminate existing “dead ends” and improve fire fighting capabilities. This work will be completed in conjunction with the LaGrange Road widening project. Funds are also included for the relocation of water main found to be in conflict with proposed infrastructure.



**FUND:** Water & Sewer Fund

**FY2012 PROJECT BUDGET:** \$2,000,000

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

**VILLAGE OF ORLAND PARK, ILLINOIS**

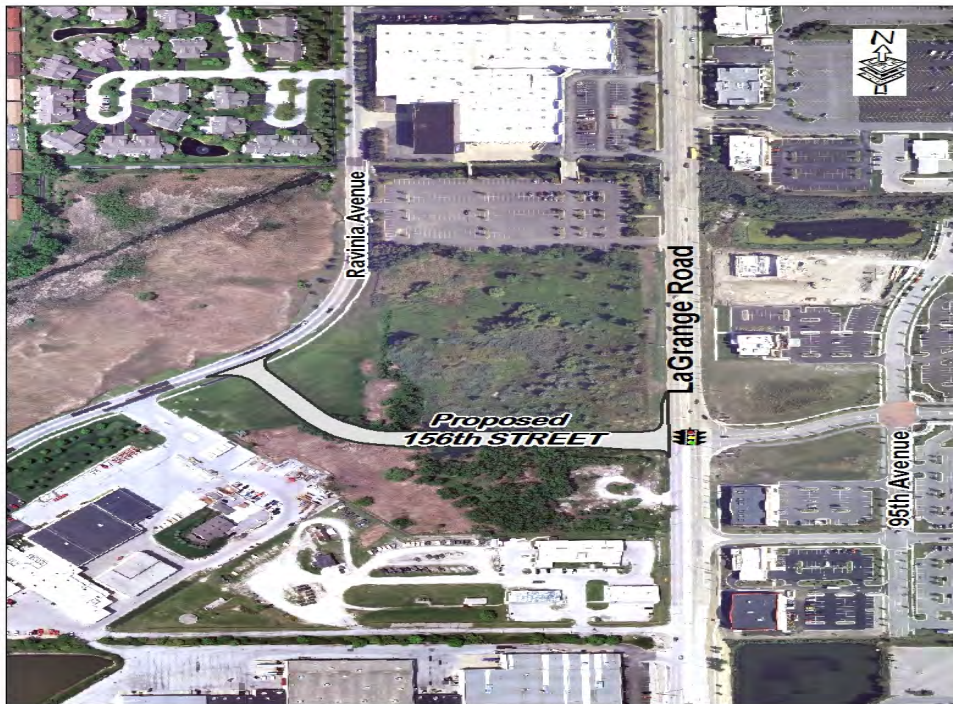
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**156<sup>th</sup> STREET CONSTRUCTION**

The construction of 156<sup>th</sup> Street will provide an additional cross connection between LaGrange Road and Ravinia Avenue. Construction will include completion of the fourth leg of the intersection, including the removal of the temporary traffic signals and installation of the permanent traffic signals. The project will also include construction of all elements (grading, paving, landscaping) of the actual roadway between LaGrange Road & Ravinia Avenue, along with construction management oversight.

This project will provide a very important cross access between the Village's major north/south arterial roads – 94<sup>th</sup> Avenue, LaGrange Road and Ravinia Avenue. This cross access will help to alleviate traffic congestion throughout the Village's major commercial corridor, particularly once the LaGrange Road widening project commences.



**FUND:** Capital Improvement Fund

**FY2012 PROJECT BUDGET:** \$1,750,000

**OPERATING BUDGET IMPACT:** The roadway will be added to the Village's street inventory. The Village will be responsible for future pavement maintenance including pothole patching and crack-sealing and inlet repairs. New watermain will require appropriate flow testing, hydrant and valve maintenance. These costs will be added in the Public Works - Utilities and Streets Division budgets.

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**WATER MAIN REPLACEMENT – ORLAND HILLS GARDENS SUBDIVISION**

The Village is in the process of replacing the oldest water mains throughout the Village. The water mains in the Orland Hills Gardens subdivision from Huntington to 153<sup>rd</sup> Street are scheduled for replacement in FY2012.



**FUND:** Water & Sewer Fund

**FY2012 PROJECT BUDGET:** \$1,650,000\*

\*Additional funds in the amount of \$1,750,000 will be rolled from FY2011 for the completion of this project.

**OPERATING BUDGET IMPACT:** The Village will be responsible for the replaced watermain, fire hydrants, valves and appurtenances. No additional impact on the operating budget.



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**MAIN STREET TRIANGLE LAND ACQUISITION**

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

**Main Street Triangle**



**F**

**UND:** Main Street Triangle TIF Fund

**FY2012 PROJECT BUDGET:** \$1,052,892\*

\*Additional funds in the amount of \$2,750,000 will be rolled from FY2011 to fund the amount due at closing on February 20, 2012.

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

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**LAGRANGE ROAD COORIDOR CONSTRUCTION COORDINATION**

The Village is seeking the services of a consultant who will oversee construction of the aesthetic enhancements and landscaping features in conjunction with the three phases of IDOT’s LaGrange Road Widening Project (131<sup>st</sup> to 179<sup>th</sup>), as well as provide critical coordination between the Village and IDOT, as well as with property and business owners in the area. The project will take place over several construction seasons with phases likely to overlap, requiring an extremely high level of coordination to ensure adequate traffic flow. Services to be provided include design engineering, construction coordination and documentation, assessment of construction and traffic impacts, and communication with Village departments, property and business owners. The consultant will represent the Village to IDOT and report regularly to ensure the Village’s needs for efficient traffic flow and the construction of the required roadway improvements and enhancements are met.



**FUND:** Capital Improvement Fund

**FY2012 PROJECT BUDGET:** \$800,000

**OPERATING BUDGET IMPACT:** The coordination for the corridor will not have an affect on the operating budget.

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**153<sup>rd</sup> STREET/WOLF ROAD BIKE PATH**

In May 2011 the Village hired CBBEL to engineer a bike path extension from 108th and 153rd to Wolf Road and 151st. This missing section of the Village’s bike path system will connect the subdivisions on the west side of town to Centennial Park and the Village Center. At the western end of the segment, the bike path ties into the existing bike path at Spring Creek Park, at the eastern end of the segment the path ties into the 153<sup>rd</sup> Street wetland paths.

**153rd Street and Wolf Road proposed bike path**



**FUND:** Park Development Fund

**FY2012 PROJECT BUDGET:** \$700,000

**OPERATING BUDGET IMPACT:** The Village will be responsible for seal coating, patching, and blacktop resurfacing in future budget years. These costs will be absorbed by the Recreation –Parks Division budget.

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**143<sup>rd</sup> STREET PHASE II ENGINEERING**

The Village is in the process of completing engineering for the widening and improvements of 143<sup>rd</sup> Street between Wolf Road and Southwest Highway. Phase II engineering for this project is scheduled for FY2012.



**FUND:** Capital Improvement Fund

**FY2012 PROJECT BUDGET:** \$450,000

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

## VILLAGE OF ORLAND PARK, ILLINOIS

### *Expenditure Summaries Description of Capital Projects Fiscal Year 2012*

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#### **FLOOD STUDY STORMWATER MANAGEMENT IMPROVEMENTS**

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



**FUND:** Water and Sewer Fund

**FY2012 PROJECT BUDGET:** \$427,265\*

\*Additional funds in the amount of \$367,500 will be rolled from FY2011 for the completion of this project.

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

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**SOUTHWEST HIGHWAY REALIGNMENT**

Design for the realignment of Southwest Highway (Illinois Route 7) at 143<sup>rd</sup> Street is proposed to occur in FY2012 with construction proposed for FY2014. The realignment will provide better traffic flow for the intersections by moving the intersection to Union Avenue and providing singularity to the traffic signals.



**FUND:** Capital Improvement Fund

**FY2012 PROJECT BUDGET:** \$300,000

**OPERATING BUDGET IMPACT:** The roadway realignment will eliminate the Union Avenue north leg of the current double intersection. The removal of the leg at the intersection will decrease the traffic signal energy and maintenance cost to the Village by 50% at this intersection.

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**COM ED OVERHEAD LINE BURIAL ON 159<sup>TH</sup> STREET**

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



PUBLIC WORKS & ENGINEERING DEPARTMENT  
Village of Orland Park  
15655 Ravinia Avenue  
Orland Park, IL 60462  
(708) 403-6350



**ComEd Pole Removal  
Community Honda Area**



**FUNDING SOURCE:** Capital Improvement Fund

**FY2012 PROJECT BUDGET:** \$300,000

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

**VILLAGE OF ORLAND PARK, ILLINOIS**

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**PROFESSIONAL SERVICES FOR MAIN STREET TRIANGLE DEVELOPMENT**

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

**Main Street Triangle**



**FUND:** Main Street Triangle TIF Fund

**FY2012 PROJECT BUDGET:** \$250,000

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

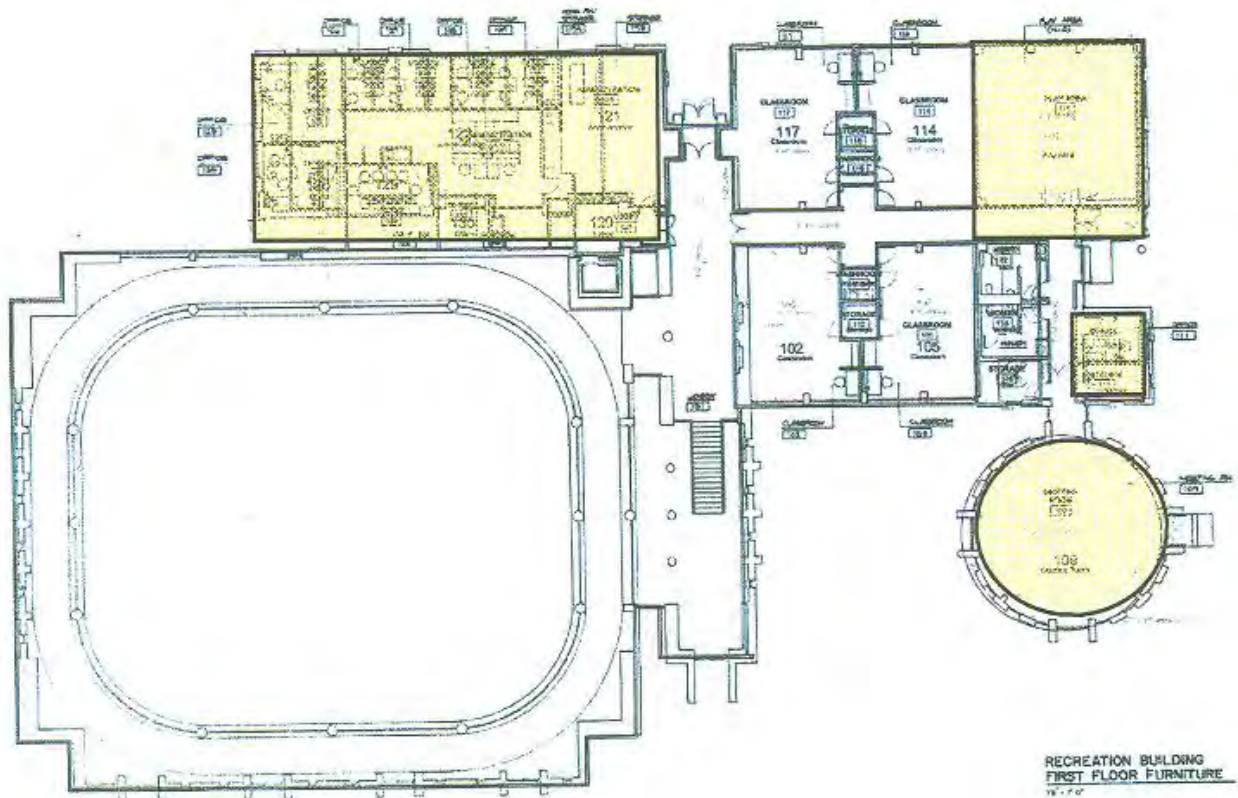


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**FACILITIES IMPROVEMENTS – PHASE II**

The FLC former recreation administration offices will be remodeled to accommodate three new class rooms. This will include a new entrance on the north end of the building to help with the transitioning of children and parents dropping off. Plans will be implemented per the Space Needs Analysis. The remodeling will occur in the highlighted sections noted below.



**FUNDING SOURCE:** Capital Improvement Fund

**FY2012 PROJECT BUDGET:** \$250,000

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

**VILLAGE OF ORLAND PARK, ILLINOIS**

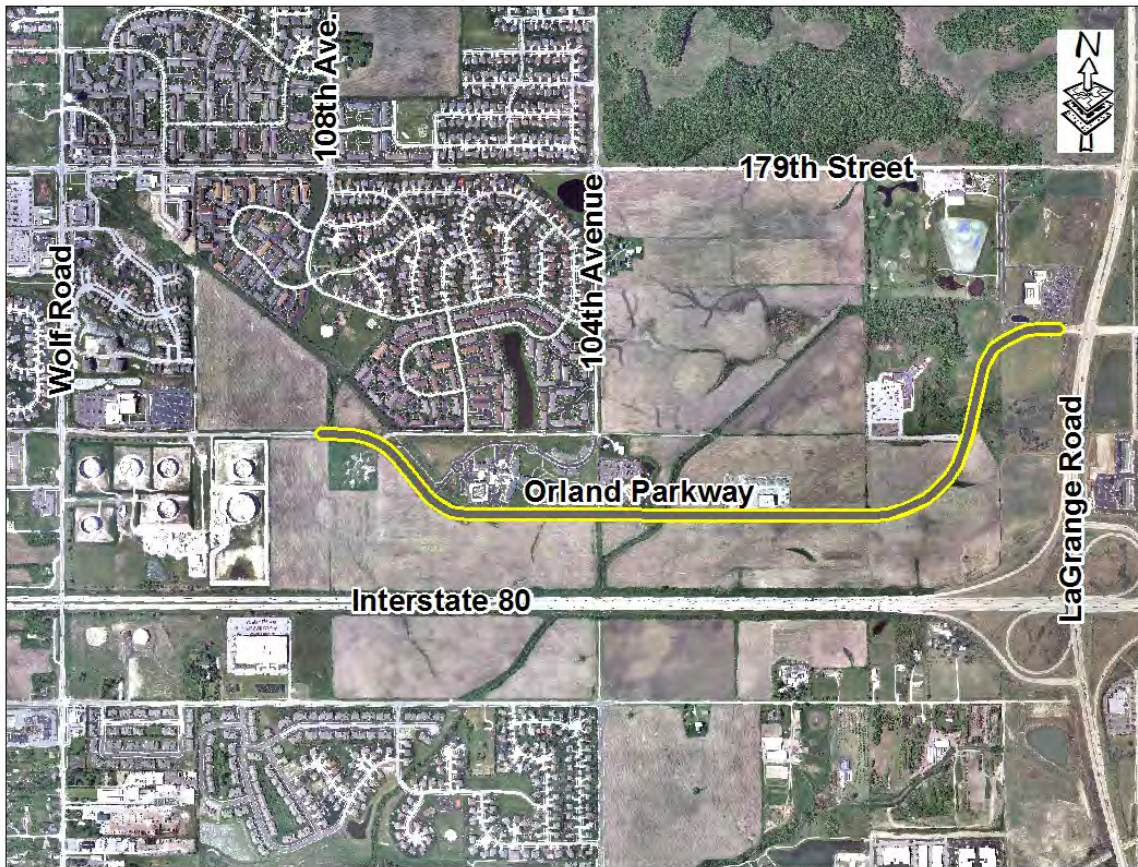
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**ORLAND PARKWAY RECONSTRUCTION**

In recent years, the pavement for Orland Parkway has begun to separate and requires many storm water repairs. The pavement is assumed to have poor base material in certain areas that is creating the problems in the roadway. To determine the cause and remediation of the problems, forensic engineering is needed to determine the causes of the pavement failure along the roadway area.



**FUND:** Capital Improvement Fund

**FY2012 PROJECT BUDGET:** \$250,000

**OPERATING BUDGET IMPACT:** After reconstruction, the Village will be responsible for normal pavement maintenance. Cost for the maintenance is already in the Public Works - Streets Division budget.

**VILLAGE OF ORLAND PARK, ILLINOIS**

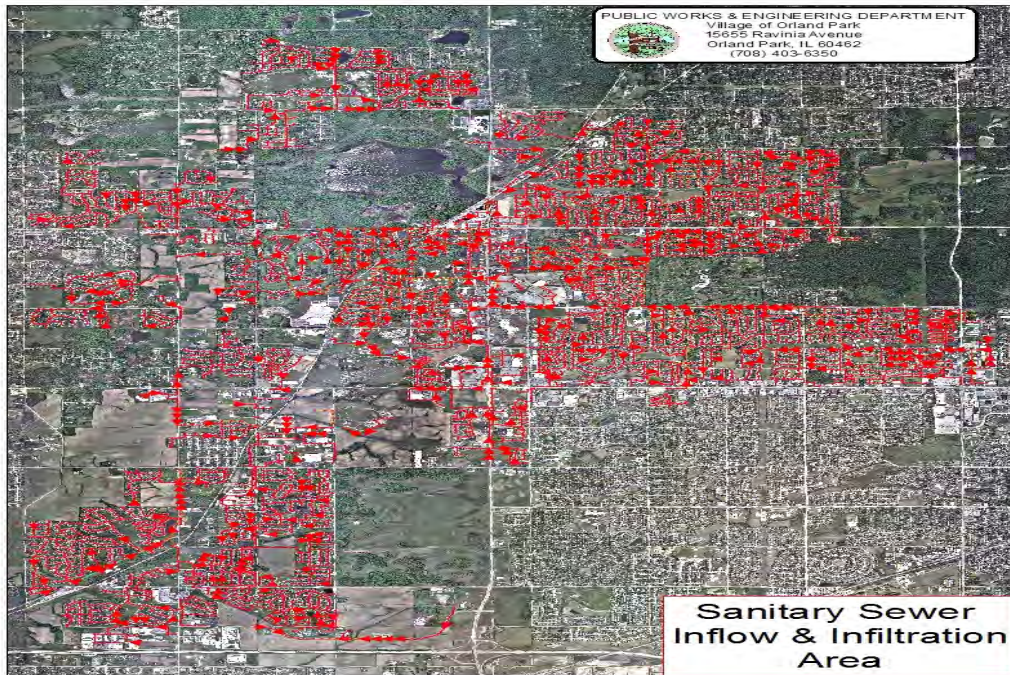
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**INFILTRATION AND INFLOW STUDY**

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 impact the sewer system resulting in overflows and back-ups.

In response to proposed IEPA rule changes MWRD is currently reevaluating its existing I&I program requirements. In preparation for expected changes, the I&I study will quantify the amount of I&I entering the Villages waste water collection system. After identification is made specific recommendations will determine the future steps required to minimize and eliminate the problems.



**FUNDING SOURCE:** Water and Sewer Fund

**FY2012 PROJECT BUDGET:** \$250,000

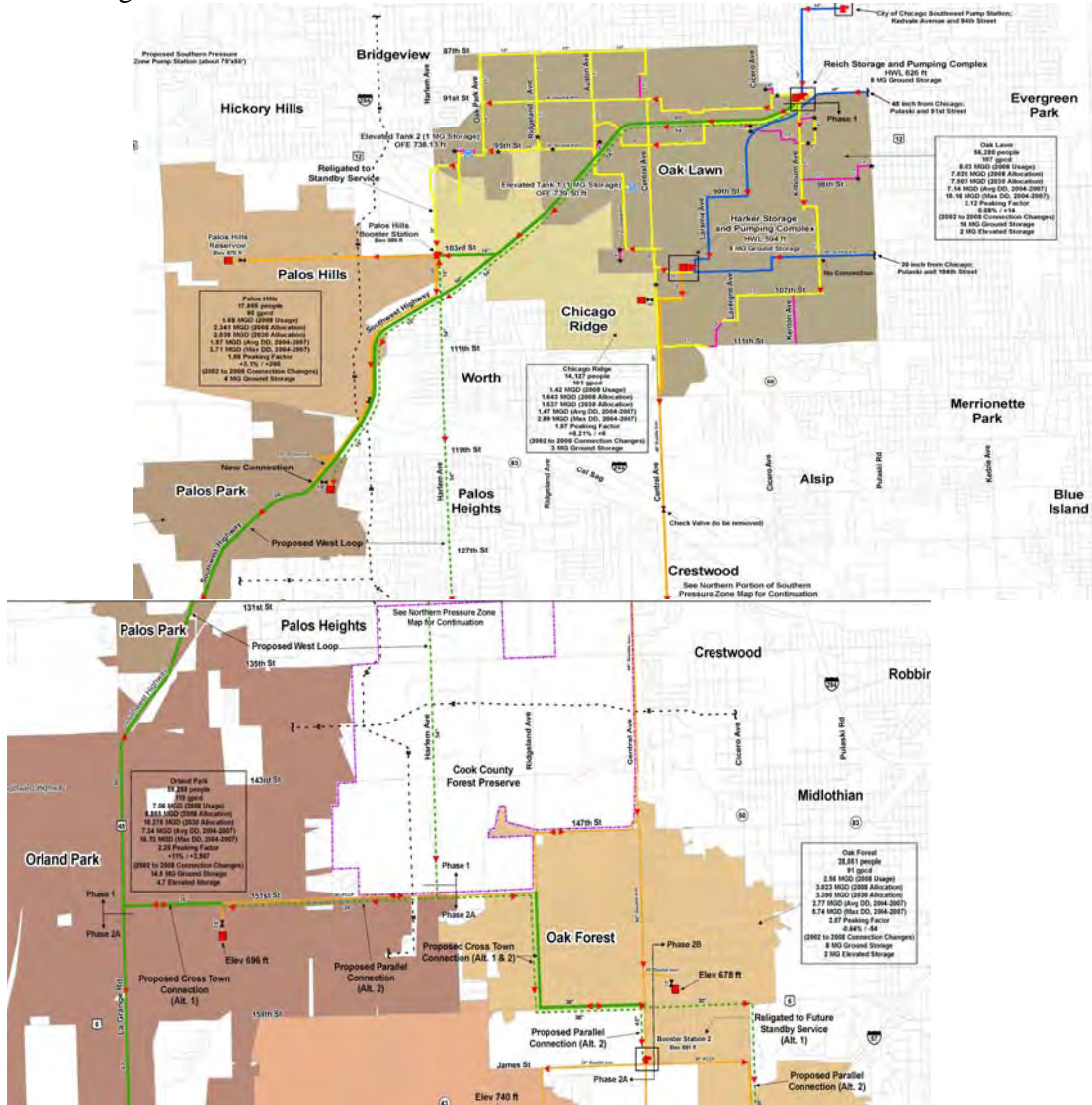
**OPERATING BUDGET IMPACT:** The study will provide information to decrease infiltration and inflow (I & I) in the sanitary sewer system. No impact on the operating budget. Recommendations from the study to decrease I & I will be included in the capital budget in future years.

# VILLAGE OF ORLAND PARK, ILLINOIS

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### OAK LAWN WATER SUPPLY SERVICES AGREEMENT CONSORTIUM

Continued negotiation with the Village of Oak Lawn regarding renewal of water system service agreement and construction of redundant transmission line.



**FUNDING SOURCE:** Water and Sewer Fund

**FY2012 PROJECT BUDGET:** \$250,000

**OPERATING BUDGET IMPACT:** Depending on the outcome of the negotiations there may be some operational impacts to the Water Fund and Utility Division operating budget.

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**CENTENNIAL PARK PLAYGROUND**

The Kevin Hertz playground was built in 1992 at Centennial Park. It was the Village's first completely handicapped accessible playground, but it is now out of date and in disrepair. The entire unit is in need of replacement. This project will also include installing a rubber base underneath the playground equipment.



**FUND:** Park Development Fund

**FY2012 PROJECT BUDGET:** \$220,000

**OPERATING BUDGET IMPACT:** The Village will be responsible for maintenance of the equipment and rubber surface in future budget years. These costs will be absorbed by the Recreation – Parks Division budget.

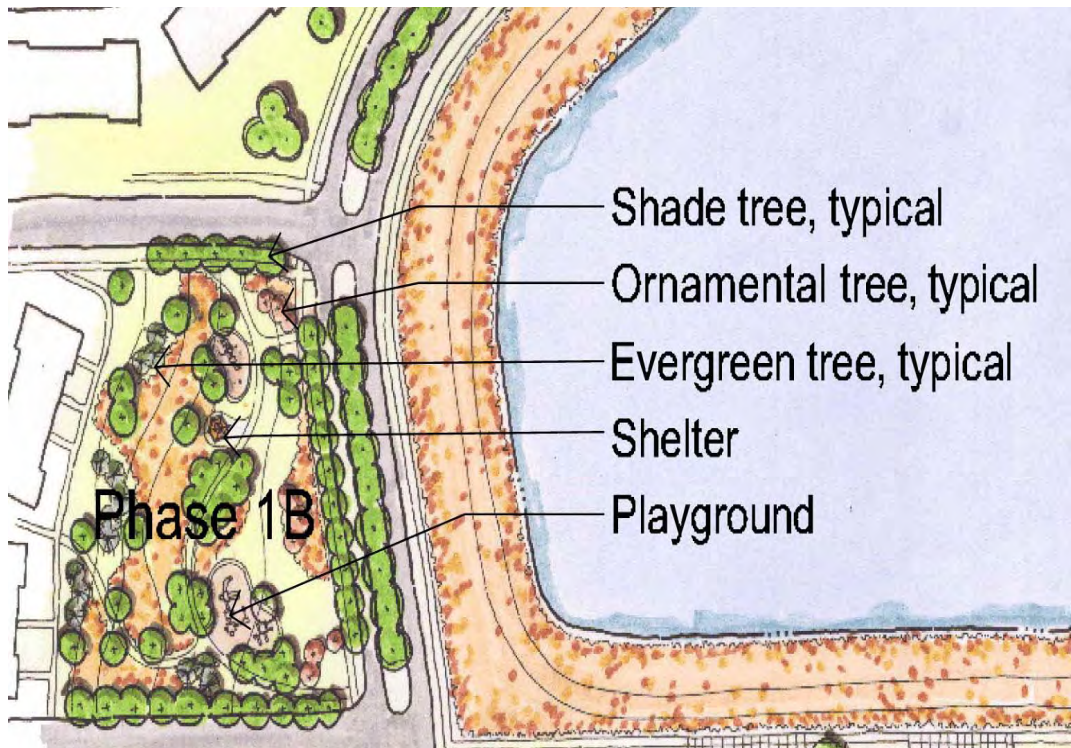
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**COLETTE HIGHLANDS PARK**

The Colette Highlands development is scheduled to have a tot lot installed in the subdivision. The project will include installing play equipment, landscaping, and constructing a shelter.



**FUND:** Park Development Fund

**FY2012 PROJECT BUDGET:** \$215,000

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

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**VILLAGE COMPLEX BRICK WORK**

Various sections of brick on the Village Complex buildings are deteriorating. Continued improvements are needed that will enhance and secure the life expectancy of these buildings. The FY2012 request would replace the remaining unrepaired areas and finish the project.

**Village Complex**



**FUND:** General Fund

**FY2012 PROJECT BUDGET:** \$200,000

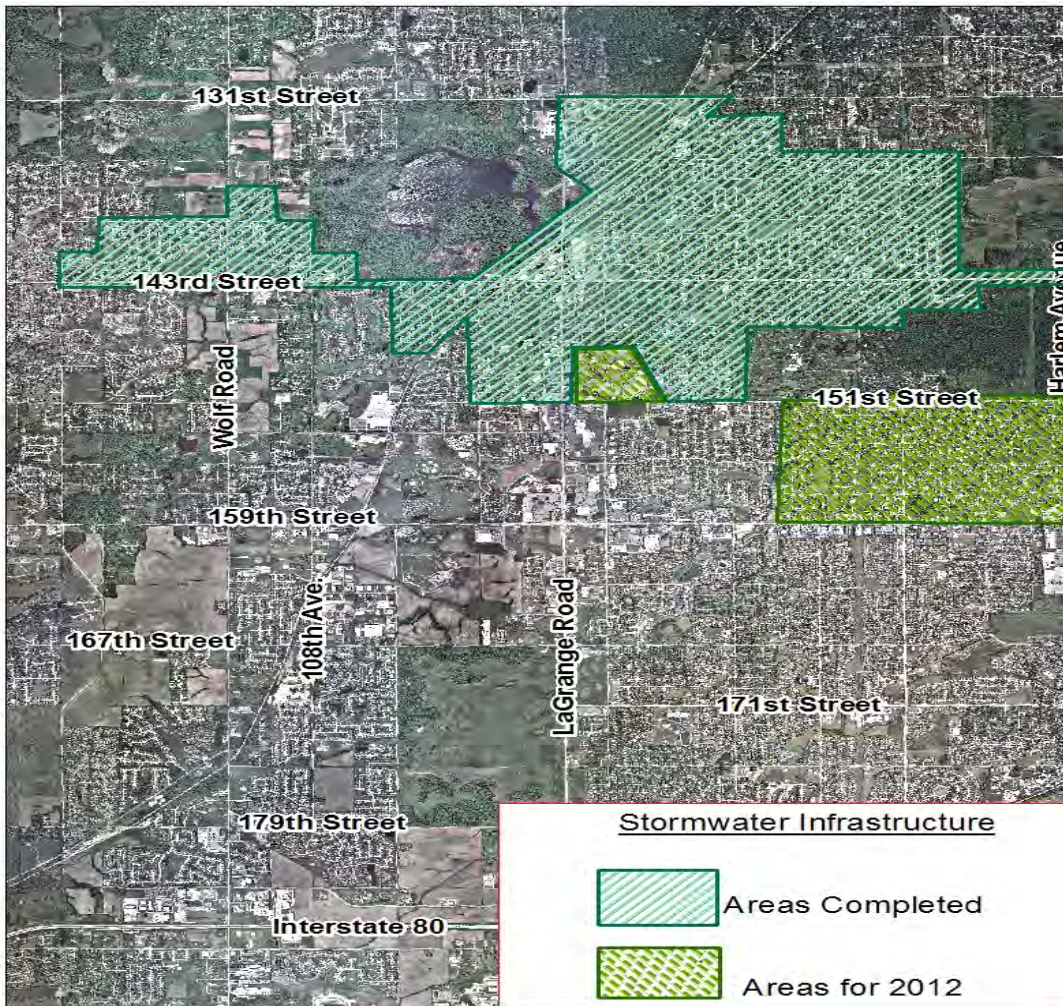
**OPERATING BUDGET IMPACT:** The brick work improvements will eliminate further deterioration of the building and reduce additional maintenance costs in the future.

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**STORM SEWER INFRASTRUCTURE MAPPING**

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



**FUND:** Water & Sewer Fund

**FY2012 PROJECT BUDGET:** \$200,000

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



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**COM ED OVERHEAD LINE BURIAL ON LAGRANGE ROAD**

In conjunction with the widening of LaGrange Road, the overhead lines will be buried between 144<sup>th</sup> Place and 147<sup>th</sup> Street to provide aesthetic improvements along the corridor. The burial of the overhead lines from the Metra overpass to 144<sup>th</sup> Place was completed in conjunction with the 143<sup>rd</sup> Street and LaGrange Road intersection improvement project. This project will continue the burial of the overhead lines in the center section of the LaGrange Road corridor.



**FUND:** Capital Improvement Fund

**FY2012 PROJECT BUDGET:** \$200,000\*

\*Additional funds in the amount of \$854,332 will be rolled from FY2011 for the completion of this project.

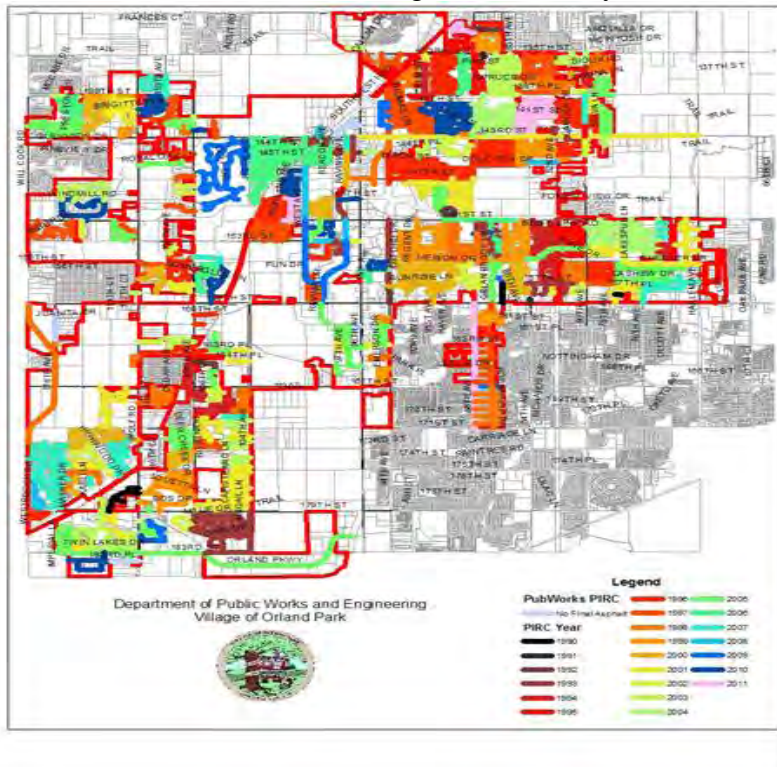
**OPERATING BUDGET IMPACT:** The burial of the overhead lines will provide aesthetic value to the LaGrange Road corridor. There will not be any impact to the operating budget after the electrical lines are buried.

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**PAVEMENT SUFFICIENCY INDEX (PSI) STUDY**

Currently, the roads that are reconstructed through the Roadway Maintenance Program are based on the current condition of the road through Public Works analysis. Since technology to assess road conditions has advanced, engineers can now perform a Pavement Sufficiency Index (PSI) study using non-invasive analysis of pavements with cameras, laser imagery and deflection sensors mounted on research vans and trucks. From the images and data gathered, the condition of the pavement is evaluated and cataloged using GIS positioning and are loaded into the GIS database for future use and reference. Using the data, the remaining service life can be modeled and can be used to determine which roads are reconstructed through the Roadway Maintenance Program.



**FUND:** Capital Improvement Fund

**FY2012 PROJECT BUDGET:** \$190,000

\*Additional funds in the amount of \$80,000 will be rolled from FY2011 for the completion of this project.

**OPERATING BUDGET IMPACT:** The study will provide qualitative analysis to roadway rehabilitation within the Roadway Maintenance Program. The study may indicate additional yearly treatments to the pavement management that will need to be incorporated into the Public Works - Street Division operating budget.

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**SUNNY PINE PLAY UNIT**

Sunny Pine play unit was installed in 1995. Replacement of the play unit is necessary since the plastic components are faded and cracking and the paint is peeling on the metal parts.



**FUNDING SOURCE:** Park Development Fund

**FY2012 PROJECT BUDGET:** \$175,000

**OPERATING BUDGET IMPACT:** The replacement of the playground equipment will result in a reduction in repair maintenance in future budget years barring any vandalism.

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***CENTENNIAL POOL - SANDBLAST AND PAINT ALL POOLS***

The chemical content of the rubberized paint that has been used in the past has changed due to EPA restrictions which, in turn, make it incompatible with the pool chemicals. It is necessary to sandblast the pool and repaint it with a paint that will handle our chemical compound.



**FUND:** Recreation & Parks Fund

**FY2012 PROJECT BUDGET:** \$175,000

**OPERATING BUDGET IMPACT:** The pool painting will reduce the costs of repairs in future budget years.

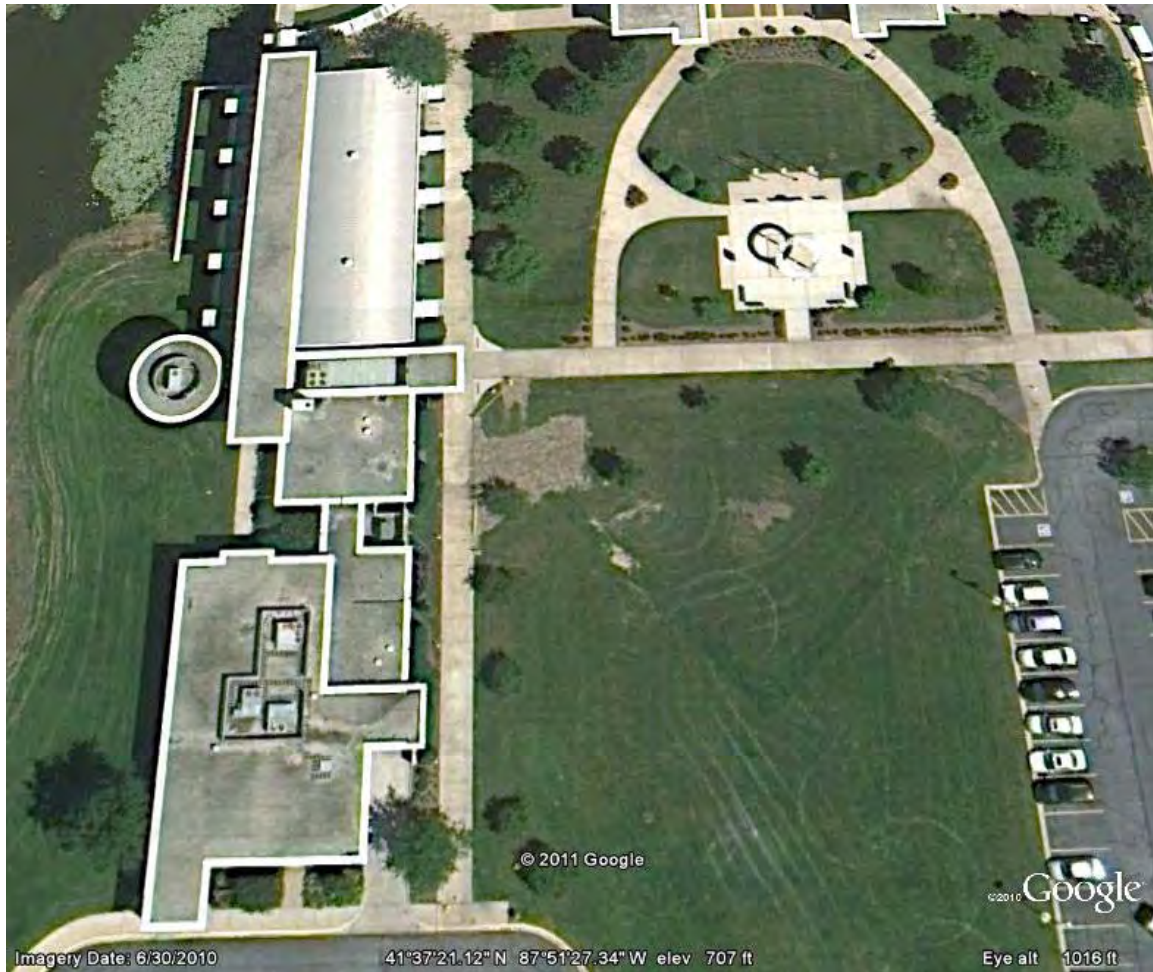
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**CIVIC CENTER ROOF REPLACEMENT**

The Civic Center was constructed in 1988 and the normal life expectancy of a roof is less than 20 years. The roof is scheduled to be replaced with energy efficient materials.



**FUND:** Civic Center

**FY2012 PROJECT BUDGET:** \$160,000

**OPERATING BUDGET IMPACT:** The roof replacement will reduce the costs of repairs in future budget years.

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**LAKE SEDGEWICK BEST MANAGEMENT PRACTICES – PHASE II**

In 2009, a series of best management practices were constructed on the east side of the Metra tracks in Centennial Park to cleanse storm water run-off from the 153<sup>rd</sup> Street Metra parking lot. For phase II of the project on the west side of the tracks, the storm water run off from the parking lot will initially be received by a rock check dam and settling basin located just south of the parking lot. The settling basin will be followed by a 440’ long vegetated bio-swale. Erosion control blanketing and seeding will be completed, as well as the planting of native plugs and seeding to stabilize the swale and slow and cleanse the water. Seed and plant maintenance for the first year is included in the project budget. Also included is a year 2 and 3 stewardship that includes mowing & herbicide application to improve establishment of the native plantings.

153rd Street Train Station parking lots



**FUND:** Capital Improvement Fund

**FY2012 PROJECT BUDGET:** \$160,000

**OPERATING BUDGET IMPACT:** The mowing and herbicide application for years 2 and 3 is included in the \$160,000 project cost. Maintenance in future years will be absorbed by the Recreation and Parks Fund – Parks Division budget.

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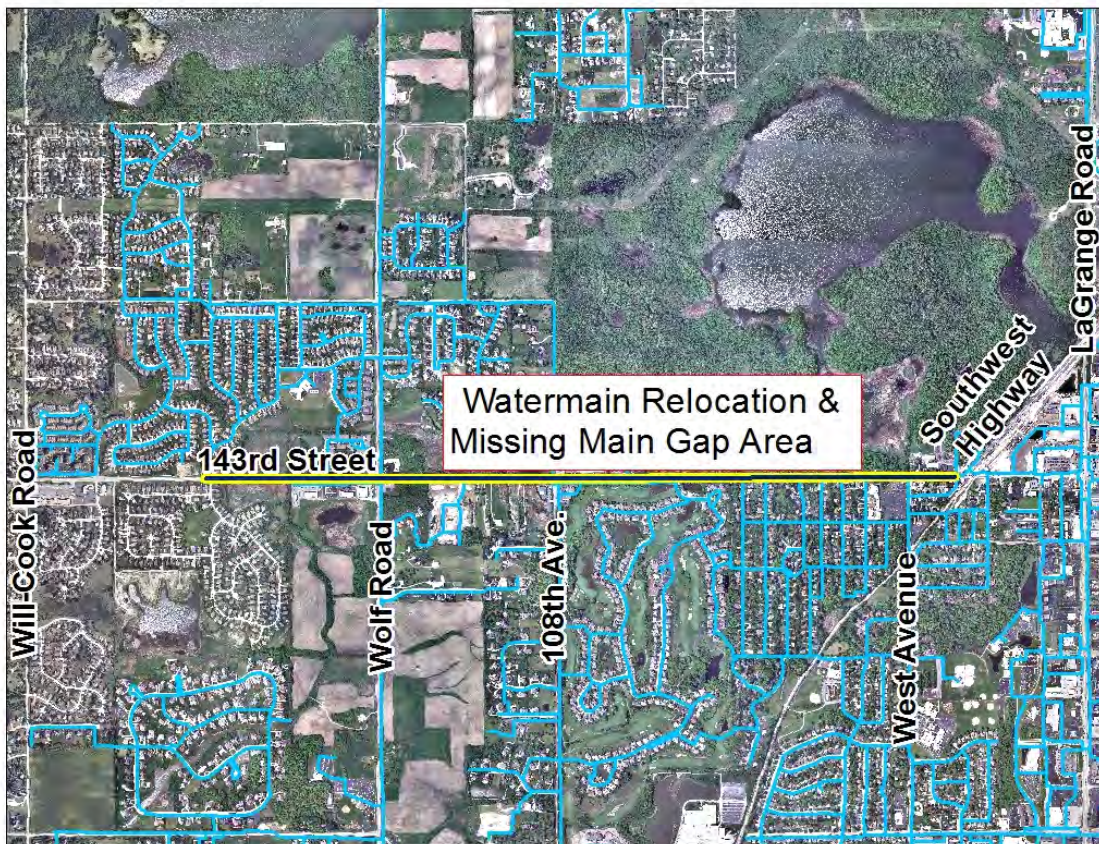
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**WATER MAIN IMPROVEMENTS – 143<sup>rd</sup> STREET WIDENING**

In advance of the 143<sup>rd</sup> Street widening project between Southwest Highway and Will Cook Road, it is necessary to complete engineering for water main replacement and improvement. The water main work will include the replacement of old main and the installation of new main to fill existing gaps. The additional main will eliminate existing “dead ends” which will improve water quality and flow.



**FUND:** Water and Sewer Fund

**FY2012 PROJECT BUDGET:** \$150,000

**OPERATING BUDGET IMPACT:** This project will replace some smaller mains and complete loops within the potable water system. It will require periodic painting (nine year rotation) and get added to the scheduled Hydrant Flow Testing and Valve Exercising programs (five year rotations).

**VILLAGE OF ORLAND PARK, ILLINOIS**

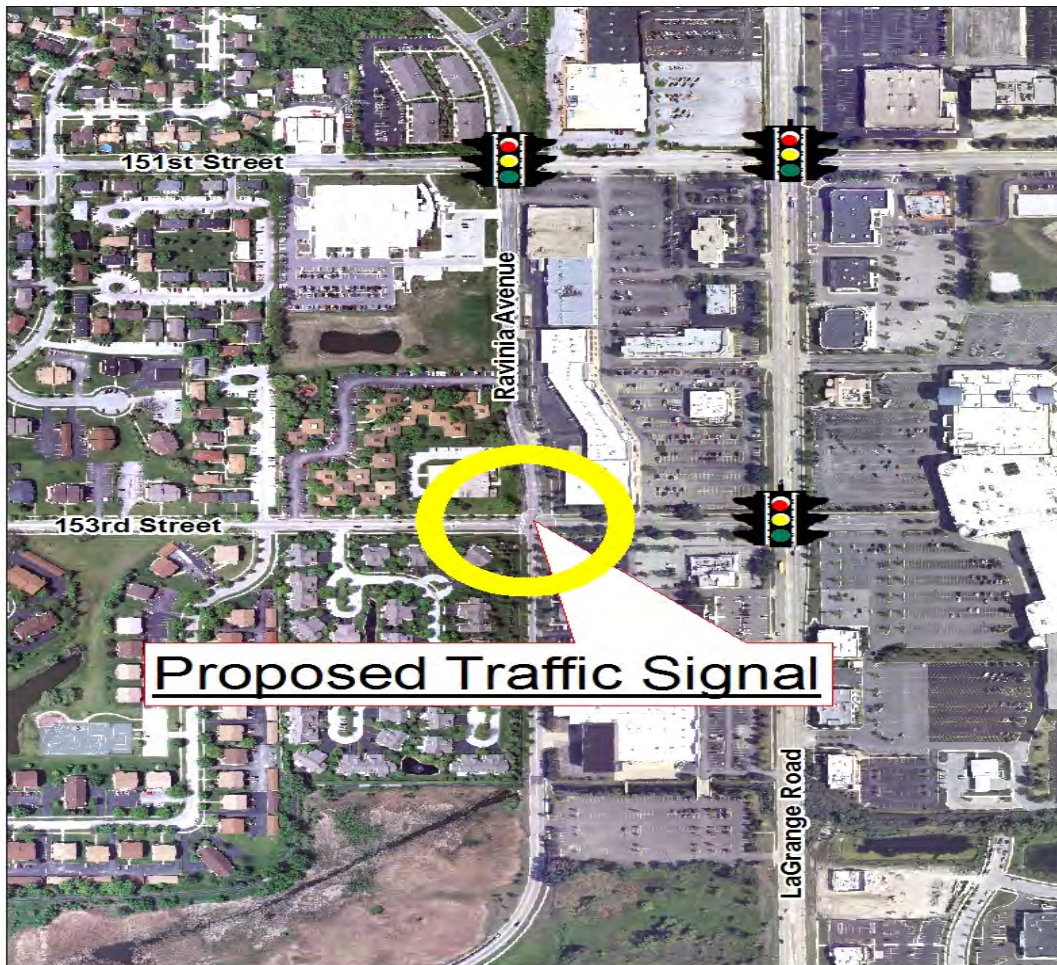
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**TRAFFIC SIGNAL AT 153<sup>RD</sup> STREET AND RAVINIA AVENUE**

A traffic signal is necessary at 153<sup>rd</sup> Street and Ravinia Avenue due to increased traffic flow. This intersection is currently a 4-way stop. The traffic has increased on Ravinia Avenue as an alternate route for LaGrange Road. Signalizing this intersection will provide better control of traffic during peak traffic hours.



**FUND:** Capital Improvement Fund

**FY2012 PROJECT BUDGET:** \$150,000

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

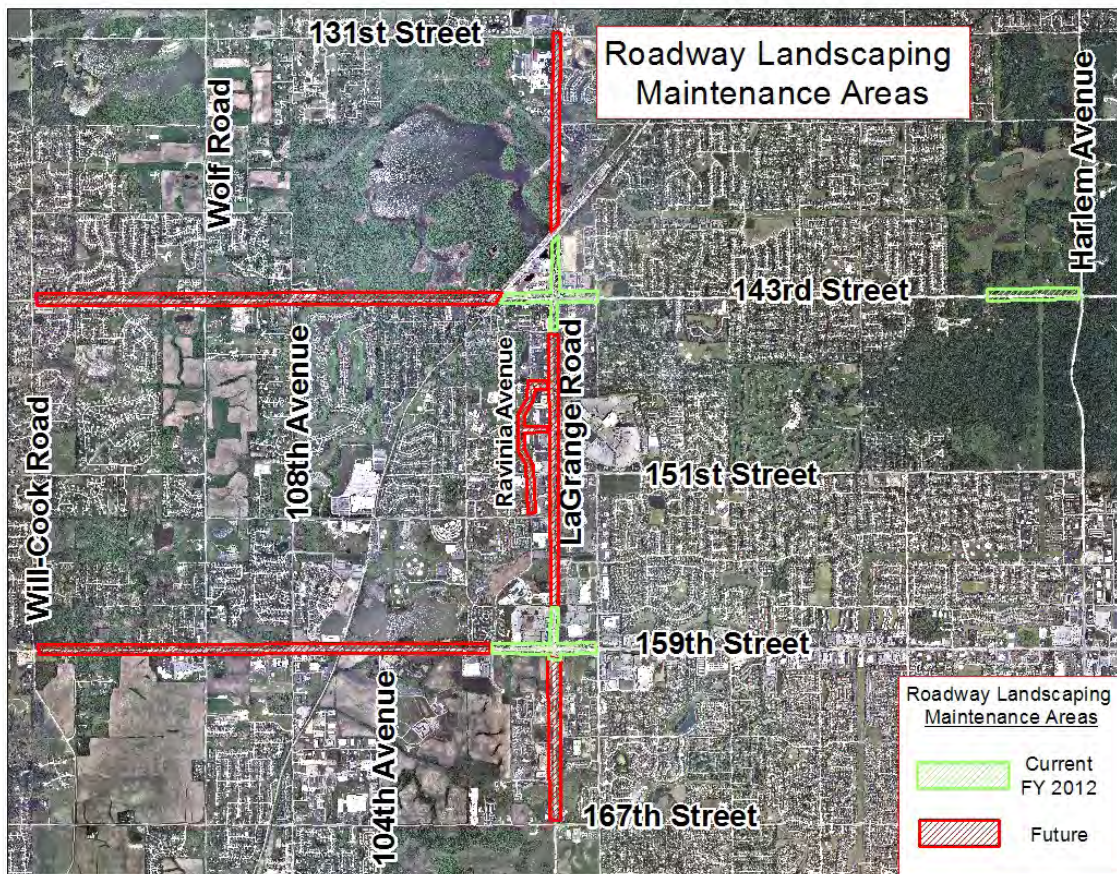


**VILLAGE OF ORLAND PARK, ILLINOIS**

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**ROADWAY MEDIAN MAINTENANCE**

Intersection and roadway improvements to State roads require additional maintenance of landscaped medians and parkway/right of way landscaping. FY2012 requires maintenance of the 159<sup>th</sup> & LaGrange Road intersection, the 143<sup>rd</sup> & LaGrange Road intersection, the 143<sup>rd</sup> & Harlem intersection, and landscaped traffic circles at Tall Grass and Villa West. Future maintenance of the LaGrange Road corridor from 131<sup>st</sup> Street to 167<sup>th</sup> Street and 159<sup>th</sup> Street from Will-Cook Road to LaGrange Road will require additional funding in future fiscal years. The likely strategy will be for this work to be contracted through competitive bidding.



**FUND:** Capital Improvement Fund

**FY2012 PROJECT BUDGET:** \$150,000

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

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**CENTENNIAL POOL - GEL COATING APPLIED TO ALL TUBE SLIDES**

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



**FUND:** Recreation & Parks Fund

**FY2012 PROJECT BUDGET:** \$137,500

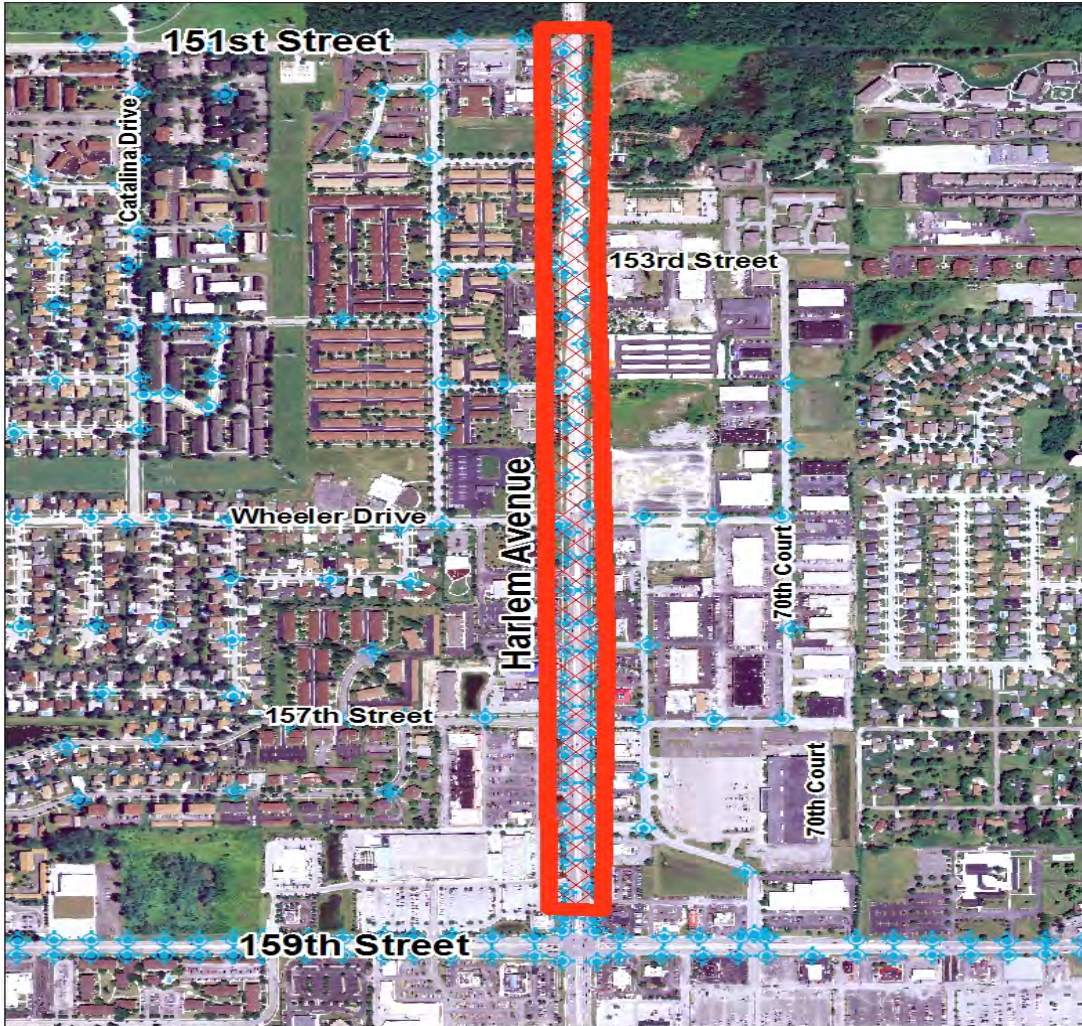
**OPERATING BUDGET IMPACT:** The gel coating will reduce the costs of repairs in future budget years.

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Expenditure Summaries  
Description of Capital Projects  
Fiscal Year 2012***

**HARLEM AVENUE STREET LIGHT WIRE REPLACEMENT**

This is a multi-year project to replace and upgrade wiring and controllers for existing un-maintainable lighting system along portions of Harlem Avenue from 151<sup>st</sup> Street to 159<sup>th</sup> Street.



**FUND:** Capital Improvement Fund

**FY2012 PROJECT BUDGET:** \$120,000

**OPERATING BUDGET IMPACT:** Once the project is completed, minimal maintenance will be required and will be absorbed in the Public Works - Streets Division budget.

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Expenditure Summaries  
Description of Capital Projects  
Fiscal Year 2012***

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**GEE PROPERTY ACQUISITION**

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

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



**FUNDING SOURCE:** Open Lands Fund Revenue & Fund Balance

**FY2012 PROJECT BUDGET:** \$116,333

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

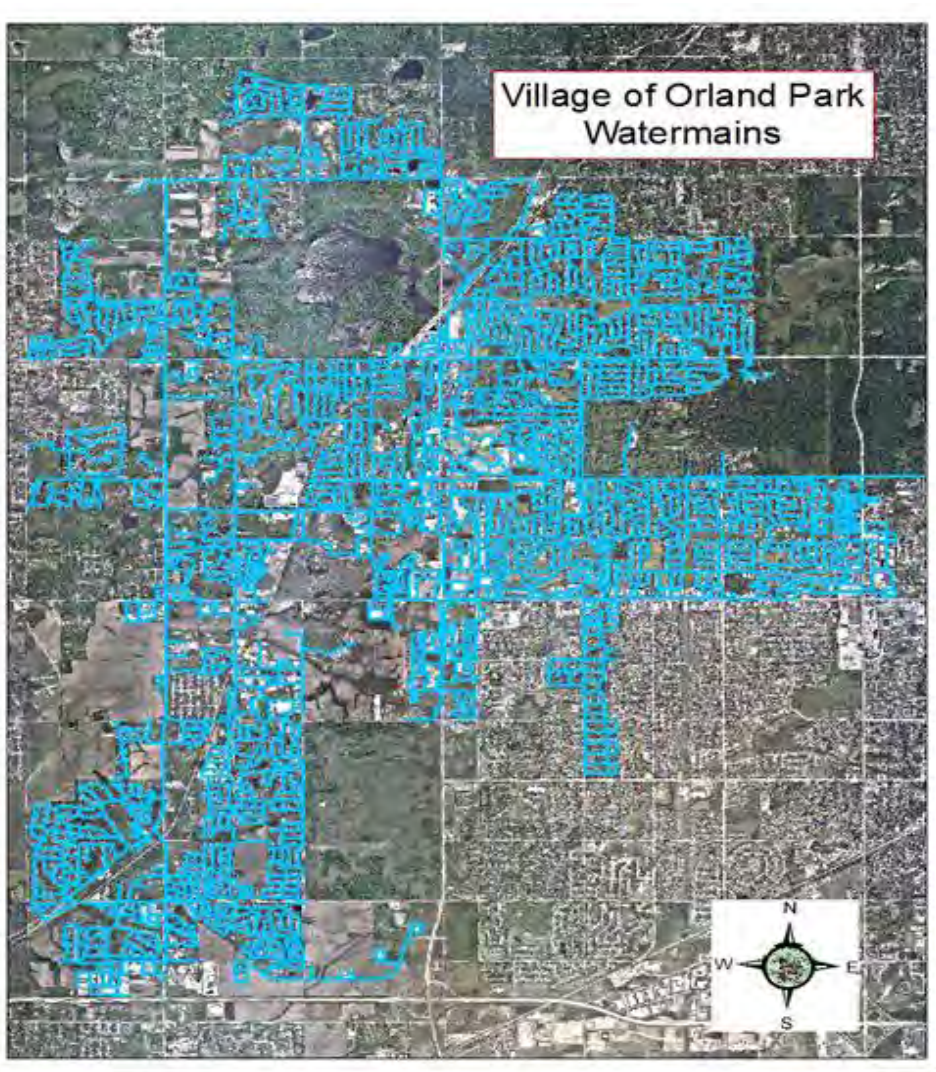
**VILLAGE OF ORLAND PARK, ILLINOIS**

***Expenditure Summaries  
Description of Capital Projects  
Fiscal Year 2012***

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**LARGE METER TESTING**

The testing of large meters will help reduce water loss and increase revenue. This yearly program is continual with large meters being tested on various alternating years depending on usage.



**FUND:** Water and Sewer Fund

**FY2012 PROJECT BUDGET:** \$110,000

**OPERATING BUDGET IMPACT:** This project will identify deficiencies with large meters. Repair parts will be required to be purchased as needed. It is also anticipated there will be a more accurate accounting of water, increasing revenue.

**VILLAGE OF ORLAND PARK, ILLINOIS**

*Expenditure Summaries  
Description of Capital Projects  
Fiscal Year 2012*

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

**RECREATION - SPORTSPLEX**

<b>Project</b>	<b>Project Description</b>	<b>Fund</b>	<b>Budget</b>
Cardio Equipment	Replace existing equipment that is beyond useable age or repair on as needed basis.	Recreation & Parks Fund	\$38,700
Gym Scoreboards	Replace two scoreboards in gym.	Recreation & Parks Fund	10,000
Gymnastics Equipment	Replace current equipment - 10 years old and in need of replacement.	Recreation & Parks Fund	8,000
		<b>TOTAL</b>	\$56,700

**RECREATION – CENTENNIAL POOL**

<b>Project</b>	<b>Project Description</b>	<b>Funding Source</b>	<b>Budget</b>
Painting of Steel on Large and Small Slides	Re-paint due to fading.	Recreation & Parks Fund	\$75,000
Pumps Replacement	Replace 3 outdated pumps.	Recreation & Parks Fund	50,000
Boiler Replacement	Replace two outside boilers to heat zero dept pool.	Recreation & Parks Fund	33,000
Chemical Controllers	Change to CO2 system - will reduce chemical costs and balance alkalinity with less chemicals.	Recreation & Parks Fund	32,000
ADA Lifts	3 ADA lifts and railings in T Pool	Recreation & Parks Fund	20,000
Lounge Chair Replacements	Strap chairs are falling apart, occasional shortage of chairs.	Recreation & Parks Fund	12,500
Bridge Coating	Apply non-slip coating to slide bridges.	Recreation & Parks Fund	12,000
Recoating Stairs to all Tube Slides	Maintenance of stairs, decks needs to be addressed due to aging facility.	Recreation & Parks Fund	10,000
		<b>TOTAL</b>	\$244,500

**VILLAGE OF ORLAND PARK, ILLINOIS**

*Expenditure Summaries  
Description of Capital Projects  
Fiscal Year 2012*

**RECREATION - PARKS**

<b>Project</b>	<b>Project Description</b>	<b>Fund</b>	<b>Budget</b>
Parking Lot and Walking Path Repairs	Replace or repair existing parking lots and bike/walking paths.	Capital Improvement Fund	\$100,000
Tennis Court Maintenance	Repave existing tennis courts at various parks to ensure safety and usefulness. Parks scheduled for FY12 include Brentwood, Cachey, Doogan, Mallard Landing, Ishnala, Laurel Hill, Treetop, Veterans, Wedgwood Estates.	Recreation & Parks Fund	75,000
Colette Highlands Bike Path	Connect park area to existing area bike path.	Park Development Fund	65,000
Backstop Replacements/Extensions and Bleacher Additions	Replace or extend backstops at various ballfields and add bleachers at Helen and Veterans Parks.	Recreation & Parks Fund	22,000
		<b>TOTAL</b>	<b>\$262,000</b>

**BUILDING MAINTENANCE**

<b>Project</b>	<b>Project Description</b>	<b>Fund</b>	<b>Budget</b>
Robert Davidson Center Teardown	Teardown of building	Capital Improvement Fund	\$50,000
One Man Lift	Purchase lift to provide accessibility at new Police facility and utilize at all Village facilities.	General Fund	14,000
		<b>TOTAL</b>	<b>\$64,000</b>

**CIVIC CENTER**

<b>Project</b>	<b>Project Description</b>	<b>Fund</b>	<b>Budget</b>
Exit Door Replacement	Exhibition Room East Exit Doors	Civic Center	\$40,000
Civic Center Parking Lot	Drainage & blacktop repair	Recreation & Parks Fund	33,000
		<b>TOTAL</b>	<b>\$73,000</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

*Expenditure Summaries  
Description of Capital Projects  
Fiscal Year 2012*

**FINANCE**

<b>Project</b>	<b>Project Description</b>	<b>Fund</b>	<b>Budget</b>
Copier	Replace ten year old copier. Copier maintenance vendor will no longer be able to obtain toner for this copier. Replacement can be much smaller unit that can be utilized as a scanner and printer by department staff.	General Fund	\$10,000
		<b>TOTAL</b>	\$10,000

**MAIN STREET TRIANGLE**

<b>Project</b>	<b>Project Description</b>	<b>Fund</b>	<b>Budget</b>
Detention Pond	Improvements to existing pond - Engineering (2012), Construction (2013)	Main Street Triangle Fund	\$25,000
		<b>TOTAL</b>	\$25,000

**PUBLIC WORKS - STREETS**

<b>Project</b>	<b>Project Description</b>	<b>Fund</b>	<b>Budget</b>
Tree Replacement Program	The Village has created a multi-year program to replace parkway trees infected by the Emerald Ash Borer or for other reasons.	Capital Improvement Fund	\$100,000
143 <sup>rd</sup> Street Phase II Engineering	Wolf Road to Will Cook Road	Capital Improvement Fund	60,000
Anti-Icing Equipment	Purchase additional anti-icing equipment for snow fighting purposes.	General Fund	50,000
Sidewalk Gap and Repair Program	Install and repair sidewalk in various locations to improve pedestrian safety.	Capital Improvement Fund	50,000
Streetlight Installation Program	Install streetlights in various locations to improve traffic/pedestrian safety.	Capital Improvement Fund	50,000
Traffic Signal at Harlem and Wheeler and Harlem and 157 <sup>th</sup> Street	Village share of IDOT traffic signal improvements.	Capital Improvement Fund	45,425



**VILLAGE OF ORLAND PARK, ILLINOIS**

***Expenditure Summaries  
Description of Capital Projects  
Fiscal Year 2012***

Traffic Signal at 183 <sup>rd</sup> Street and Wolf Road	Village share of traffic signal installation due to increased traffic.	Capital Improvement Fund	25,000
Village Wide Traffic Engineering and Roundabout Study	Traffic Management Master Plan includes RAB - Phase I and II for RAB @ Ravinia Avenue & 147th Street.	Capital Improvement Fund	25,000
		<b>TOTAL</b>	\$405,425

**WATER AND SEWER**

<b>Project</b>	<b>Project Description</b>	<b>Fund</b>	<b>Budget</b>
Water Distribution Analysis	Analysis of current distribution system and recommendations for future improvements and upgrades.	Water and Sewer Fund	\$100,000
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	100,000
Pump Station, SCADA Communications and Storage Improvements	Periodic and required inspections will identify improvements that need to be made in a timely but non-emergency manner. These improvements are meant to preclude greater expenses in the future.	Water and Sewer Fund	100,000
Sanitary Sewer Lining/Televising and Improvements	The purpose of sliplining is to reduce ground water infiltration and inflow by relining cracked and deteriorating piping. Reducing infiltration will help in minimizing basement flooding and overtaxing of collections and treatment system pumping equipment.	Water and Sewer Fund	100,000

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Expenditure Summaries  
Description of Capital Projects  
Fiscal Year 2012***

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Hydrant Flow Testing	Five year rotation, exercising over 3 years then no exercising for the next 2 years.	Water and Sewer Fund	70,000
Lift Station Improvements	Improvements to facilities as determined by Public Works.	Water and Sewer Fund	50,000
Water Main Leak Surveys	3 year program to survey entire distribution system to reduce water loss.	Water and Sewer Fund	20,000
		<b>TOTAL</b>	<b>\$540,000</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Expenditure Summaries  
Personnel Changes and Estimates  
Fiscal Year 2012***

During the FY2012 budget process, it was determined that an additional reduction in workforce through layoff or an Early Retirement Program was not necessary. Due to a reduction in force that occurred over the last several years, six positions were added to the FY2012 budget and include the following:

<b>Added Positions</b>	<b>Department</b>	<b>Start Date</b>
Purchasing Agent	Finance	July 1, 2012
Plumbing Inspector	Development Services	January 1, 2012
Recreation Program Supervisor	Recreation	July 1, 2012
Maintenance Worker - I	Parks	April 1, 2012
Patrol Officer	Police	January 1, 2012
Patrol Officer	Police	October 1, 2012

Twenty-one full-time positions will remain vacant in FY2012 and include the following:

<b>Eliminated Positions</b>	<b>Department</b>	<b>Reason</b>
Administrative Assistant	Finance	Layoff
Technical Support Assistant	Development Services	Layoff
Bus Driver	Public Works	Layoff
Bus Driver	Public Works	Layoff

<b>Vacant Positions</b>	<b>Department</b>	<b>Reason</b>
Development Services Representative II	Development Services	Retiree
Maintenance Worker III	Building Maintenance	Retiree
Vehicle & Equipment Superintendant	Public Works	Retiree
Mechanic II	Public Works	Retiree
Senior Secretary	Police	Retiree
Foreman	Parks & Building Maintenance	Retiree
Administrative Clerk	Village Manager	Retiree
Planning Division Director	Development Services	Retiree
Assistant to the Mayor	Officials	Attrition
Building Inspector & Plan Reviewer	Development Services	Attrition
Lead Field Inspector	Development Services	Retiree
Senior Property Maintenance Inspector	Development Services	Retiree
Building Inspector	Development Services	Retiree
Maintenance Worker III	Parks	Attrition
Maintenance Worker I	Public Works	Attrition
Maintenance Worker III	Public Works	Attrition
Telecommunicator	Police	Attrition

## ***VILLAGE OF ORLAND PARK, ILLINOIS***

### ***Expenditure Summaries Personnel Changes and Estimates Fiscal Year 2012***

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During FY2011, the Village's insurance consultant analyzed and marketed each of the Village's existing benefit plans. The FY2011 medical insurance proposal from the Village's provider at the time represented a 35% increase from FY2010. Aetna provided the most competitive proposal resulting in a 22% increase from FY2010. This proposal maintained the current PPO, HMO, and HSA plan designs as well as introduced a new additional PPO Plan (silver). The Village will continue with Aetna in FY2012 and it is projected for FY2012 that health insurance costs will increase by approximately 14%. The total budget for health insurance including vision, dental, and life is \$6,037,681 for FY2012.

The Collective Bargaining Agreement between the Village and the International Union of Operating Engineers, Local 399 (IUOE) was approved by the Village Board on November 7, 2011. The new agreement states that employees belonging to IUOE will no longer participate in the Village's medical insurance plan. There are typically 33 employees in the IUOE bargaining unit. Effective January 1, 2012, the employees will participate in the IUOE Local 399 Health and Welfare Fund. As outlined in the agreement, IUOE Local 399 Health and Welfare Trust Fund will invoice the Village of Orland Park on a monthly basis for covered members. The FY2012 budget includes approximately \$331,000 for insurance expenses for the IUOE bargaining unit employees.

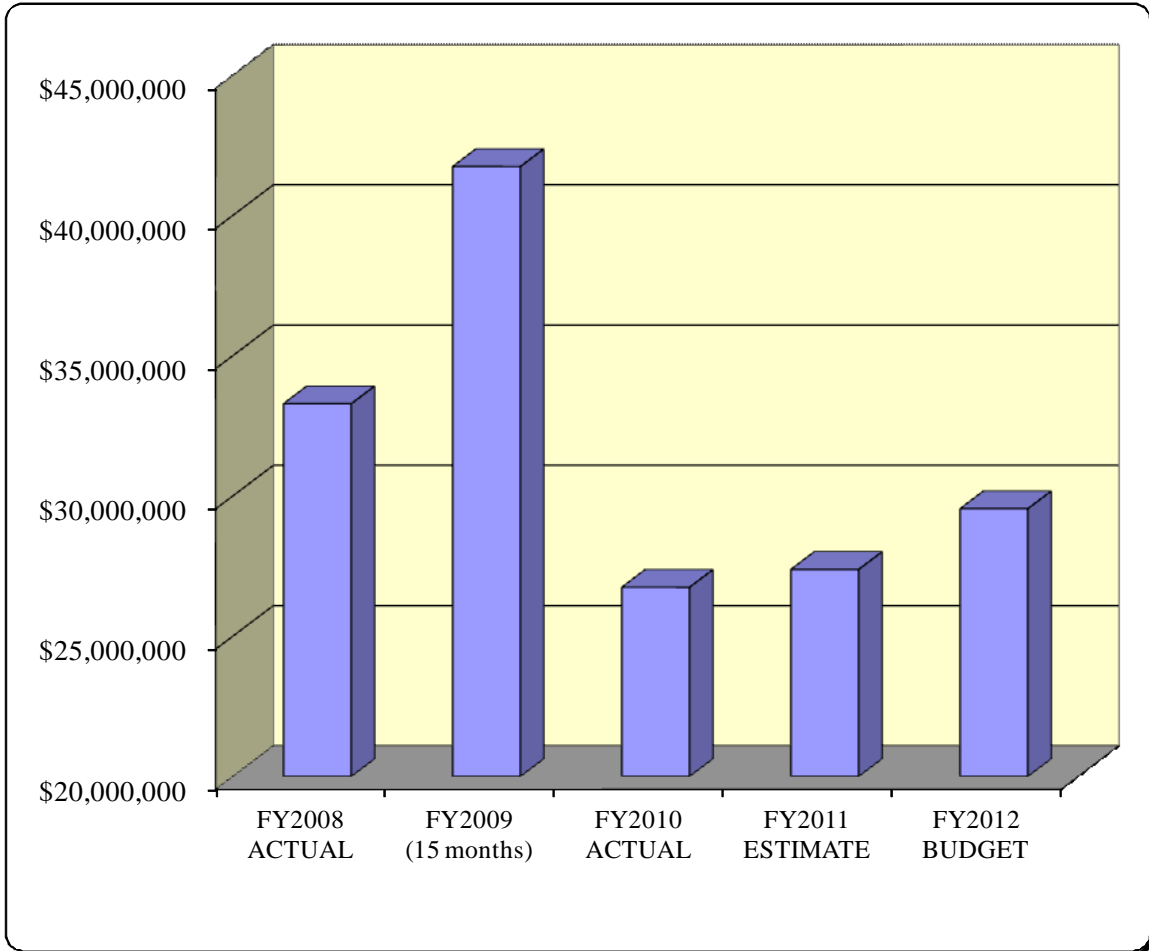
Non-union and IBEW union employee insurance contributions will continue as follows: 3% for HSA, 10% for HMO, and 10% for PPO Silver. Employees will contribute the difference between the cost to the Village of the new PPO Silver and the current PPO Gold which equates to approximately 24.4% for the current PPO plan (Gold). In addition, for those non-union and IBEW employees who do not participate in the free employee health screening, the employee's monthly medical insurance premium share will be increased by 10% of the full employee only premium rate of the plan in which they participate.

Contract negotiations are currently ongoing for the other union groups and until settled, these groups will continue to pay insurance contributions based on the rates included in their contracts that expired April 30, 2011.

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Expenditure Summaries  
Personnel Services and Employee Benefits Graph  
Fiscal Year 2012***

The following graph depicts the total salary and benefit costs from FY2008 to FY2012.

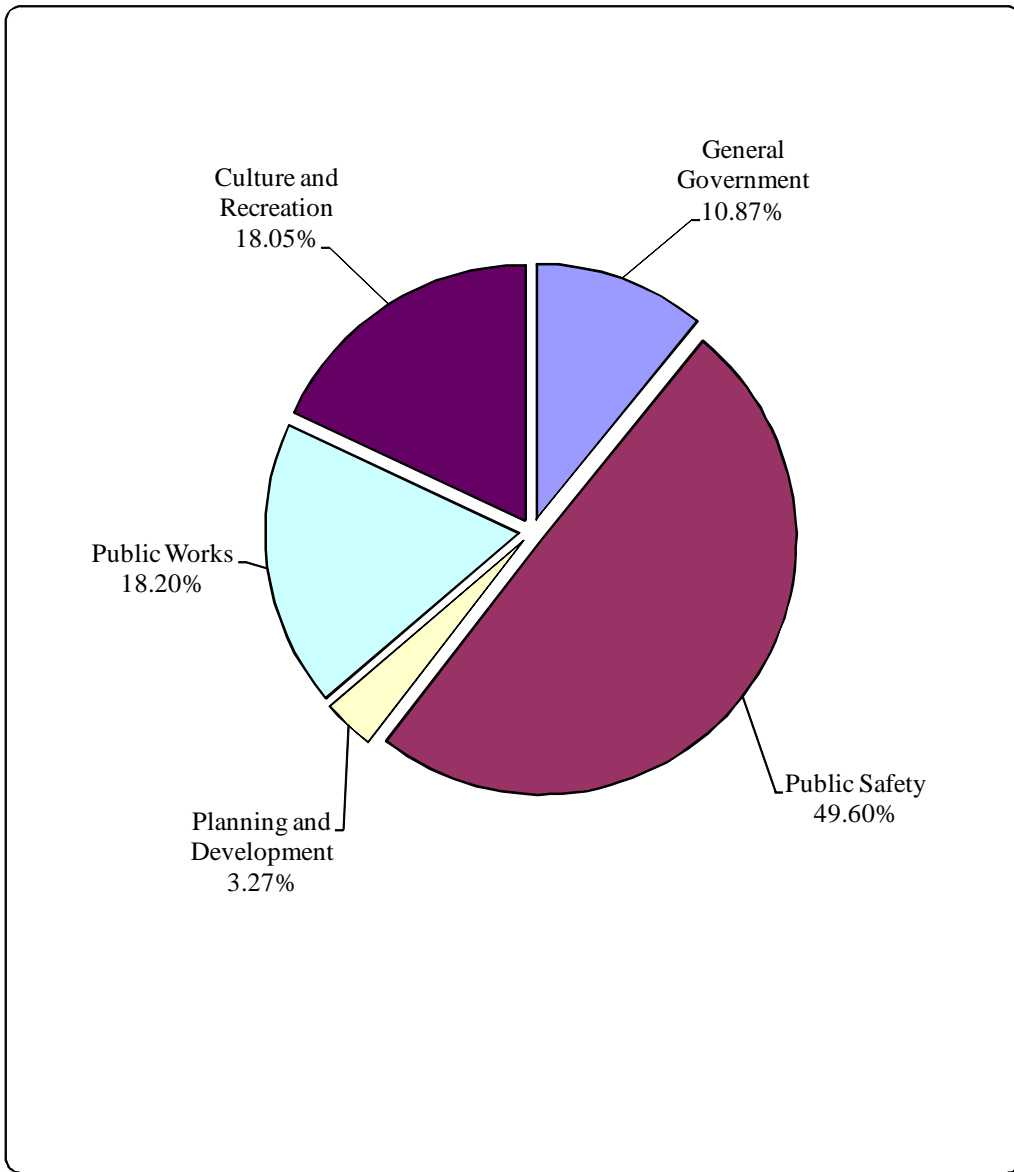


**VILLAGE OF ORLAND PARK, ILLINOIS**

***Expenditure Summaries  
Staffing Summary by Function  
Fiscal Year 2012***

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The following chart depicts the percentage of total salary and benefits for FY2012 by function.



**VILLAGE OF ORLAND PARK, ILLINOIS**

***Expenditure Summaries  
Full Time Personnel Schedule  
Fiscal Year 2012***

<b>Department/Division</b>	<b>FY2010 Actual</b>	<b>FY2011 Current</b>	<b>FY2012 Budget</b>
Village Manager	9	8	8
MIS	3	3	3
Village Clerk	5	5	5
Finance	8.5	9	10
Finance /Water	2.5	2	2
Officials	1	1	1
Development Services / Administration	5	5	5
Development Services / Building	6	6	7
Development Services / Planning	6	5	5
Building Maintenance	7.8	7.8	7.8
ESDA	1.5	1.5	1.5
Recreation /Administration	17	18	18.75
Recreation / Parks	13.95	12.95	13.95
Recreation / Centennial Pool	0.25	0.25	0.5
Recreation / Sportsplex	0	0	0
Recreation / Special Recreation	1	1	1
Public Works / Administration	1.75	1.75	1.75
Public Works / Streets	22	22	22
Public Works / Transportation	2	2	2
Public Works / Vehicle and Equipment	7	7	7
Public Works / Water and Sewer	22.25	22.25	22.25
Police	120.5	121.5	124.5
Civic Center	2	2	2
<b>TOTAL ALL DEPARTMENTS/DIVISIONS</b>	<b>265</b>	<b>264</b>	<b>271</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Expenditure Summaries  
Part Time Personnel Schedule  
Fiscal Year 2012***

<b>Department/Division</b>	<b>FY2010 Actual</b>	<b>FY2011 Current</b>	<b>FY2012 Budget</b>
Village Manager	5	5	5
MIS	1	1	1
Village Clerk	1	1	1
Finance	2	4	1
Finance /Water	4	4	4
Finance / Tax Rebate	0	0	0
Officials	10	10	11
Development Services / Administration	0	0	1
Development Services / Building	8	9	5
Development Services / Planning	1	3	3
Building Maintenance	2	2	4
Recreation /Administration	50.9	36	38
Recreation / Programs	139.4	138	138
Recreation / Parks	63.2	65	62
Recreation / Centennial Pool	214.8	217	215
Recreation / Sportsplex	100.9	115	116
Recreation / Special Recreation	112.8	108	108
Public Works / Administration	1	1.7	2
Public Works / Streets	10	10	13
Public Works / Transportation	2	2.3	3
Public Works / Vehicle and Equipment	0	0	0
Public Works / Water and Sewer	13	13	14
Police	60	60	60
Civic Center	10	10	11
<b>TOTAL ALL DEPARTMENTS/DIVISIONS</b>	<b>812</b>	<b>815</b>	<b>816</b>



***VILLAGE OF ORLAND PARK, ILLINOIS***

***General Fund  
General Fund Description  
Fiscal Year 2012***

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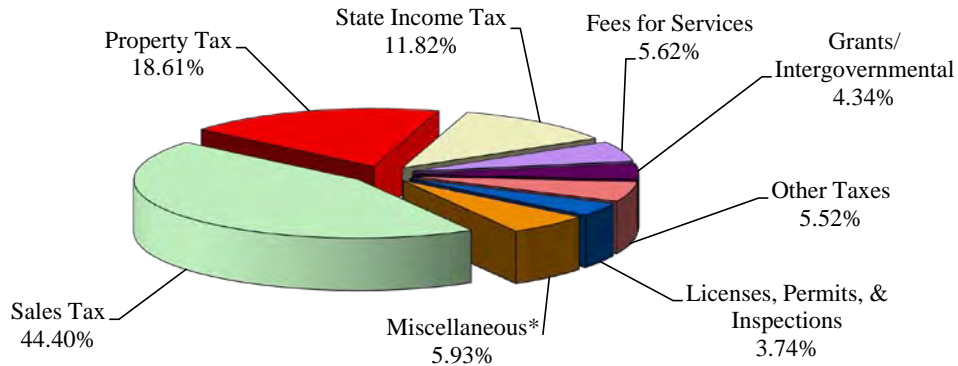
The General Fund consists of nine different departments. The departments are as follows:

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

The General Fund contributes \$39,404,890, or 36.19%, to the Village of Orland Park's total \$108,881,047 revenue budget and accounts for approximately \$39,404,890, or 34.28% of the total \$122,313,409 expenditure budget.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Revenue Summary  
Fiscal Year 2012**



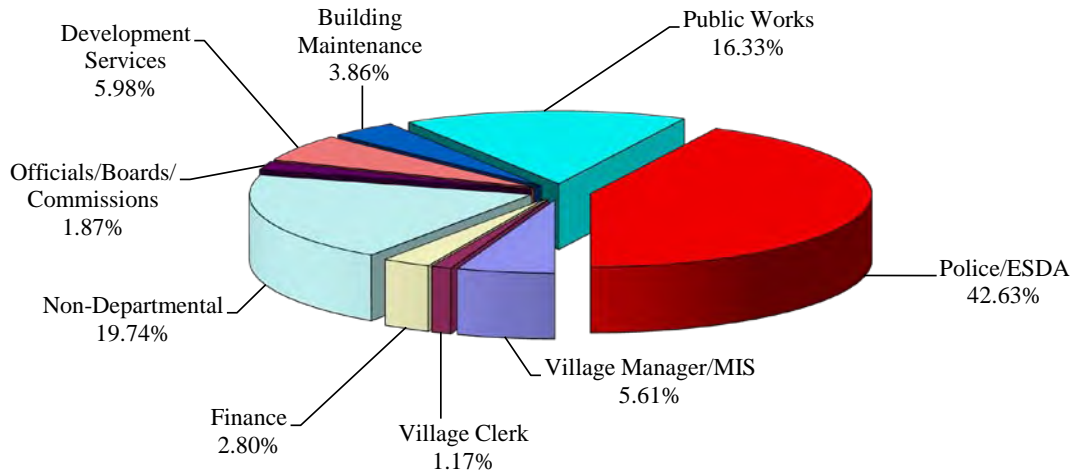
\*Miscellaneous category includes Fines & Penalties, Interest Income, Road & Bridge Tax, Fees by Agreement, Miscellaneous Events, Other Income, Personal Property Replacement Tax, and Transfer from Insurance Fund

	FY2009** Actual	FY2010 Actual	FY2011 Amended Budget	FY2012 Budget
Sales Tax	\$ 21,284,457	\$ 17,238,938	\$ 16,877,919	\$ 17,496,633
Property Tax	7,802,385	7,023,842	7,200,989	7,334,582
State Income Tax	5,942,428	4,558,624	4,477,775	4,659,317
Fees for Services	2,692,740	2,038,584	2,229,407	2,213,941
Grants/Intergovernmental	2,473,913	2,002,491	2,029,326	1,710,974
Other Taxes	2,501,408	2,107,221	1,855,981	2,176,647
Licenses	1,608,895	873,869	1,862,652	852,492
Permits	334,396	397,229	294,500	342,700
Inspections	283,270	239,643	186,500	280,000
Fines and Penalties	1,307,601	1,037,569	1,227,358	1,153,200
Interest Income	166,924	539,687	90,364	151,340
Road and Bridge Tax	387,889	370,807	389,378	399,997
Fees by Agreement	7,360	11,400	3,200	23,400
Miscellaneous Events	180,040	157,960	150,226	139,963
Other Income	371,961	308,542	259,284	219,468
Personal Property Replacement Tax	52,421	46,535	32,787	50,236
Transfer from Home Rule Fund	141,903	-	-	-
Transfer from Insurance Fund	44,820	250,000	-	200,000
<b>Total Revenue</b>	<b>\$ 47,584,811</b>	<b>\$ 39,202,941</b>	<b>\$ 39,167,646</b>	<b>\$ 39,404,890</b>

\*\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Expenditure Summary by Department  
Fiscal Year 2012**

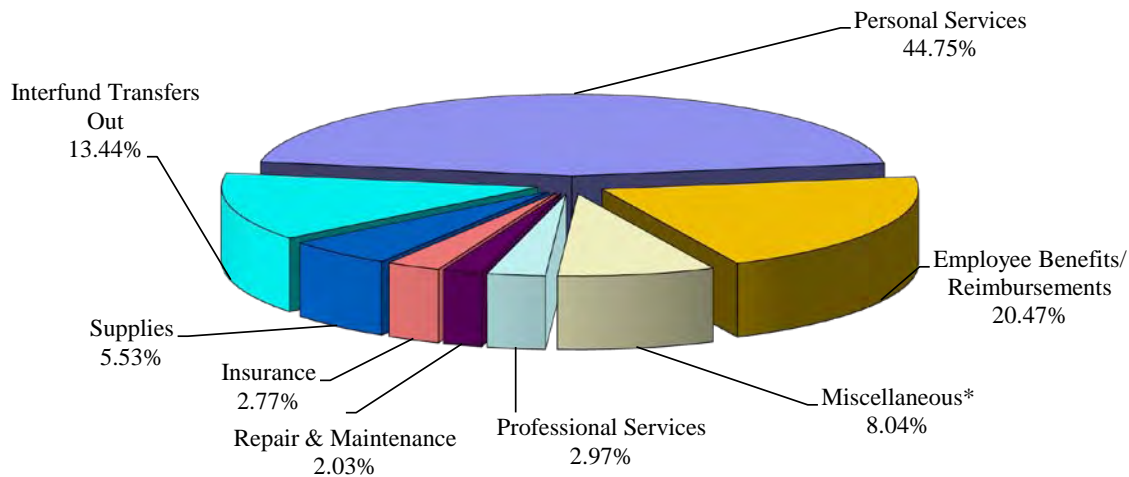


	FY2009*	FY2010	FY2011	FY2012
	Actual	Actual	Amended Budget	Budget
Village Manager	\$ 2,316,550	\$ 1,763,888	\$ 2,157,267	\$ 2,353,911
Village Clerk	582,056	428,340	462,528	492,499
Finance	1,486,013	985,182	1,121,108	1,172,791
Special Census	6,105	-	-	-
Non-Departmental	8,291,435	8,048,808	7,692,183	8,279,207
Officials	429,166	272,804	309,013	318,720
Boards/Commissions	608,553	348,182	455,058	464,701
Development Services	3,611,646	2,270,117	2,421,923	2,507,556
Building Maintenance	1,861,448	1,386,859	2,420,921	1,618,081
ESDA	63,302	57,046	61,165	64,573
Public Works	6,979,728	5,321,174	6,514,750	6,847,096
Police	19,810,850	16,029,697	17,385,327	17,811,622
<b>Total Expenditures</b>	<b>\$ 46,046,852</b>	<b>\$ 36,912,097</b>	<b>\$ 41,001,243</b>	<b>\$ 41,930,757</b>

\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Expenditure Summary by Element  
Fiscal Year 2012**



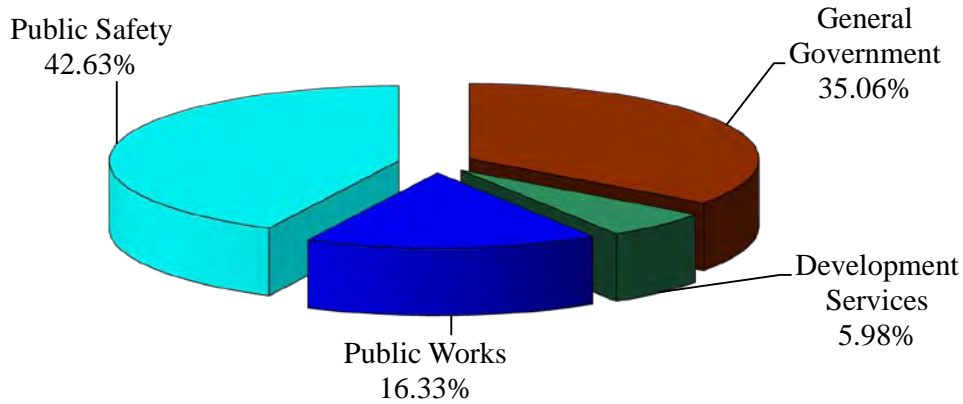
\*Miscellaneous category includes Credit, Collection & Bank, Rent, Other Commodities, Recreation Program Expense, Miscellaneous Expense, Utilities, Communication, Transportation, Purchased Services and Capital.

	FY2009** Actual	FY2010 Actual	FY2011 Amended Budget	FY2012 Budget
Personal Services	\$ 22,814,749	\$ 17,400,362	\$ 18,141,238	\$ 18,763,045
Employee Benefits	8,252,789	7,055,732	8,006,638	8,297,757
Employee Reimbursements	417,473	227,421	306,338	285,674
Credit, Collection & Bank	67,670	40,061	46,316	29,026
Professional Services	1,868,768	1,033,975	1,218,296	1,244,496
Utilities, Communication, Transportation	701,232	462,630	502,804	434,919
Purchased Services	626,144	460,716	436,563	444,395
Repair & Maintenance	975,316	467,052	1,698,267	852,844
Rent	48,770	41,829	47,289	49,139
Insurance	1,458,008	1,144,770	1,161,140	1,162,371
Supplies - General	788,921	447,391	759,857	763,217
Supplies - Repair & Maintenance	355,244	325,212	347,499	371,476
Supplies - Operations	1,068,995	1,049,072	1,047,979	1,183,971
Other Commodities	33,125	23,538	26,845	25,495
Capital	152,903	118,027	1,041,045	1,140,500
Miscellaneous	709,622	762,495	1,203,977	1,222,733
Recreation Program Expense	20,473	23,634	25,000	25,000
Interfund Transfers Out	5,686,650	5,828,180	4,984,152	5,634,699
<b>Total</b>	<b>\$ 46,046,852</b>	<b>\$ 36,912,097</b>	<b>\$ 41,001,243</b>	<b>\$ 41,930,757</b>

\*\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Expenditure Summary by Function  
Fiscal Year 2012**

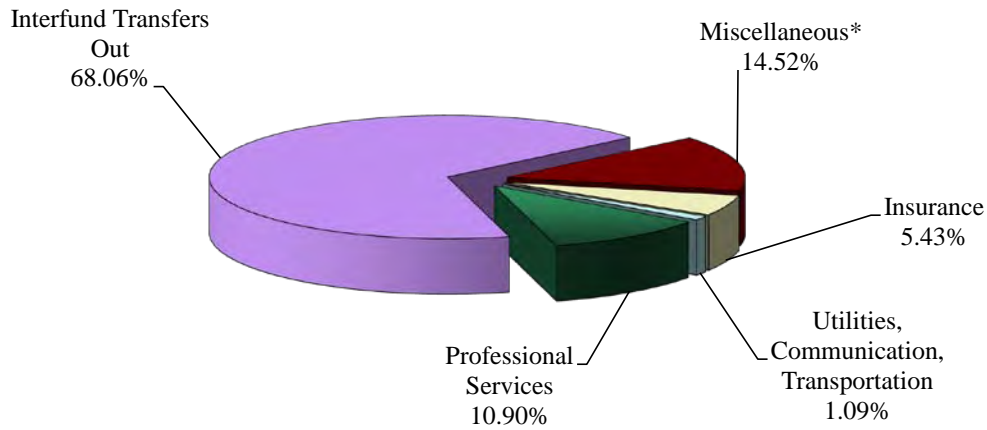


	FY2009*	FY2010	FY2011	FY2012
	Actual	Actual	Amended Budget	Budget
General Government	\$15,581,326	\$13,234,063	\$14,618,078	\$14,699,910
Development Services	3,611,646	2,270,117	2,421,923	2,507,556
Public Works	6,979,728	5,321,174	6,514,750	6,847,096
Public Safety	19,874,152	16,086,743	17,446,492	17,876,195
<b>Total Expenditures</b>	<b>\$46,046,852</b>	<b>\$36,912,097</b>	<b>\$41,001,243</b>	<b>\$41,930,757</b>

\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Non-Departmental Expenditure Summary  
Fiscal Year 2012**



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

	<b>FY2009** Actual</b>	<b>FY2010 Actual</b>	<b>FY2011 Amended Budget</b>	<b>FY2012 Budget</b>
Personal Services	\$ -	\$ -	\$ 1,500	\$ -
Employee Benefits	-	-	277	-
Employee Reimbursements	-	24,226	27,532	27,905
Credit & Collection	67,670	40,061	46,316	29,026
Professional Services	1,098,019	791,189	855,821	902,730
Utilities, Communication, Transportation	217,210	89,745	95,133	90,348
Insurance	607,609	565,408	531,424	449,657
Miscellaneous Expenses	614,277	706,807	1,144,905	1,142,442
Purchased Services	-	2,765	2,400	2,000
Supplies-General	-	-	2,323	-
Other Commodities	-	427	400	400
Interfund Transfers Out	5,686,650	5,828,180	4,984,152	5,634,699
<b>Total Expenditures</b>	<b>\$ 8,291,435</b>	<b>\$ 8,048,808</b>	<b>\$ 7,692,183</b>	<b>\$ 8,279,207</b>

\*\* FY2009 was 15 months

## ***VILLAGE OF ORLAND PARK, ILLINOIS***

### ***General Fund***

### ***Village Manager Functions/Strategic Plan Goals***

### ***Fiscal Year 2012***

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#### **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 problems for Board consideration, planning and development of new programs to meet future needs of the Village, preparation of an annual balanced budget, and fostering community pride in Village government through excellent customer service.

#### **DEPARTMENT FUNCTIONS:**

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

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

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

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

- Provides the Mayor and Board of Trustees relevant and timely information, and advice as necessary to evaluate and make policy decisions.
- Directs and advises departments in order to meet service levels established by the Mayor and Board of Trustees.
- Oversees the communications of the Village through the Office of Public Information.
- Serves as the hiring authority of the Village.
- Coordinates the work of Village departments to organize efforts and resources for the delivery of Village services.
- Produces ordinances, resolutions, contracts, agreements and other documents for consideration by the Mayor and Board of Trustees.

## VILLAGE OF ORLAND PARK, ILLINOIS

### General Fund

### Village Manager Functions/Strategic Plan Goals

### Fiscal Year 2012

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- Represents the Village in working with federal, state, regional and local agencies as well as private enterprises, community groups, and not-for-profit organizations.
- Encourages strategic and operational improvements through innovation and professional development.
- Negotiates annexation, development, inter-governmental, franchise, collective bargaining and other agreements on behalf of the Village Board and the residents of Orland Park.
- Responds to general inquiries or complaints that advance from other departments and those that come from the community at large.

#### STRATEGIC PLAN GOALS:

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

- **OBJECTIVE** - Ensure that all departments follow the guide set in the FY2012 balanced budget adopted by the Village Board. Review all purchases and programs as they are presented to the Village Board twice monthly at Village Committee and Board meetings. Hold review meetings at mid-year, to evaluate the progress on accomplishing the goals and objectives set in the Strategic Plan.
  - **PURPOSE** – To ensure that the organization keeps to the policy direction set by the Village Board during the budget process and ensure progress toward accomplishing the Strategic Plan goals.
- **OBJECTIVE** - Implement appropriate organizational study recommendations as outlined in the Village Manager's recommendations.
  - **PURPOSE** – To implement recommended changes for greater organizational efficiency and more effective delivery of services.
- **OBJECTIVE** - Successfully negotiate the remaining open Collective Bargaining Agreements incorporating appropriate strategies for sustainable health care programs and wage increases.
  - **PURPOSE** – To provide the Village with the guidelines for compensation and work environment for employee groups represented by unions.
- **OBJECTIVE** - Guide the preparation and adoption of the FY2013 budget and a comprehensive multi-year capital improvement plan. Beginning in July 2012, follow the timeline set by the Finance Department for achieving budget adoption. Departments will draft budget requests and forecasts between July and September. Public budget meetings will be held during the period between September and November with the adoption of the budget achieved no later than December 3, 2012.



## VILLAGE OF ORLAND PARK, ILLINOIS

### General Fund

### Village Manager Functions/Strategic Plan Goals

### Fiscal Year 2012

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- **PURPOSE** – To produce a balanced budget for the Village of Orland Park.
- **OBJECTIVE** - Identify opportunities to improve performance and reduce costs. Meet with each Department Director at the mid-year, by July 1, 2012, to discuss progress on established department strategic goals.
  - **PURPOSE** – Strive to constantly review and improve processes throughout the organization.
- 2. Build a better community in infrastructure and development.**
  - **OBJECTIVE** - Advance in the creation of a new and inspirational downtown for Orland Park.
    - Provide support, monitoring, and oversight of the quality design and construction of the “Ninety 7 Fifty On The Park” project. This development will bring a sense of place to the thriving retail corridor. Construction to commence at Ninety 7 Fifty On The Park in March 2012. Working with the Finance Department, Development Services Department and Village consultants, monitor the progress and partnership reporting weekly to ensure compliance with the redevelopment agreement and the financing terms.
    - Oversee the progress of the Village’s consultant working to redevelop other parcels in the Downtown Main Street Station area.
      - **PURPOSE** – To enhance the synergy of downtown Orland Park creating a connection from Old Orland to Orland Crossing and the Civic Corridor.
  - **OBJECTIVE** - Promote the Centennial Park West concert venue by hosting two high quality community events in 2012. Pre-planning for the Centennial Park and Centennial Park West parks will begin by March 1, 2012 with the first concert scheduled for July 1 and the second on September 2, 2012. Following these events, staff will produce recommendations for consideration in the FY2013 budget planning process for this venue.
    - **PURPOSE** – To advance development of this important park site as part of a multi-year capital plan and to better understand the appeal of holding concerts at this location.
  - **OBJECTIVE** - Ensure appropriate aesthetic improvements are constructed as part of the IDOT LaGrange Road Widening Project. Enhancements will be constructed by the Village’s contractor following the IDOT contractor’s work closely. Work is scheduled to begin in the fall of 2012 and continue through 2014.
    - **PURPOSE** - Cooperation with IDOT staff and Village consultants, the aesthetic enhancements will continue the established vocabulary that was added at 143<sup>rd</sup>/LaGrange Road intersection. These enhancements benefit local businesses and pedestrians who move throughout this important corridor.

## **VILLAGE OF ORLAND PARK, ILLINOIS**

### **General Fund**

#### **Village Manager Functions/Strategic Plan Goals**

#### **Fiscal Year 2012**

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- **OBJECTIVE** - Accomplish budgeted Village transportation and pathway projects.
  - **PURPOSE** - To provide optimal accessibility and quality of life for all residents, visitors, and businesses.
  
- 3. Enhance the excellent quality of life in Orland Park**
  - **OBJECTIVE** - Provide important educational opportunities to Orland Park residents about the potential for an energy aggregation program. If the March 2012 referendum question is approved, work with the Village's consultant to implement an effective aggregation program by August of 2012.
    - **PURPOSE** – Electrical aggregation has the potential to offer significant savings to residents of Orland Park in their own energy bills.
  
  - **OBJECTIVE** - Develop and maintain parks, trails and open lands at a high level of quality that is appropriate for the location, type of use, and nature of the facility.
  
  - **OBJECTIVE** - Develop and implement transparent and more precise methods to communicate with the community. Provide convenient access to important Village information as well as feedback opportunities through spot surveys and the Village's website.
    - **PURPOSE** – Community feedback provides valuable information to the organization. Information garnered through surveys and other means promotes faster response on important community issues.
  
  - **OBJECTIVE** - Partnering with the Chamber of Commerce and other local business groups, assist existing businesses in their quest to be successful in the Village of Orland Park.
    - **PURPOSE** – To identify barriers and remove unnecessary obstructions that exist for businesses.
  
  - **OBJECTIVE** - Review recreational program offerings seasonally.
    - **PURPOSE** - To ensure that offerings are desirable, diverse, and meeting the needs of the community.
  
  - **OBJECTIVE** - Inventory the park and recreation facilities and equipment three times annually. In March 2012, June 2012 and October 2012 meet to review the upcoming capital plans, prepare budget requests and review the state of the facilities and equipment post-summer season.
    - **PURPOSE** - To ensure that all facilities and equipment in our parks and recreation facilities comply with standards, and that improvements are appropriately planned.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Village Manager Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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**4. Ensure Community Safety and Preparedness.**

- **OBJECTIVE:** Oversee the planning and communication of plans for severe weather response by Village departments. Raise awareness within the community of the various weather warning systems already in place in Orland Park. The Village newsletter will communicate information on the systems in the second and third quarters and the Police Department will coordinate training on the Village response plans annually.
  - **PURPOSE** - To promote safety and a thorough response within the community in the event of severe weather.
  
- **OBJECTIVE:** Provide for the safe flow of traffic throughout the Village by utilizing the Red Flex Automated Enforcement program and implementing traffic calming measures in critical areas as outlined in the budget and capital plan.
  - **PURPOSE** – To promote safe travel throughout the Village.

## **VILLAGE OF ORLAND PARK, ILLINOIS**

### **General Fund**

### **Village Manager (Human Resources) Functions/Strategic Plan Goals**

### **Fiscal Year 2012**

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#### **DEPARTMENT MISSION:**

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

#### **DIVISION FUNCTIONS:**

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

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

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

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

#### **STRATEGIC PLAN GOALS:**

1. **Review overall human resources procedures, policies and vendors with an emphasis on policy and procedure improvement, cost reductions, and creating an overall plan to assess potential future modifications.**
  - **OBJECTIVE** – By December 2012, prepare a comprehensive update of the Employee Manual. Once approved, the new manual will be distributed via link to the MYOP intranet site.

## **VILLAGE OF ORLAND PARK, ILLINOIS**

### **General Fund**

#### **Village Manager (Human Resources) Functions/Strategic Plan Goals**

##### **Fiscal Year 2012**

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- **PURPOSE** – An updated, well written and informative manual will ensure supervisors and employees understand the policies, implement policies properly, reduce risk, and reduce the number of employee questions directed to their supervisors or Human Resources. Upon rewrite of employee manual, distribute and verbally explain updates to manual to directors, managers, and supervisors. Distribute the employee manual to all employees and provide training sessions as needed.
  - **OBJECTIVE** – Review current management and employee training methods and programs. Determine where centralized vs. decentralized training is appropriate. Develop training plan for those training opportunities identified as centralized in HR.
    - **PURPOSE** – Well trained managers and supervisors are better equipped to implement policies effectively and efficiently. Employees who understand the policies and recognize the existence of relevant policies are equipped to accurately follow policies.
  - **OBJECTIVE** – By July 1, 2012, review current recruiting processes for all departments and implement changes as needed.
    - **PURPOSE** – Ensure all departments are following efficient recruitment processes. Improve on inefficiencies of current processes. Long term this will improve communication through the entire process as well as ensure compliance with Village policies and regulatory guidelines.
- 2. Develop the human resources and payroll modules for the Innoprise implementation working in conjunction with the Finance and MIS department.**
- **OBJECTIVE** – By late 2012 work with MIS in developing Human Resources and payroll specifications and begin work process. Implementation is scheduled to go live by late 2013.
    - **PURPOSE** – A new system will provide Human Resources, payroll, and managers an efficient tool to process employee issues. This is integral in reducing redundancies and inefficient processes. Human Resources will need to be heavily involved in development of the Innoprise Human Resources and payroll modules to ensure data needs are met. Human Resources needs a system capable of work flow, benefits administration, general Human Resources records maintenance and intuitive reporting tools.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Village Manager (Human Resources) Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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**3. Coordinate on-going collective bargaining process for MAP, OPPSA, DC&C, and AFSCME.**

- **OBJECTIVE** – Communicate strategies during collective bargaining to achieve future budget goals, operational goals, and to mitigate the resigning cost of health care. Implement % based employee premium share consistent with non-union, implement wellness incentive, and implement Silver plan design.
  - **PURPOSE** – Well planned negotiations will provide for better opportunities to achieve budget goals, operational goals, and to have all employee groups working with the Village to achieve a sustainable plan for employee healthcare.

**4. Develop and implement strategies to mitigate rising health and prescription costs, and the overall productivity impacts when personal and family health issues impact an employee's ability to come to work or complete the functions of their position.**

- **OBJECTIVE** – Working with the Village's benefits consultant, research two new cost saving programs by December 2012 and communicate with the Employee Health and Wellness Advisory committee to obtain employee feedback and support for programs.
  - **PURPOSE** – Health care costs continue to rise and therefore it is necessary to find new ways to minimize the costs.
- **OBJECTIVE** – Educate employees with a goal of increasing participation in the H.S.A. plan to 75 employees for FY2013.
  - **PURPOSE** – H.S.A. plans are likely to decrease health care costs to the Village by emphasizing consumerism in employee health care choices.
- **OBJECTIVE** – In FY2012, attain 180 employees to participate in Health Risk Assessments through incentives for those who do participate as well as penalties for those who do not participate.
  - **PURPOSE** – Health Risk Assessments may incentivize employees to take better care of their health, which would result in a lower health care cost shouldered by the Village and improve employee health and productivity.
- **OBJECTIVE** – In FY2012, provide leadership to foster the Village's wellness initiatives to provide and promote quality wellness programming for Village employees. Wellness initiatives in 2012 will include Healthmiles, Lunch Crunch and other employee group exercise as well as smaller promotional endeavors as developed by the Wellness Team.
  - **PURPOSE** – Solid programming and promotion will increase participation in wellness initiatives creating a wellness culture, improving employee health and morale.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Village Manager (Human Resources) Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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- **OBJECTIVE** – By September 2012, analyze the current safety programs and develop a plan to revitalize the program. Specifically, the plan will explore ergonomics, back safety, carpal tunnel prevention, etc. Emphasis will be placed on programs to reduce exposure to short-term disability and worker’s compensation liability. Village department managers and the Network Safety Consultants, division of the Horton Group will participate in the planning process.
  - **PURPOSE** – Develop a program to better proactively address risks thus reducing safety incidents and related expenses.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Village Manager's Office – Human Resources Division**

**Performance Measures**

**Fiscal Year 2012**

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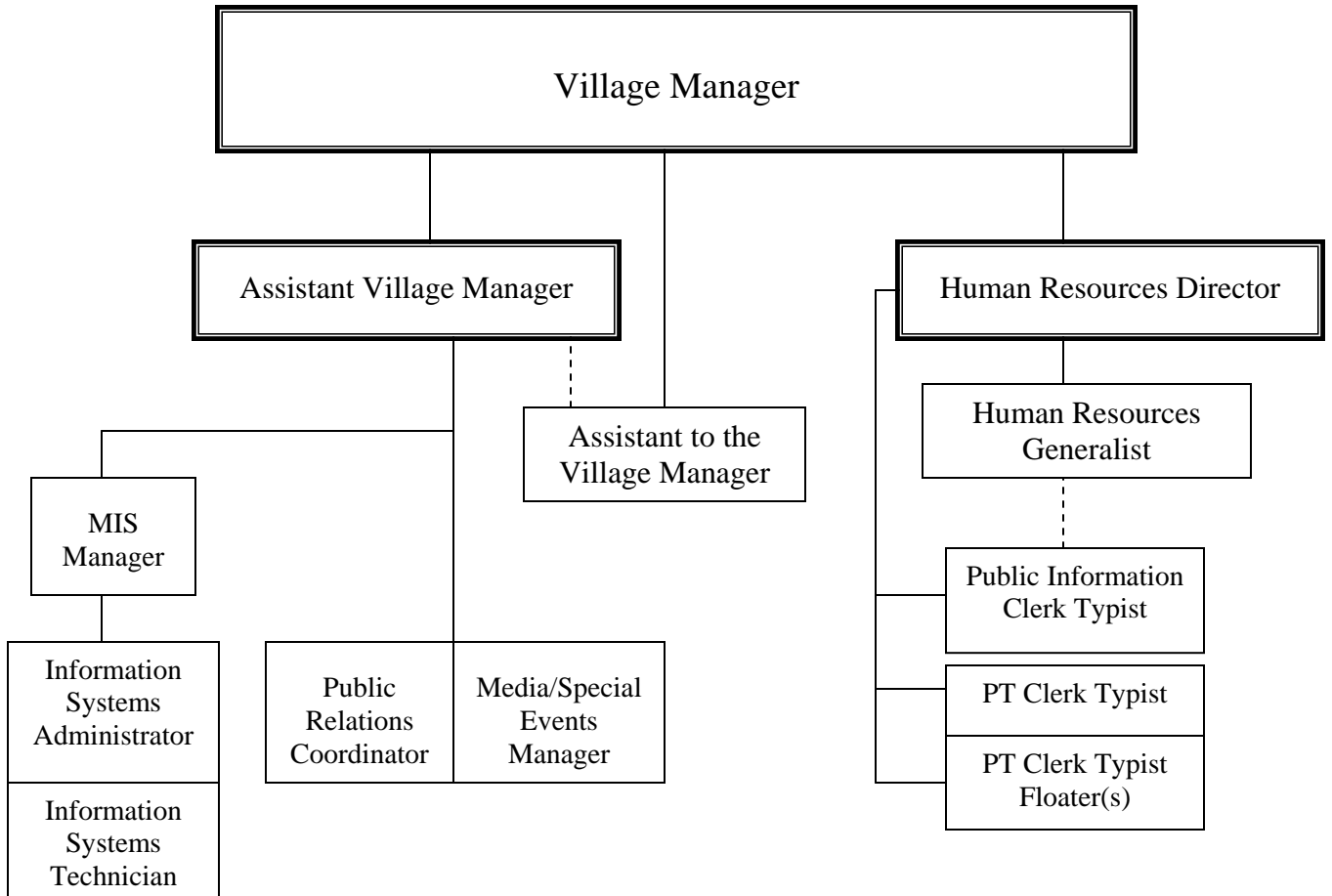
<b>MEASURE</b>	<b>FY 2010 Actual</b>	<b>FY2011 Actual</b>	<b>FY2012 Estimate</b>
Employment Paperwork Processed	395	426	425
Virgin Health Miles Program Participants	150	163	100
Employee Health Screening Participants	150	125	180
HSA Participants	30	45	75



**VILLAGE OF ORLAND PARK, ILLINOIS**

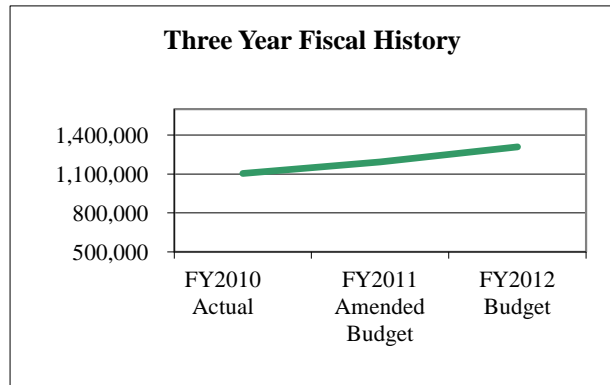
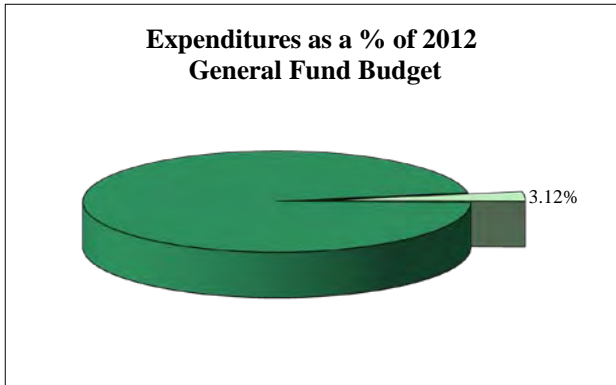
**General Fund  
Village Manager Organizational Chart  
Fiscal Year 2012**

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**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Village Manager  
Fiscal Year 2012**

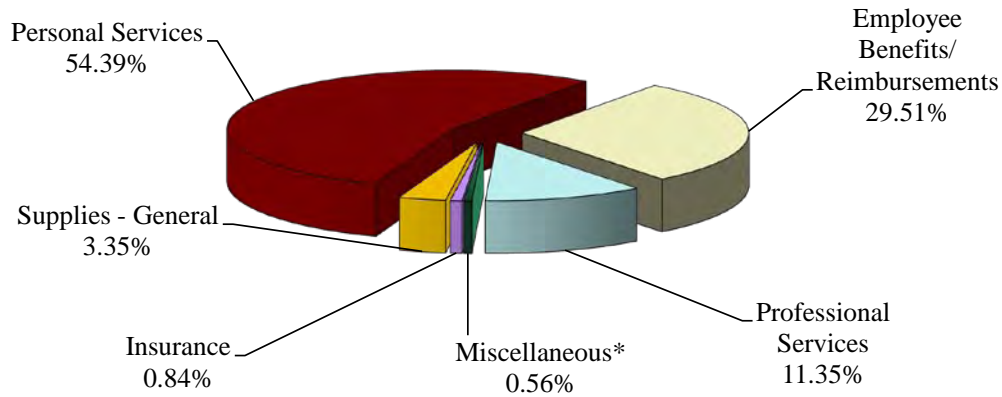


**VILLAGE MANAGER BUDGETED POSITIONS**

FULL TIME POSITION TITLE	FY2010 ACTUAL	FY2011 CURRENT	FY2012 BUDGET
Village Manager	1	1	1
Assistant Village Manager	1	1	1
Human Resource Director	1	1	1
Public Relations Coordinator	1	1	1
Media & Special Events Manager	1	1	1
HR Generalist	1	1	1
Assistant to the Village Manager	0	1	1
Clerk Typist I	1	1	1
Administrative Clerk	1	0	0
<b>TOTAL FULL TIME PERSONNEL</b>	8	8	8
PART TIME POSITION TITLE			
Clerk Typist Floater	1	2	3
Clerk Typist	1	2	1
Temporary Management Analyst	1	0	0
Seasonal Part-Time	2	1	1
<b>TOTAL PART TIME PERSONNEL</b>	5	5	5

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Village Manager Expenditure Summary  
Fiscal Year 2012**



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

	<b>FY2009** Actual</b>	<b>FY2010 Actual</b>	<b>FY2011 Amended Budget</b>	<b>FY2012 Budget</b>
Personal Services	\$ 914,870	\$ 677,833	\$ 696,746	\$ 711,450
Employee Benefits	328,531	276,034	299,272	315,607
Employee Reimbursements	104,700	54,513	63,551	70,400
Professional Services	97,304	54,414	105,900	148,500
Utilities, Communication, Transportation	2,930	5,584	4,930	5,723
Purchased Services	156	274	250	250
Repair and Maintenance	3,305	241	920	851
Insurance	8,859	26,958	4,935	11,043
Supplies - General	9,077	7,002	14,980	43,794
Other Commodities	695	-	-	-
Miscellaneous Expenses	2,880	339	500	500
<b>Total Expenditures</b>	<b>\$ 1,473,307</b>	<b>\$ 1,103,192</b>	<b>\$ 1,191,984</b>	<b>\$ 1,308,118</b>

\*\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Village Manager (MIS Division) Functions/Strategic Plan Goals  
Fiscal Year 2012**

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**DEPARTMENT MISSION:**

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

**DIVISION FUNCTIONS:**

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

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

**STRATEGIC PLAN GOALS:**

**1. Expand and Improve Information Systems**

- **OBJECTIVE** – Implementation of various applications of the Innoprise ERP system.
  - **PURPOSE** – The Innoprise suite of applications will be configured and the existing ERP system will be converted and data transferred to the new Innoprise browser based system. The Financials application will be implemented by March 31, 2012 and the Community Development application will be implemented by December 31, 2012.
- **OBJECTIVE** –Implementation of Innoprise Citizen Access.
  - **PURPOSE**- Citizen Access software will allow the Village to deliver Innoprise applications to the public over the Internet or via self-service kiosks extending access to various backend systems and applications. Initial steps for implementation will begin by December 31, 2012.
- **OBJECTIVE** –To complete the implementation of the new Office 2010 productivity software suite in the fourth quarter of 2012.

## **VILLAGE OF ORLAND PARK, ILLINOIS**

### **General Fund**

#### **Village Manager (MIS Division) Functions/Strategic Plan Goals**

#### **Fiscal Year 2012**

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- **PURPOSE-** The Village uses the Microsoft Office productivity suite of software that includes Word, Excel, PowerPoint and Outlook. Upgrades are required by Microsoft's policy of ending technical support for systems more than two generations old. Installation and training will begin by the end of the third quarter of 2012.

### **2. Expand and improve technology infrastructure.**

- **OBJECTIVE** – Install and configure new database servers for the Active Network-Class Recreation registration application and upgrade the Active Network software.
  - **PURPOSE** – The database servers that house and manage the information for the Active Network Recreation program registration (in-house and Internet) need to be upgraded in order to meet new demands and to insure future data storage and management needs are met. Existing servers are of year 2003 vintage and ending range of vendor support. A software upgrade will be performed at the same time and a gift card module package will be added and will begin in the third quarter of 2012.
- **OBJECTIVE** – Network Bandwidth improvements to Centennial Park Aquatic Center and Cultural Center
  - **PURPOSE** – Increased bandwidth will eliminated bottlenecks in download speeds and is necessary for point of sale terminals, PC and security camera applications. Work will begin in the second quarter of 2012.
- **OBJECTIVE** – Replace 35 desk-top computers in the second quarter of 2012.
  - **PURPOSE** – The Village should be replacing desk-top computers on a regular four year life cycle. Specifications for PC purchases are updated regularly as technology standards evolve. The implementation of Office 2010 and the automation of more business functions are expected to require more powerful computers. Implementation will begin in the first quarter of 2012.
- **OBJECTIVE** – Implement an additional Storage Area Network (SAN)

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Village Manager (MIS Division) Functions/Strategic Plan Goals  
Fiscal Year 2012**

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- **PURPOSE** – With the addition of Innoprise, and additional GIS systems, the Village needs to add storage space that is quickly accessible and separately attached to the base network. Work will begin in the third quarter of 2012.
  
- **OBJECTIVE** –To implement a Unified Messaging System.
  - **PURPOSE-** This technology will allow e-mail, voice messages and fax messages to be stored in a single location. This eliminates the need for multiple storage servers and allows voice mail and any other messages to be accessed from any computer on the Internet or the village private network. Implementation will begin in the second quarter of 2012.
  
- 3. Assist the Public Works Department in the Computerized Fleet Analysis Software Upgrade**
  - **OBJECTIVE** – Work with CFA Software vendor to implement new version of software.
    - **PURPOSE** – Existing version of CFA is reaching end of support life-cycle. New version needed to support Windows 7 desktop implantation. Other options will be looked into including possible integration into Innoprise. Work will begin in the third quarter of 2012.

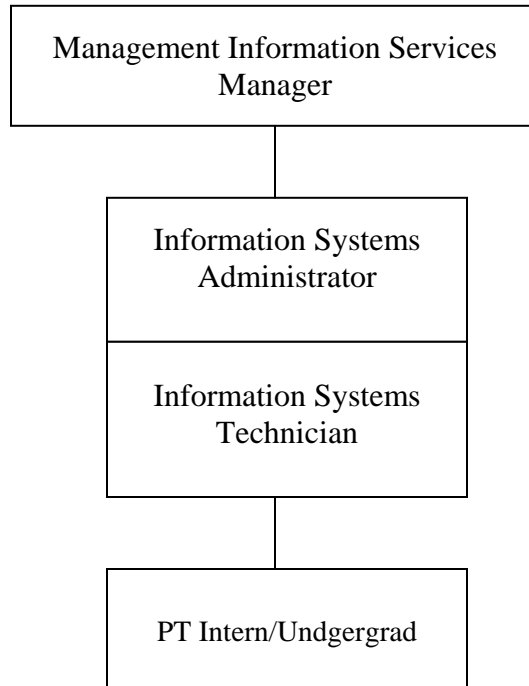
**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Village Manager (MIS Division) Organizational Chart**

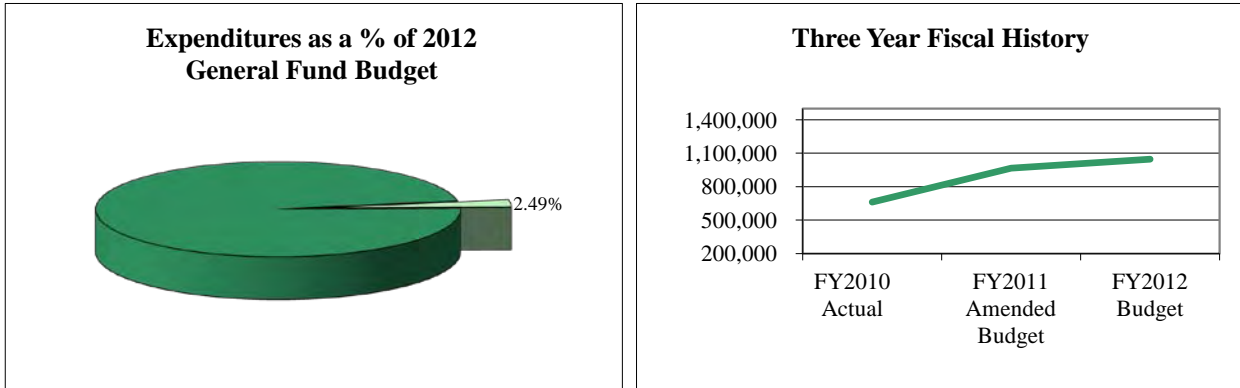
**Fiscal Year 2012**

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**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Village Manager (MIS Division)  
Fiscal Year 2012**



**VILLAGE MANAGER (MIS DIVISION) BUDGETED POSITIONS**

FULL TIME POSITION TITLE	FY2010 ACTUAL	FY2011 CURRENT	FY2012 BUDGET
MIS Manager	1	1	1
Information System Administrator	1	1	1
Information Systems Technician	1	1	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>3</b>	<b>3</b>	<b>3</b>
PART TIME POSITION TITLE			
Intern / Undergrad	1	1	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>

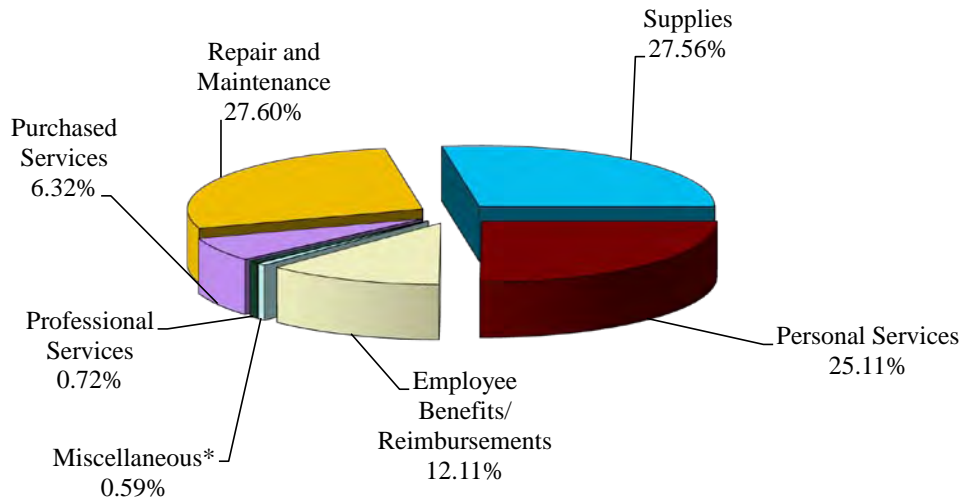


**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Village Manager (MIS Division) Expenditure Summary**

**Fiscal Year 2012**



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

	<b>FY2009**</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Personal Services	\$ 315,816	\$ 250,900	\$ 261,472	\$ 262,575
Employee Benefits	97,152	84,101	90,868	99,600
Employee Reimbursements	843	213	21,000	27,000
Professional Services	2,196	1,785	7,500	7,500
Utilities, Communication, Transportation	226	2,220	2,163	2,340
Purchased Services	59,892	33,134	59,262	66,125
Repair and Maintenance	291,929	195,736	317,033	288,626
Insurance	948	851	934	3,836
Supplies - General	67,999	85,922	200,051	282,191
Supplies - Repair & Maintenance	6,242	5,834	5,000	6,000
<b>Total Expenditures</b>	<b>\$ 843,243</b>	<b>\$ 660,696</b>	<b>\$ 965,283</b>	<b>\$ 1,045,793</b>

\*\* FY2009 was 15 months

## **VILLAGE OF ORLAND PARK, ILLINOIS**

### ***General Fund***

### ***Village Clerk Functions/Strategic Plan Goals***

### ***Fiscal Year 2012***

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#### **DEPARTMENT MISSION:**

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

#### **DEPARTMENT FUNCTIONS:**

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

#### **STRATEGIC PLAN GOALS:**

- 1. Smart Village: By establishing environmentally friendly initiatives, the Clerk's Office will reduce costs to both the Village and the environment while cutting down on the time staff needs to copy and distribute various materials.**
  - **OBJECTIVE** – By February 2012, will install the ILegislate application on the iPads for the paperless agenda, reducing the time it takes the Clerk's office to get this information out to Village staff and the public and make the paperless agendas more user friendly.
    - **PURPOSE** - Reducing the Village's environmental footprint, while eliminating the staff time necessary to copy and distribute various materials making the procedure more efficient and user friendly.
    - **PURPOSE** - Easier access to agenda items.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Village Clerk Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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- **OBJECTIVE** – By fourth quarter 2012, prepare a plan for distributing subscriptions to Trustees electronically and minimizing the number of deliveries to Trustees homes.
  - **PURPOSE** – To eliminate paper being delivered to Trustees.
  
- 2. Increase Accessibility: Develop and implement innovative methods of sharing and accessing Village documents: therefore, benefitting the Village by decreasing the time necessary to conduct research for various projects and allowing other departments to better work independently by making all documents immediately accessible.**
  - **OBJECTIVE** – By December 2012, scan signed Contracts and Agreements and place in Legistar as an attachment from 2000 to present.
    - **PURPOSE** - Increase search availability and allow all archived and preserved original documents to remain undisturbed.
  
  - **OBJECTIVE** – By December 2012, 100% of all Village ordinances and resolutions will be scanned and placed in Legistar from June 1926 through present.
    - **PURPOSE** – Increase search availability and allow all archived and preserved original documents to remain undisturbed.
  
  - **OBJECTIVE** – By December 2012, place all commission and advisory board minutes for the past 5 years in Legistar.
    - **PURPOSE** – Reduce staff time to research and locate old archival records and allows all departments to have access to the minutes.
  
  - **OBJECTIVE** – By December 2012, have trained all user departments in Legistar and Insite in order to allow them to independently access necessary documents and records.
    - **PURPOSE** – Allow other departments to better work independently by allowing all documents to be immediately available.
  
- 3. Record Keeping: The Clerk’s office ensures that the Village’s records are intact and comply with the guidelines set forth by the Secretary of State Local Records Commission of Cook County.**
  - **OBJECTIVE** – By September 2012, will have completed a compliance audit by the Illinois Department of Archives of all records kept by the Village Clerk’s office.

## **VILLAGE OF ORLAND PARK, ILLINOIS**

### **General Fund**

### **Village Clerk Functions/Strategic Plan Goals**

### **Fiscal Year 2012**

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- **PURPOSE** – To ensure that the Clerk’s office is in compliance with the “Local Records Act” (50 ILCS 205).
- 4. Expand on Existing Programs: Update Special Services Resource Guide. Expand on the Veterans Health and Information Fair for the spring or fall of 2012.**
- **OBJECTIVE** – By May 2012, hold a coffee for senior residents.
    - **PURPOSE** – To provide an opportunity for our seniors to gather together for a casual social gathering and listen to a key note speaker.
  - **OBJECTIVE** – By fall 2012, have an up-to-date Resource Guide which can be distributed at our seminars or made available to residents who come into the village hall seeking resource information on different topics.
    - **PURPOSE** – Enable the Office of Special Services to provide accurate and up-to-date information to our residents.
  - **OBJECTIVE** – By fall 2012, plan an employee blood drive.
    - **PURPOSE** – To have village employees help to replenish the blood banks which are running low.
  - **OBJECTIVE** – By November 2012, plan a Veterans Health and Information Fair.
    - **PURPOSE** – To reach out to Veterans and provide them with the most recent information that is being offered to them.
- 5. Community Ownership: Orland Park is comprised of people who choose to live, work, play and do business in Orland Park. The Village will take the lead in fostering a sense of belonging and community ownership across the village.**
- **OBJECTIVE** – By January 1, 2012, launch the inaugural community-wide survey.
    - **PURPOSE** - To determine “What” the community feels before getting to the “Why”.
  - **OBJECTIVE** – By March of 2012, publish a schedule of at least six (6) self-selected surveys provided by the village.
    - **PURPOSE** – To have an on-going evaluation of the performance of village services and to determine the needs of the community.

## VILLAGE OF ORLAND PARK, ILLINOIS

### General Fund

### Village Clerk Functions/Strategic Plan Goals

### Fiscal Year 2012

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- **OBJECTIVE** - By June of 2012, successfully complete the community-wide survey with a margin of error of +/- 3% of how the residents feel about the services the Village provides.
    - **PURPOSE** – To gauge the community’s perception and awareness of the services the Village provides.
  - **OBJECTIVE** – By September of 2012, implement Phase II of the community-wide survey by utilizing either focus groups or additional survey instruments, or a combination thereof.
    - **PURPOSE** – To determine how the Village can improve on those services that are lacking in the eyes of the community.
  - **OBJECTIVE** – By October of 2012, develop a priority list to address the findings from Phase II to share with management and the Village Board.
    - **PURPOSE** – By developing a policy priority list, it will help the Village Board and management to budget monies or set policies to address the issues.
6. **Communication Unity: Develop and implement methods to communicate in “one clear voice” to the community on what is happening within Village government.**
- **OBJECTIVE** – By February 28, 2012, resume the first of four issues of a print version of the “Orland Park Public” Village newsletter to be distributed to every home, office and business within the Village with the other publications being distributed by May 30<sup>th</sup>; August 30<sup>th</sup>; and November 30<sup>th</sup> of each year.
    - **PURPOSE-** To ensure that every home and business are receiving current information on what is happening with the Village government, especially the senior populations that do not regularly use the Internet.
  - **OBJECTIVE** – By October of 2012, redesign and repackage Village information and marketing materials to create a “brand” image/corporate identity for all facets of Village government.
    - **PURPOSE** – By creating a “brand” image/corporate identity, a single, concise image will be recognized for the entire Village organization, its elected officials, departments and services.
    - **PURPOSE** – A brand image/corporate identity will strengthen the Village’s profile locally, regionally and nationally through the consistent use of a single, strong village wide corporate logo.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Village Clerk Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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- **PURPOSE** - It will provide information in a clearly branded, concise fashion to both internal and external audiences, ensuring that all communication from the Village is unambiguous, reliable and easy to understand.
  
- 7. **Communicating Village Issues: The complexity of village government is not easily understood by the community. Village staff shall simplify and share as much information as possible with the public, without relying on the media to deliver all of its messages.**
  - **OBJECTIVE** – By January 15, 2012, develop a master schedule for cable video programming that will include not less than 6 community-productions – with a branding of the program.
    - **PURPOSE** – To know what and when a specific message will be delivered.
  
  - **OBJECTIVE** – Six community productions will be completed and placed on the Village’s CATV channel and website by the first day of February, April, June, August, October, and November.
    - **PURPOSE** - To educate and inform the community of specific messages.
  
  - **OBJECTIVE** – By March 1, 2012, establish a collaborative partnership with an educational institution (Carl Sandburg H.S., Lewis Univ., etc.). At least three of the community productions will be completed in partnership with an educational institution.
    - **PURPOSE** – To develop partnerships with educational institutions.
  
  - **OBJECTIVE** – By April of 2012, develop a plan that will repeat the information in multiple ways via all the Village’s communication channels and tools, including drawing on community-wide survey results on which media the public prefers.
    - **PURPOSE** – Frequency increases the chance that each member of the audience will see, read and eventually understand the message.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Village Clerk Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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- 8. Smart Village: Use of e-communication to maximize the opportunities for the Village to effectively and quickly communicate to segments of the community that rely on electronic communication.**
  - **OBJECTIVE** – By February 28, 2012, re-establish an electronic version of the printed “Orland Park Public” Village newsletter on the Village’s website for easy reference.
    - **PURPOSE** – Reach segments of the population that rely on electronic communication.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Village Clerk Performance Measures  
Fiscal Year 2012**

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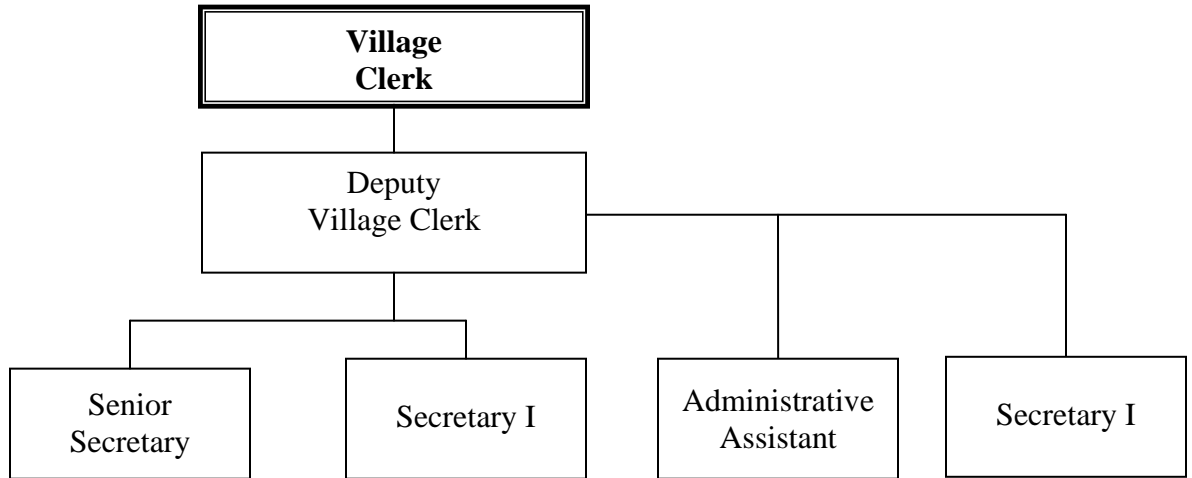
<b>MEASURE</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>
Number of Absentee Applications Processed	655	225	500
Number of Early Voters	8,561	1,450	15,000
Number of Ordinances Processed	77	88	90
Number of Resolutions Processed	16	30	40
Number of Minutes Processed (Board and Committees)	92	80	85
Percent of Minutes Completed for Public Inspection	100%	100%	100%
Agendas Processed (Board and Committees)	92	80	85
Number of Intersection Solicitation Permits Issued	8	8	10
Number of Raffle Permits Issued	10	15	20
Passports Processed	1,501	1,057	1,500



**VILLAGE OF ORLAND PARK, ILLINOIS**

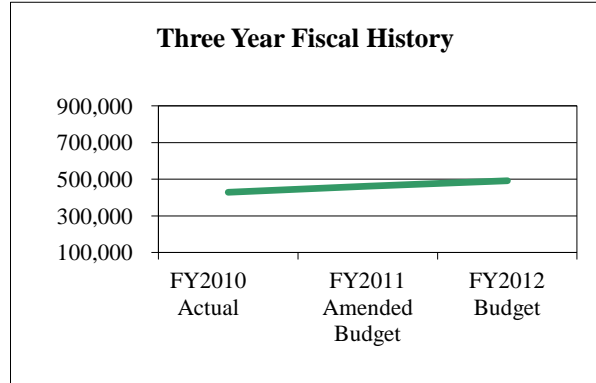
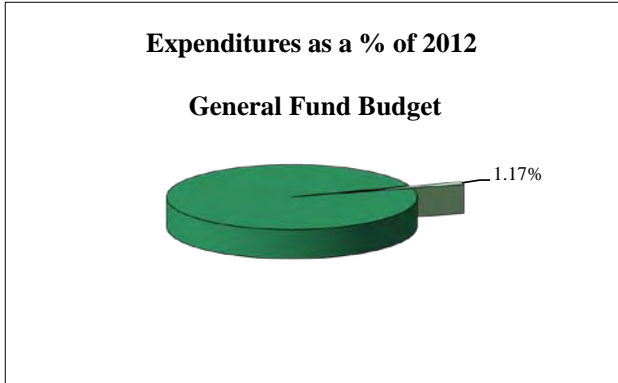
**General Fund  
Village Clerk Organizational Chart  
Fiscal Year 2012**

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**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Village Clerk  
Fiscal Year 2012**

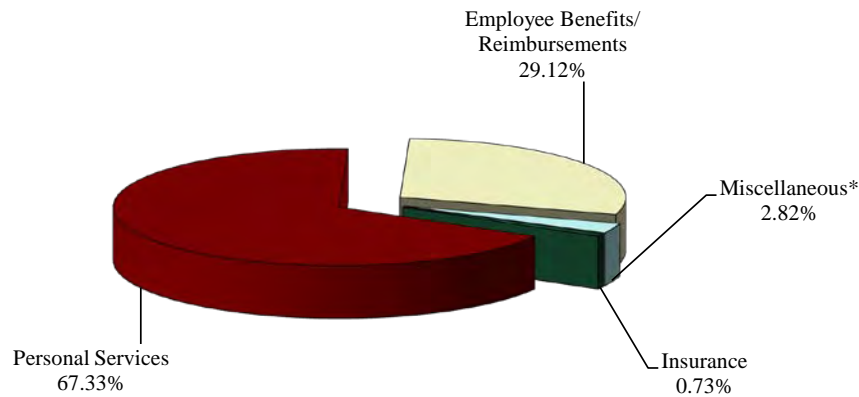


**VILLAGE CLERK BUDGETED POSITIONS**

FULL TIME POSITION TITLE	FY2010 ACTUAL	FY2011 CURRENT	FY2012 BUDGET
Deputy Village Clerk	1	1	1
Senior Secretary	1	1	1
Admin Assistant - Special Services	1	1	1
Secretary I	2	2	2
<b>TOTAL FULL TIME PERSONNEL</b>	<b>5</b>	<b>5</b>	<b>5</b>
PART TIME POSITION TITLE			
Seasonal Part-Time	1	1	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Village Clerk Expenditure Summary  
Fiscal Year 2012**



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

	<b>FY2009**</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>
	<b>Actual</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Budget</b>
Personal Services	\$ 388,703	\$ 300,788	\$ 317,516	\$ 331,615
Employee Benefits	136,563	116,282	126,503	142,786
Employee Reimbursements	13,992	608	1,251	610
Utilities, Communication, Transportation	2,542	3,328	3,875	3,460
Purchased Services	3,058	439	-	3,475
Repair & Maintenance	8,462	1,858	2,900	2,400
Insurance	21,403	1,320	1,435	3,608
Supplies - General	7,285	3,717	8,519	4,545
Miscellaneous Expenses	48	-	529	-
<b>Total Expenditures</b>	<b>\$ 582,056</b>	<b>\$ 428,340</b>	<b>\$ 462,528</b>	<b>\$ 492,499</b>

\*\* FY2009 was 15 months

## ***VILLAGE OF ORLAND PARK, ILLINOIS***

### ***General Fund***

### ***Finance Department Functions/Strategic Plan Goals***

### ***Fiscal Year 2012***

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#### **DEPARTMENT MISSION:**

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

#### **DEPARTMENT FUNCTIONS:**

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

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

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

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Finance Department Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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The Water Billing/Cashiering Division of the Finance Department is responsible for reading approximately 22,000 water meters every two months, and the processing and distribution of accurate water/sewer/refuse bills to approximately 22,000 water/sewer/refuse customers. The customer base consists of residential and commercial, incorporated and unincorporated customers. This Division is also responsible for providing friendly and prompt customer service to Village residents at the cashier's window while receiving and processing a variety of payments, such as PACE bus passes, METRA lot daily and permit parking, vehicle stickers, business licenses, liquor licenses, water bills, and police fines. Money owed to the Village from other agencies is also processed through the cashiers' window. This Division answers phone calls and provides customer information on an as needed basis. This Division is also responsible for notifying the Department of Public Works of any irregularities concerning water meters or meter readings.

**STRATEGIC PLAN GOALS:**

- 1. Enhancing Customer Service: Enhance services to Village stakeholders through the use of available technologies.**
  - **OBJECTIVE** – By December 31, 2012, along with all other departments of the Village, complete implementation of the Innoprise Financials and Community Development applications.
    - **PURPOSE** – To increase the efficiency of Village internal operations and to enhance the electronic delivery and receipt of information and payments to/from Village residents, businesses and vendors.
  - **OBJECTIVE** – By December 31, 2013, along with other departments of the Village, complete implementation of the Innoprise Work Management, Water Billing and Accounts Receivable, Citizen Access and Payroll and Human Resources applications. .
    - **PURPOSE** – To further enhance the efficiency of Village internal operations, to further increase electronic communications and the passing of information and payments with Village residents, businesses and vendors.
  - **OBJECTIVE** – Upon implementation of the Innoprise Accounts Payable application, increase remittance of vendor purchase orders utilizing electronic e-mail delivery by at least 50% by December 31, 2012.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Finance Department Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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- **PURPOSE** – To take advantage of available technologies, improve the efficiency of the purchasing/accounts payable functions, as well as reduce paper, toner and postage expenses.
  - **OBJECTIVE** – By June 30, 2012, enroll at least 50% of the Village’s frequently paid vendors in the electronic payment program.
    - **PURPOSE** – To reduce bank service fees related to check processing, as well as to improve the efficiency of the accounts payable function and reduce the amount of paper and toner used for check printing.
  - **OBJECTIVE** – By December 31, 2012, increase electronic submission of invoices directly to Accounts Payable to at least 50% of all vendors.
    - **PURPOSE** – To utilize the technology provided by the Innoprise implementation that allows for the electronic attachment of invoices to purchase orders and accounts payable transactions, reducing the time spent by Accounts Payable staff converting invoices to electronic documents.
  - **OBJECTIVE** – Continually implement all available upgrades to software utilized to operate the automated parking terminals at the Village’s Metra commuter parking lots.
    - **PURPOSE** – To ensure that commuters continue to utilize the Village’s commuter parking lots and that revenues received from daily parking fares are maximized.
  - **OBJECTIVE** – By March 31, 2012 implement electronic lockbox service provided by Village’s bank.
    - **PURPOSE** – To increase the efficiency of utility bill payment collection by allowing Village residents and businesses that utilize on-line bill payment to submit payments electronically.
- 2. Enhancing the Use of Technology: Increase the use of finance-related technologies by various Village departments.**
- **OBJECTIVE** – By June 30, 2012, increase the use of procurement cards by 50% for the purchase of small, repetitive and/or one-time purchases, as well as for the payment of utility bills and other recurring expenditures.
    - **PURPOSE** – To reduce the number of paper checks issued by the Village on a monthly basis, which will in turn reduce the amount of blank check stock, toner and postage used. To take advantage of rebate programs offered by current purchasing card vendors.

## **VILLAGE OF ORLAND PARK, ILLINOIS**

### **General Fund**

#### **Finance Department Functions/Strategic Plan Goals**

##### **Fiscal Year 2012**

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- **OBJECTIVE** – By December 31, 2013, implement procedures to allow for electronic submission of salaried and hourly full time employee’s time sheets to Payroll. These procedures will be developed during the new financial management software implementation.
  - **PURPOSE** – Electronic submission of time sheets will increase the efficiency of the Village-wide payroll process and reduce the amount of paper and toner used by the various departments of the Village, thereby reducing the expense incurred by the Village to purchase these items.
  
- 3. Capital Improvement Planning: Preparation and adoption of a comprehensive multi-year capital improvement plan.**
  - **OBJECTIVE** – Continuously update the Village’s Multi-Year Capital Improvement Plan (CIP), including potential available revenue sources, and obtain Board approval as part of the annual budget process.
    - **PURPOSE** – To allow the Village to prioritize its planned capital improvements and assist the Village in identifying its future capital funding needs and the effect these needs may have on the annual operating budget of the Village.
  
- 4. Fiscal Responsibility – Strive for consistently proper management of the Village’s finances through the establishment and maintenance of effective financial policies and procedures, as well as sound accounting and internal control systems.**
  - **OBJECTIVE** – By September 30, 2012, issue an RFP for audit services to procure the services of a qualified municipal financial statement auditor.
    - **PURPOSE** – To ensure the issuance of a high quality, timely Comprehensive Annual Financial Report (CAFR).
  
  - **OBJECTIVE** – Deliver highly accurate, organized financial data to the Village’s financial statement auditors within sixty (60) days of each fiscal year end.
    - **PURPOSE** – To ensure the issuance of a high quality, timely Comprehensive Annual Financial Report (CAFR).
  
  - **OBJECTIVE** – Issue complete, audited Village, TIF and component unit financial statements, containing an unqualified opinion, within six (6) months of each fiscal year end.

## VILLAGE OF ORLAND PARK, ILLINOIS

### General Fund

### Finance Department Functions/Strategic Plan Goals

### Fiscal Year 2012

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- **PURPOSE** – To meet standards established by the Governmental Accounting Standards Board (GASB), as well as requirements set by other external parties.
- **OBJECTIVE** – By April 30, 2012, assist the Orland Park Police Pension Board with the issuance of an RFP and selection of a consultant to provide investment consulting services to the Pension Board and oversee management of the investments of the Orland Park Police Pension Fund’s assets.
  - **PURPOSE** – To ensure the Orland Park Police Pension Board is receiving the high quality investment consulting services, at the lowest cost.
- **OBJECTIVE** – Beginning with the Fiscal Year 2013 budget, utilize Innoprise’s budget application for all aspects of compiling the annual budget.
  - **PURPOSE** – To utilize the technologies available and involve all departments in the annual budget process.
  - **PURPOSE** – To ensure passage of a complete accurate budget, thereby reducing subsequent budget adjustments, maintaining the strong financial position of the Village and providing exemplary services to citizens of the Village.
- **OBJECTIVE** – By December 31, 2012, develop a long term financial plan per GFOA recommend practices..
  - **PURPOSE** – To identify the Village’s financial capacity as it relates to long-term service objectives and to issue a budget document in conformance with the requirements of the GFOA Distinguished Budget Award criteria.
- **OBJECTIVE** – By June 30, 2012, provide refresher training to all Village departments on the various aspects of purchasing/bids/RFPs/contracts, etc.
  - **PURPOSE** – To provide all departments with the knowledge necessary to adhere to State statute/Village policy when procuring goods and services on behalf of the Village.
- **OBJECTIVE** – By June 30, 2012, hire a Purchasing Agent whose responsibility will include various aspects of the Village’s purchasing functions.
  - **PURPOSE** – To enhance the overall purchasing function of the Village thru the hiring of a professional trained in the areas of municipal procurement.



## VILLAGE OF ORLAND PARK, ILLINOIS

### General Fund

### Finance Department Functions/Strategic Plan Goals

### Fiscal Year 2012

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- **OBJECTIVE** – Upon hiring of a Purchasing Agent, but no later than December 31, 2012, complete or foster completion of an operational audit that will provide methods for reducing the cost of goods and services purchased by the Village, while maintaining quality and customer service levels.
    - **PURPOSE** – To ensure the Village is receiving the best possible price for goods and services purchased.
  - **OBJECTIVE** – By December 31, 2012, perform at least two refunding analyses of outstanding general obligation bonds.
    - **PURPOSE** – To reduce the overall interest costs paid on all outstanding debt of the Village.
  - **OBJECTIVE** – Complete sale of up to \$45 million Taxable General Obligation Bonds
    - To finance the Ninety 7 Fifty on the Park project.
  - **OBJECTIVE** – By September 30, 2012, determine and implement best practices for managing Village-wide print/scan/fax processes.
    - **PURPOSE** – To ensure the Village is minimizing its costs related to print/scan/fax processes.
  - **OBJECTIVE** – Continue efforts to reduce bad debt write-offs by 10% and increase collection of all outstanding invoices owed to the Village by 10%.
    - **PURPOSE** – To ensure the Village is collecting all funds owed from Village customers.
- 5. Smart Village “Green Initiative”: Continue to implement procedures that will allow for paperless processes and electronic sharing of information between the Finance Department and other Village departments.**
- **OBJECTIVE** – Increase the number of employees who receive their paychecks via direct deposit, with a goal of 100% participation.
    - **PURPOSE** – To further streamline the payroll process and reduce the expense related to the issuance of paper checks.
  - **OBJECTIVE** – Continuously establish department policies and practices for reducing the usage of paper, toner and other recyclable materials, as well as the use of electrical power.
    - **PURPOSE** – To show the department’s commitment to the Village’s overall “Green Initiative”.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Finance Department Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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- **OBJECTIVE** – Continue to deliver all memos and other correspondence issued by the Finance Department via e-mail and or the Village’s intranet.
  - **PURPOSE** – Electronic delivery of memos and other correspondence issued by the Finance Department will reduce the amount of paper and toner used by the department, thereby reducing the expense incurred by the Village to purchase these items.
  
- **OBJECTIVE** – Upon implementation of the Innoprise Accounts Payable application, electronically save all invoices within the Innoprise application.
  - **PURPOSE** – To take advantage of available technologies and improve the efficiency of the accounts payable functions.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Finance Department Performance Measures**

**Fiscal Year 2012**

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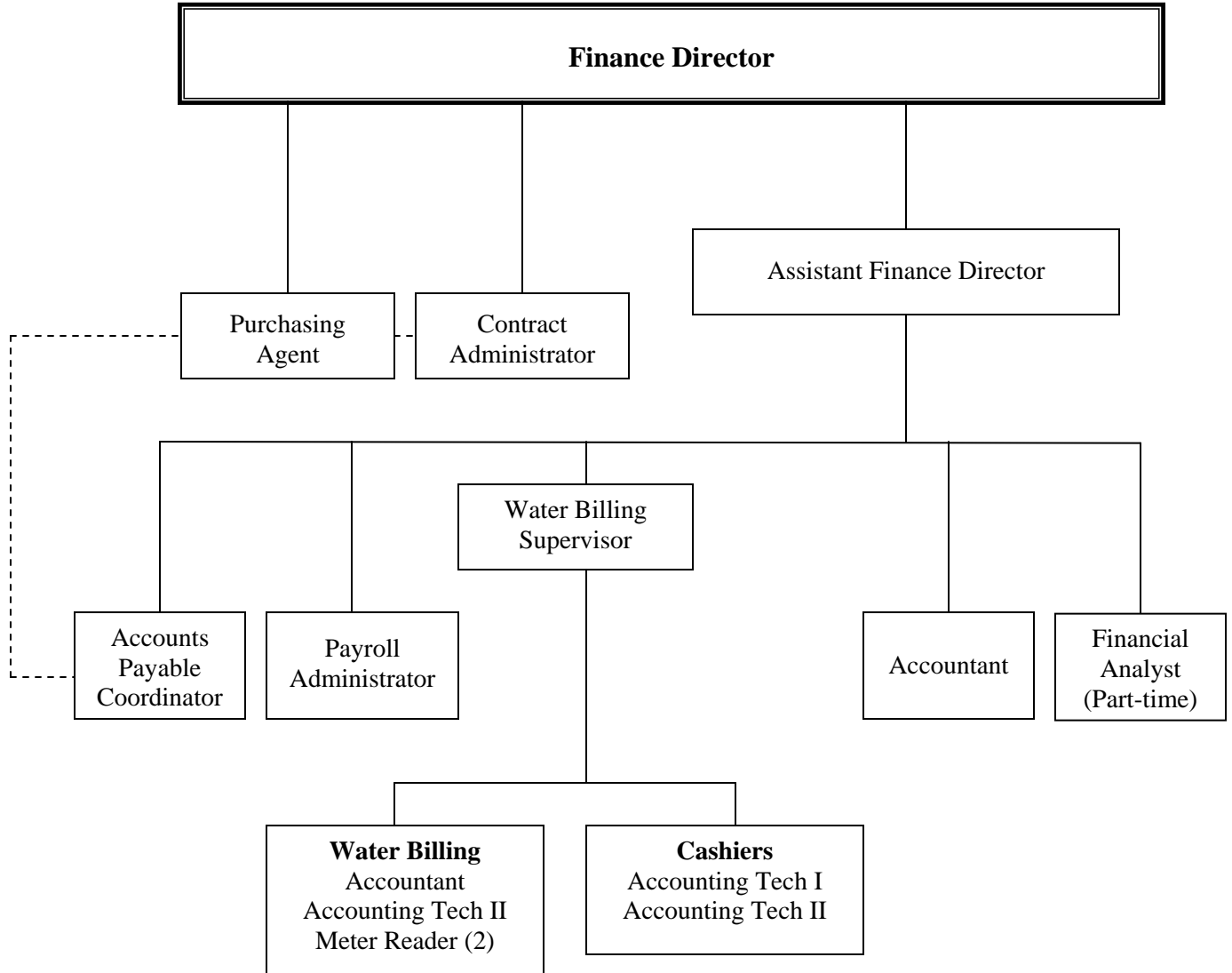
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<b>MEASURE</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>
Number of water/sewer/refuse bills produced	137,654	137,727	137,827
Number of vehicle stickers sold	3,300	40,296	3,800
Number of payroll checks issued	2,844	2,053	1,785
Percent of time that bank statements are reconciled to general ledger cash balances within 30 days of receipt of the bank statements.	50%	40%	90%
Number of accounts payable checks issued	10,399	10,040	8,584
Number of purchase orders created	3,617	3,748	3,561
Number of accounts payable direct deposits issued	2,566	2,513	3,341
Number of payroll direct deposits issued	13,549	14,560	14,974

VILLAGE OF ORLAND PARK, ILLINOIS

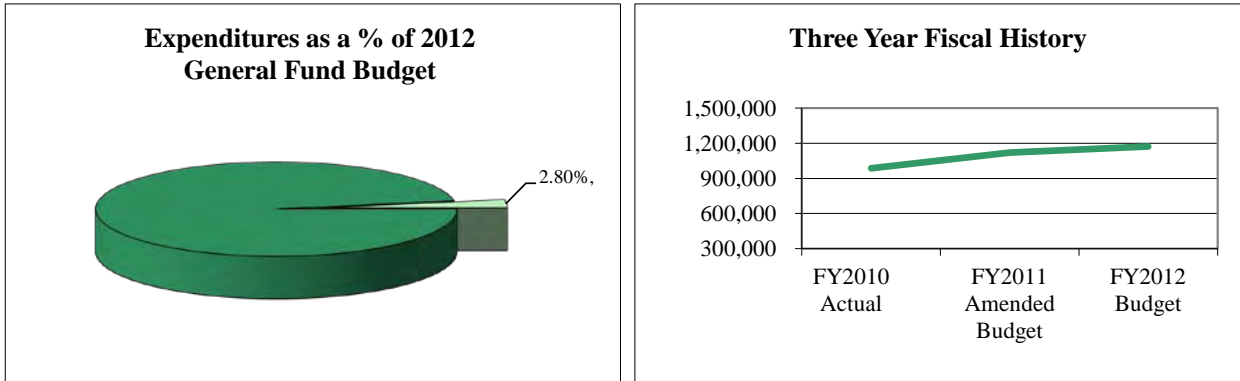
General Fund  
Finance Department Organizational Chart  
Fiscal Year 2012

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**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Finance Department  
Fiscal Year 2012**

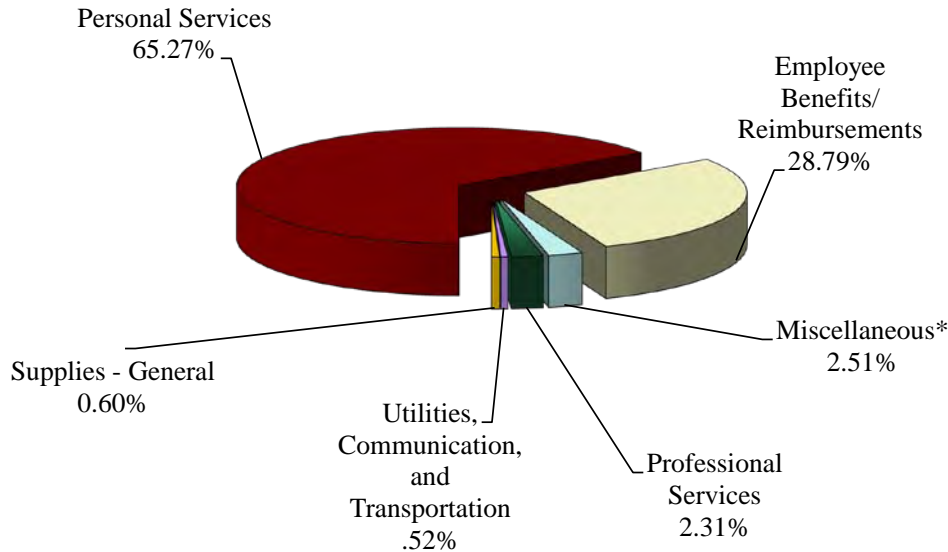


**FINANCE BUDGETED POSITIONS**

FULL TIME POSITION TITLE	FY2010 ACTUAL	FY2011 CURRENT	FY2012 BUDGET
Director of Finance	1	1	1
Assistant Finance Director	1	1	1
Water Billing Supervisor	0.5	0.5	0.5
Contract Administrator	1	1	1
Revenue Accountant	0	0.5	0.5
Accountant	1	1	1
Accounts Payable Coordinator	1	1	1
Purchasing Agent	0	0	1
Accounting Technician I	2	1	1
Accounting Technician II	0	1	1
Payroll Administrator	1	1	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>8.5</b>	<b>9</b>	<b>10</b>
<b>PART TIME POSITION TITLE</b>			
Financial Analyst	1	1	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Finance Department Expenditure Summary  
Fiscal Year 2012**



\*Miscellaneous category includes Repair & Maintenance, Rent, Purchased Services, Insurance, Other Commodities.

	<b>FY2009**</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>
	<b>Actual</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Budget</b>
Personal Services	\$ 995,922	\$ 646,064	\$ 691,824	\$ 765,513
Employee Benefits	350,595	284,642	306,521	324,608
Employee Reimbursements	12,865	10,127	10,930	13,000
Professional Services	17,963	17,619	27,115	27,145
Utilities, Communication, Transportation	21,021	5,522	22,190	6,065
Purchased Services	8,910	2,989	6,754	2,023
Repair & Maintenance	3,304	2,996	3,400	3,213
Rent	7,515	6,012	6,012	6,012
Insurance	24,009	3,001	3,349	8,162
Supplies - General	39,315	6,095	41,813	7,050
Other Commodities	108	-	-	-
Capital	-	-	-	10,000
Miscellaneous Expenses	4,486	115	1,200	-
<b>Total Expenditures</b>	<b>\$ 1,486,013</b>	<b>\$ 985,182</b>	<b>\$ 1,121,108</b>	<b>\$ 1,172,791</b>

\*\* FY2009 was 15 months

## ***VILLAGE OF ORLAND PARK, ILLINOIS***

### ***General Fund***

### ***Officials Functions/Accomplishments/Goals***

### ***Fiscal Year 2012***

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#### **DEPARTMENT FUNCTIONS:**

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

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

Each Committee consists of three Board members, one acting as chairperson. The Village Officials hold regular meetings twice monthly, Committee meetings monthly and special meetings on an as needed basis. At these meetings, Village Officials set Village policies and goals and review a wide variety of requests from residents, developers and others from outside the Village.

#### **ACCOMPLISHMENTS:**

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

- Worked with staff, the Illinois Department of Transportation (IDOT), and the Cook County Highway Department to move various road projects forward. Officials assisted by setting policy to direct the design and construction of road improvement projects throughout Orland Park.
- Worked with local, state, and federal representatives to improve the quality of life for residents, obtain funding for public works projects and support programs, and safeguard the public interest.
- Preserved open lands in Orland Park by continuing to raise money for the purchase of land within the Village and purchasing property to be preserved in key areas of the Village.
- Conducted informational campaigns to inform the public on issues of energy and water conservation, and health and safety issues.
- Provided policy decisions to support the Village’s water conservation program to conserve drinking water, preserve fire protection capabilities and ensure the availability of water for watering throughout the Village during the summer months.

## ***VILLAGE OF ORLAND PARK, ILLINOIS***

### ***General Fund***

#### ***Officials Functions/Accomplishments/Goals***

#### ***Fiscal Year 2012***

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- Raised funds for the Art in the Park program which provides for the display of public art such as sculptures to enhance the Village's open space and walking paths. Public art adds to the pride that residents take in the community, improves the experience of public spaces and serves to celebrate our identity as a community.
- Promoted Smart Living Orland Park, a comprehensive green initiative for the entire community. Smart Living Orland Park is comprised of five components, including Smart Neighborhood, Smart Living, Smart Business, Smart Village and Smart Codes. The five part plan is encompassed within the village's ECOMAP, Energy Efficiency and Conservation Municipal Action Plan.
- Provided high-quality Village-wide special events to the residents of the Village and surrounding communities. These events include the Taste of Orland, Farmer's Market, Open Lands of Orland Park Garden Walk, Garden Contest, Art in the Park/Open Lands Golf Outing, Chef's Auction, Independence Spectacular, Centennial Park Concert Events, Movies in the Park, Turkey Trot, Easter Egg Hunt as well as many other premier events offered through the Recreation Department.
- Increased convenient services to our Village residents through partnerships with other agencies. By working with state agencies, the Officials host a permanent Veteran's Affairs office and an Illinois Secretary of State Driver Services express facility at the Village Hall
- Provided for the parkway tree replacement program to enhance the appearance of the Village. The trees are planted in parkways or right-of-ways where there are missing and/or dead trees in the Village.
- Funded the Neighborhood Resurfacing Program to resurface neighborhood Village roads based upon both a maintenance schedule and road conditions criteria.
- Collaborated with five other municipalities along the 159th Street Corridor to begin the process of creating a long-term vision for physical improvements and a common marketing strategy for 159th Street. This plan was completed in June 2010.



**VILLAGE OF ORLAND PARK, ILLINOIS**

***General Fund***

***Officials Functions/Accomplishments/Goals***

***Fiscal Year 2012***

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**GOALS:**

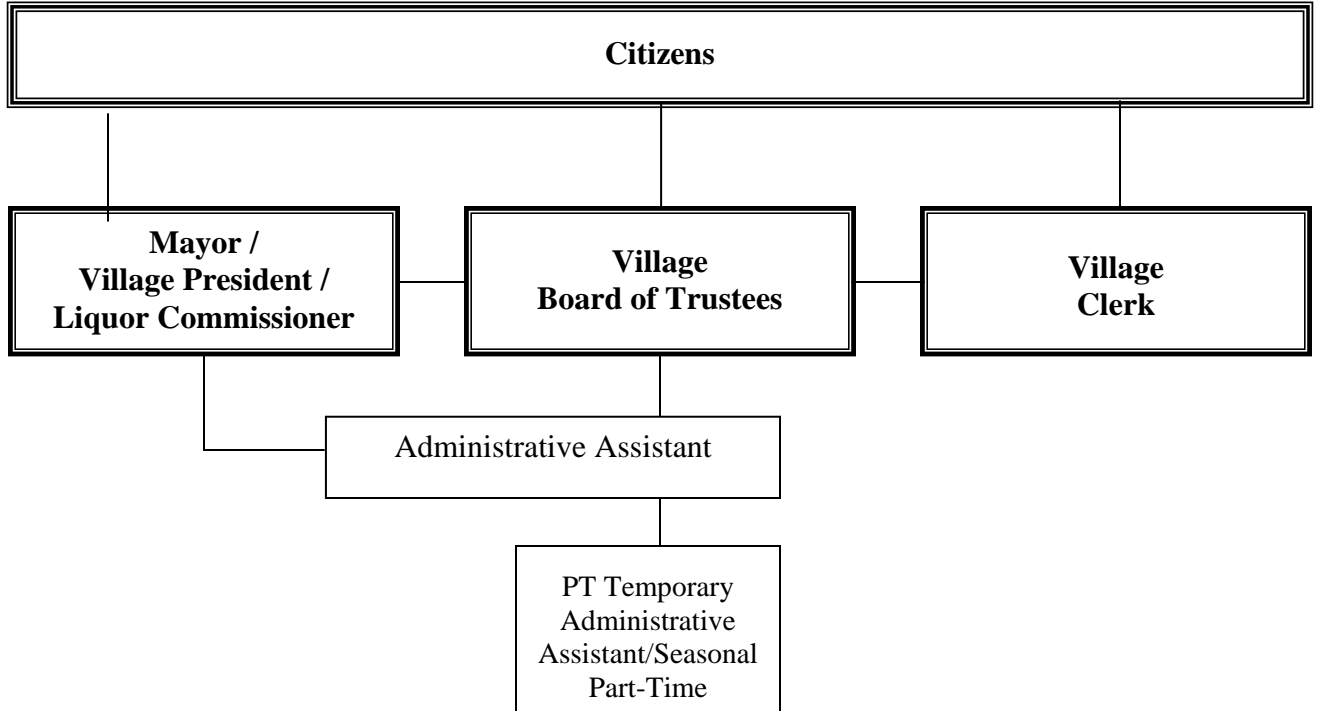
During FY2012, the Village Officials will continue to set goals and objectives of the Village throughout the year and oversee the following important projects:

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

**VILLAGE OF ORLAND PARK, ILLINOIS**

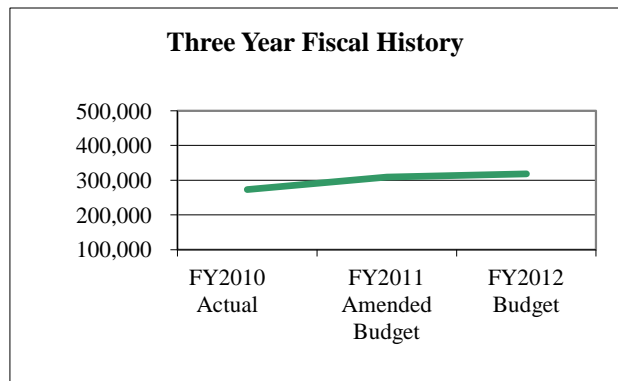
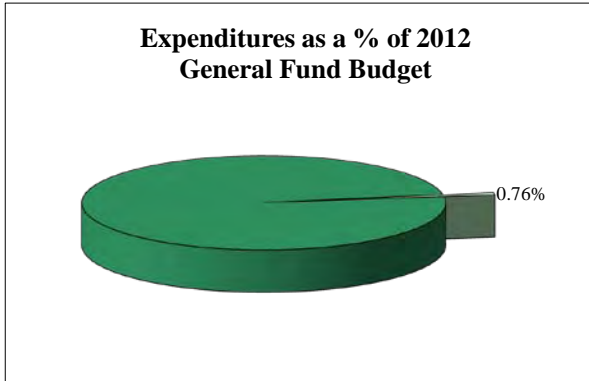
**General Fund  
Officials Organizational Chart  
Fiscal Year 2012**

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**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Officials  
Fiscal Year 2012**

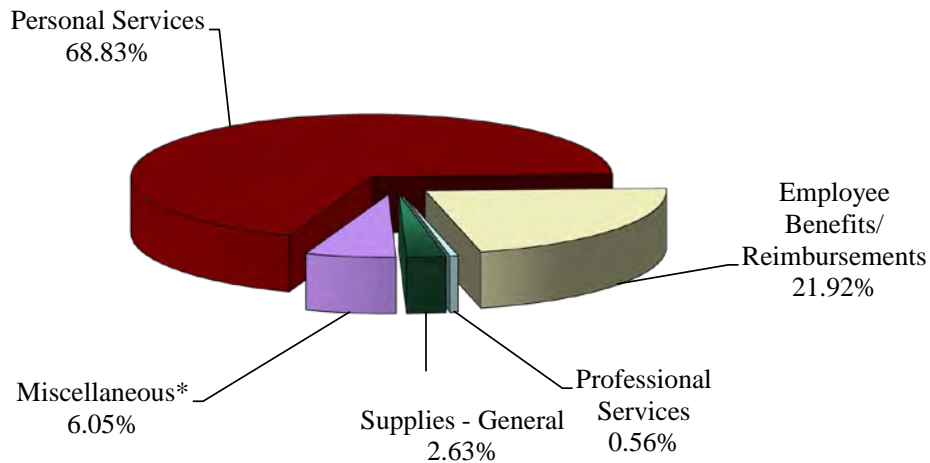


**OFFICIALS BUDGETED POSITIONS**

FULL TIME POSITION TITLE	FY2010 ACTUAL	FY2011 CURRENT	FY2012 BUDGET
Administrative Assistant	1	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	1	2
Seasonal Part-Time	1	1	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>10</b>	<b>10</b>	<b>11</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Officials Expenditure Summary  
Fiscal Year 2012**



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

	<b>FY2009** Actual</b>	<b>FY2010 Actual</b>	<b>FY2011 Amended Budget</b>	<b>FY2012 Budget</b>
Personal Services	\$ 251,831	\$ 196,480	\$ 216,924	\$ 219,385
Employee Benefits	59,534	49,359	54,670	57,343
Employee Reimbursements	51,199	10,883	13,518	12,508
Professional Services	2,607	1,880	2,000	1,800
Utilities, Communication, Transportation	9,417	855	1,000	1,000
Purchased Services	4,457	-	-	-
Repair and Maintenance	135	67	97	100
Insurance	1,493	1,238	1,498	2,128
Supplies - General	42,106	4,186	8,486	8,386
Miscellaneous Expenses	6,387	7,856	10,820	16,070
<b>Total Expenditures</b>	<b>\$ 429,166</b>	<b>\$ 272,804</b>	<b>\$ 309,013</b>	<b>\$ 318,720</b>

\*\* FY2009 was 15 months

## ***VILLAGE OF ORLAND PARK, ILLINOIS***

### ***General Fund***

#### ***Boards, Commissions, and Community Events***

##### ***Fiscal Year 2012***

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- ***Board of Fire and Police Commission***  
The Board of Fire and Police Commission oversees the testing and interviewing of all potential officers for the Village of Orland Park Police Department. The Board is also involved with the hiring, promotion and disciplining of all police officers, with the exception of the Police Chief, who is appointed by the Village Manager. The members of the Board meet at the Police Facility and are appointed for terms of three years.
  
- ***Community Development Awards Committee***  
The Community Development Awards Committee was established to grant official public recognition to examples of excellence in various categories of design, including architecture, landscaping, site design and signage. The Committee consists of seven members with a membership term of one year.
  
- ***Historic Preservation Review Commission***  
The Historic Preservation Review Commission holds public hearings and makes recommendations to the Village Board on all matters relating to construction and/or alteration of historic landmarks or property within the historic districts of the Village of Orland Park. The Commission also holds hearing and makes recommendations regarding applications for designation as a historic landmark and maintains a registry of these designated districts and landmarks. The members of the Commission are residents of the Village who have demonstrated an interest in historic preservation. The Commission consists of seven members appointed by the Mayor who serve for one year terms.
  
- ***Plan Commission***  
The Plan Commission is responsible for submitting to the Village Board recommendations relative to development review and land use planning. The Commission also hears reviews and makes recommendations to the Village Board regarding approval or disapproval of applications for major special use permits. All members of the Plan Commission are residents of the Village. Regular meetings of the Plan Commission are held twice a month. The Commission consists of seven members appointed by the Mayor who serve for one year terms.
  
- ***Public Arts Commission***  
The Public Arts Commission pursues the addition of cultural events and the arts to the Village of Orland Park. The Commission makes recommendations to the Village Board to promote the performing arts within the Village, including music, dance and theater. The members of the Public Arts Commission are residents of the Village that

## ***VILLAGE OF ORLAND PARK, ILLINOIS***

### ***General Fund***

#### ***Boards, Commissions, and Community Events***

##### ***Fiscal Year 2012***

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possess knowledge and experience related to the arts. The Commission consists of nine members appointed by the Mayor who serve for one year terms.

- ***Recreation Advisory Board***

The Recreation Advisory Board is responsible for advising and making recommendations as to equipment, facilities, personnel, programs and activities in the operation and maintenance of the Village's recreation system. The Board is also responsible for recommending to the Village Board as to the location of new parks, playgrounds, swimming pools, and other recreation facilities. The Board consists of nine members who serve for one year terms.

- ***Veterans Commission***

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

- ***Zoning Board of Appeals***

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

- ***Taste of Orland***

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

- ***Special Events/Marketing***

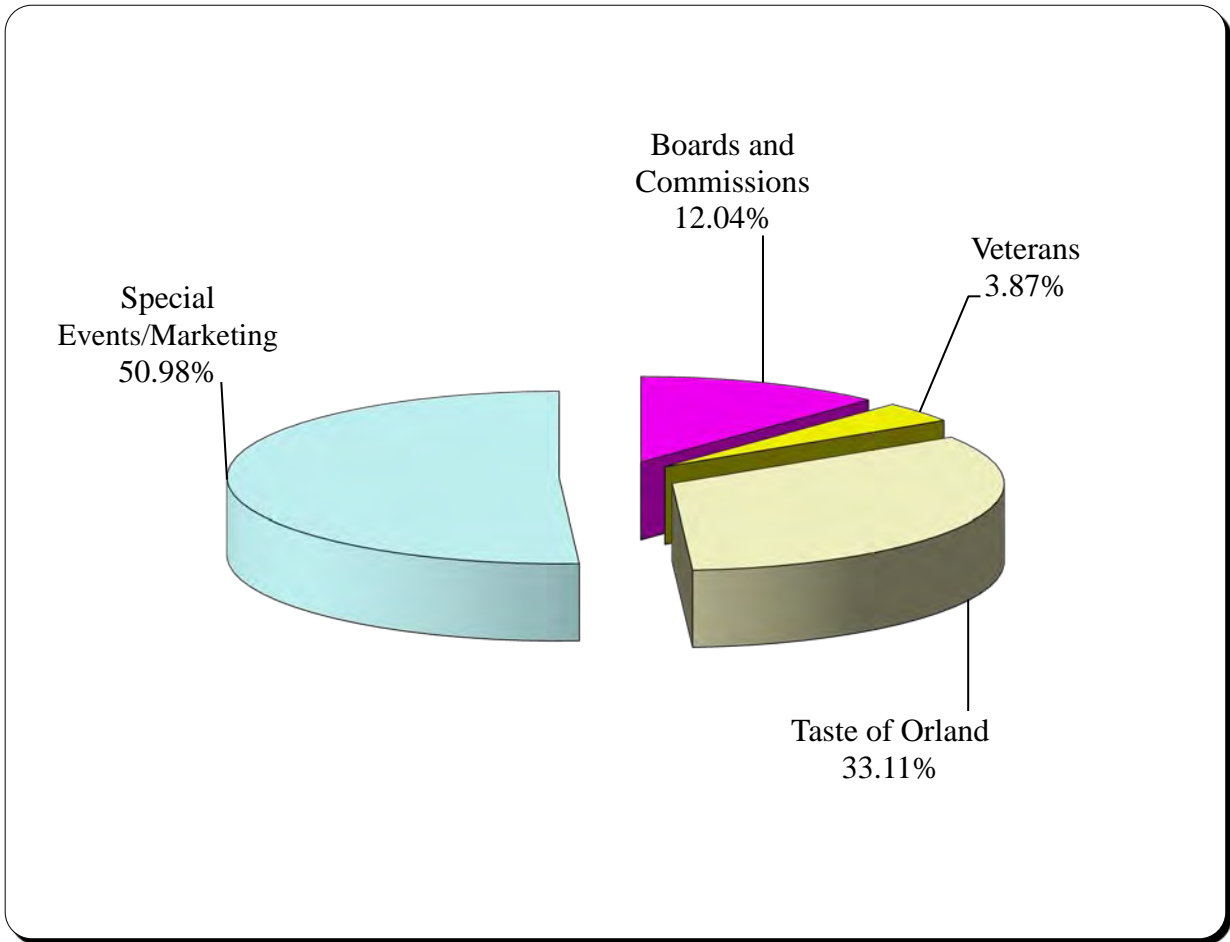
This division accounts for community wide special events such as the July 4<sup>th</sup> festivities, Farmers Market and Art in the Park. These special events were previously accounted for in various different departments and funds. This division also accounts for the advertisement and marketing of these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

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Board and Commissions Expenditure Summary  
Fiscal Year 2012**

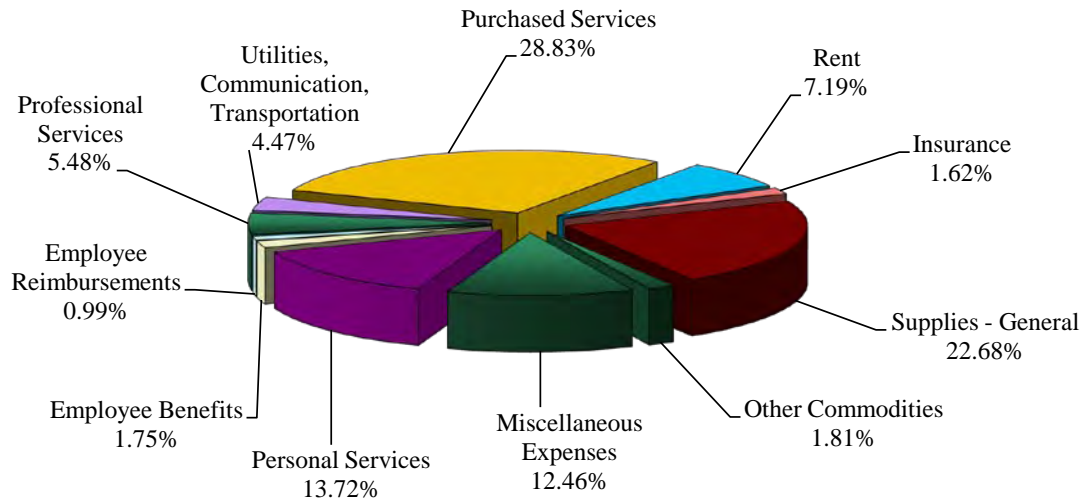
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The Boards, Commissions, and Community Events Departments as a total of the General Fund are less than 2% of the overall budget.



**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Board and Commissions Expenditure Summary  
Fiscal Year 2012**



	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Personal Services	\$ 63,865	\$ 53,465	\$ 61,339	\$ 63,744
Employee Benefits	7,803	7,146	7,952	8,134
Employee Reimbursements	14,828	14,259	20,850	4,600
Professional Services	65,755	18,513	24,256	25,456
Utilities, Communication, Transportation	15,954	14,804	19,828	16,115
Purchased Services	140,653	67,549	118,223	133,989
Rent	35,831	30,001	36,077	33,427
Insurance	-	-	7,530	7,530
Supplies - General	199,491	82,471	103,535	105,390
Other Commodities	7,009	6,404	7,745	8,395
Miscellaneous Expenses	63,469	53,570	47,723	57,921
<b>Total Expenditures</b>	<b>\$ 614,658</b>	<b>\$ 348,182</b>	<b>\$ 455,058</b>	<b>\$ 464,701</b>

\* FY2009 was 15 months



**VILLAGE OF ORLAND PARK, ILLINOIS**

***General Fund***

***Development Services Functions***

***Fiscal Year 2012***

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**DEPARTMENT MISSION:**

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

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

**DEPARTMENT FUNCTIONS:**

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

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

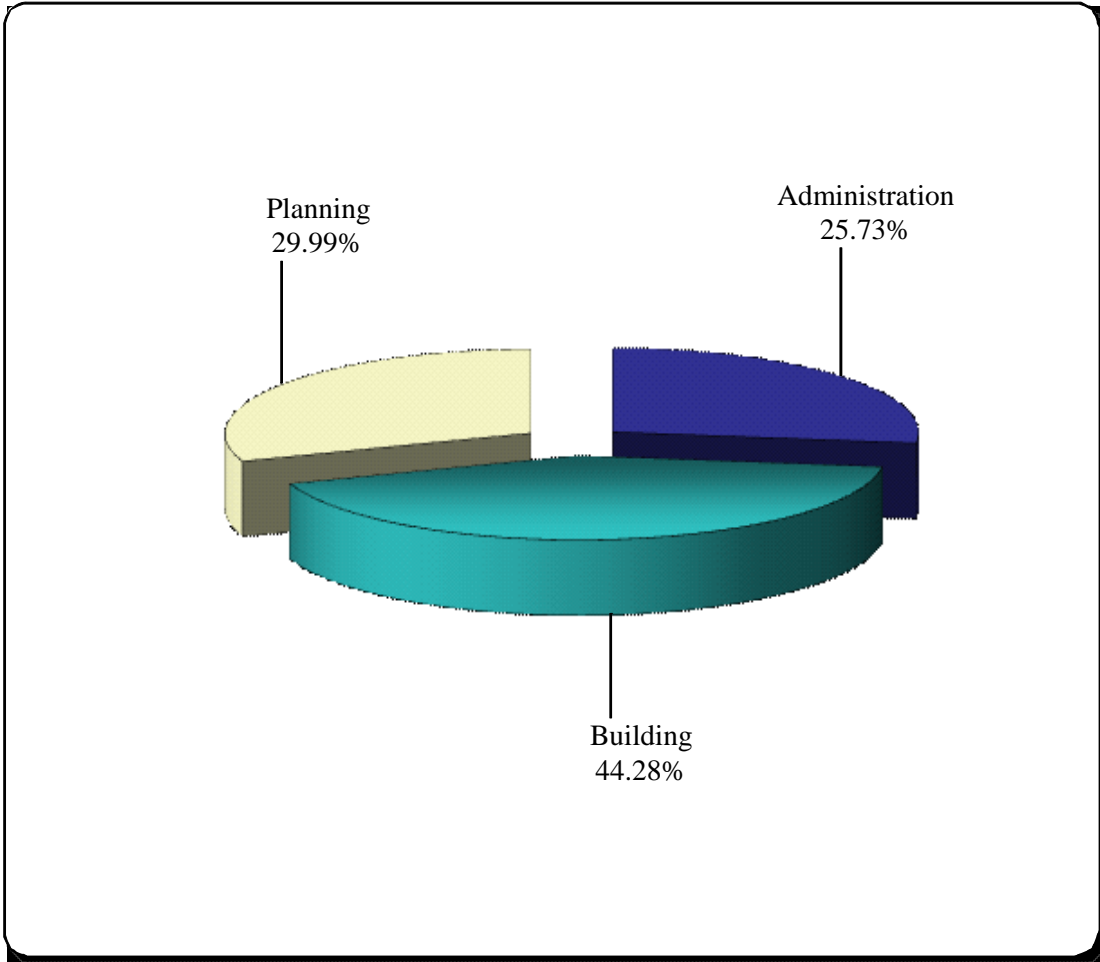
In order to efficiently and effectively manage and operate, the Department is broken down into three divisions: Administration, Building, and Planning and Design. Accomplishments and goals of each division are listed separately.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Development Services Expenditures by Division  
Fiscal Year 2012**

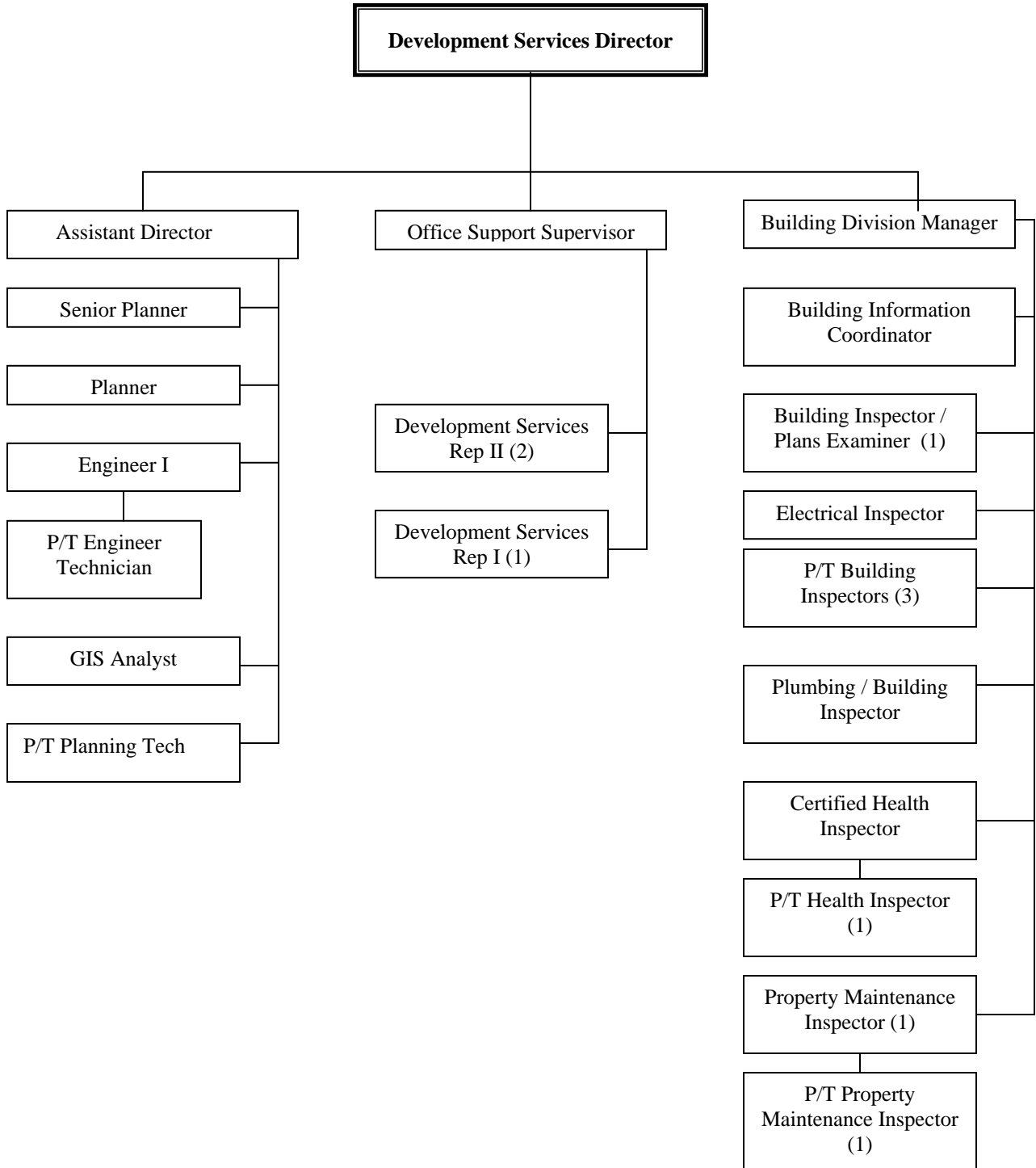
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The Development Services Department represents 6.36% of the overall General Fund budget. The Department is broken down into three divisions: Administration, Building, and Planning and Engineering.



**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Development Services Organizational Chart  
Fiscal Year 2012**



**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Development Services (Administration Division) Functions/Strategic Plan Goals  
Fiscal Year 2012**

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**DIVISION FUNCTIONS:**

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

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

**STRATEGIC PLAN GOALS:**

**1. Productivity - Provide timely, comprehensive, and technically supported programs to track and process all information required to complete departmental tasks, thoroughly and efficiently.**

- **OBJECTIVE** – By end of second quarter 2012 complete capabilities and utilization analysis of new Innoprise software to ensure departments are using available modules to their fullest potential.
  - **PURPOSE** – Will allow departments to have information available electronically to better perform tasks, improve communication between departments, and provide the most updated information and access to development projects. Will provide for efficient and effective performance of job responsibilities, across departments.
  
- **OBJECTIVE** – Use the Planning and Permit Approval Tracking steps in the Innoprise Software by the end of the third quarter 2012. Set up training curriculum and classes for our department by the end of the second quarter of 2012.
  - **PURPOSE** – Will allow accurate review and approval by all required inter-departmental personnel before permits can be issued through the new system.
  
- **OBJECTIVE** – Complete set up of Electrical Registration Process in Innoprise by end of the third quarter 2012.
  - **PURPOSE** – Will provide accurate tracking, invoicing, and certificate issuing for our Electrical Testing/Registration program.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

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

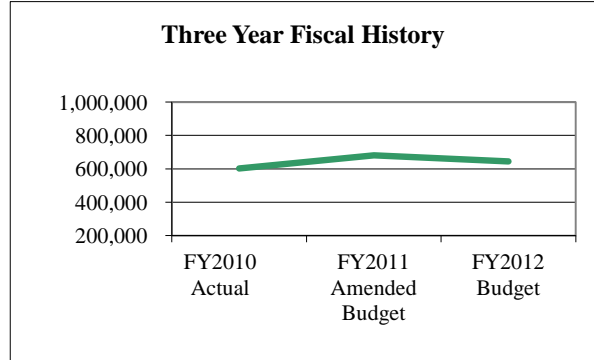
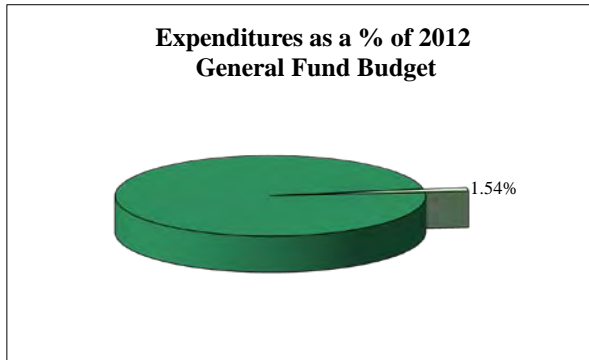
**Fiscal Year 2012**

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- **OBJECTIVE** – Achieve full utilization of Innoprise System for tracking and issuing all permits and inspection documents by end of the third quarter of 2012.
  - **PURPOSE** – Will provide easy access to plan reviews, permit inspections, code enforcement inspection, code violations, and certificate of occupancies.
  
- 2. **Productivity/Customer Service - Provide a comprehensive departmental operating procedure manual to enhance/improve consistency and customer service.**
  - **OBJECTIVE** – Compile a complete source of information outlining procedures for all duties of the department. This is an ongoing project for 2011 and first half of 2012. Completion dependant on success of instituting new Village wide Innoprise computer system.
    - **PURPOSE-** To serve as a source of information and direction to enable staff to complete all tasks and services efficiently and correctly.
  
- 3. **Productivity/Customer Service – Continue to Improve and Develop Department Website.**
  - **OBJECTIVE** – Develop new ways to reach out to the community. Create new application of uses for Village website, such as interactive forms and permit submittals. Start by accepting sign permit applications online by the third quarter 2012.
    - **PURPOSE** – To provide better service to our residents, developers, and contractors.
  
- 4. **Conduct complete process mapping regarding fee processing via new Innoprise Software by the third quarter 2012.**
  - **OBJECTIVE** – Prepare Gantt Chart/Flow Chart to determine organizational structure and procedures for all plan review, permit, and impact fees by third quarter 2012.
    - **PURPOSE** – To automate permit calculations and help to avoid errors in miscalculations and omissions of required fees.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Development Services (Administration Division)  
Fiscal Year 2012**



**DEVELOPMENT SERVICES (ADMINISTRATION DIVISION) BUDGETED POSITIONS**

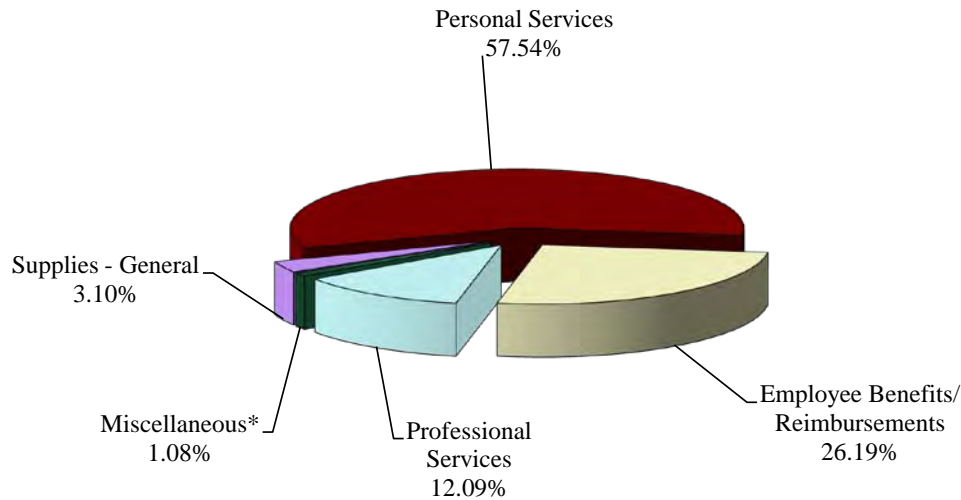
FULL TIME POSITION TITLE	FY2010 ACTUAL	FY2011 CURRENT	FY2012 BUDGET
Development Services Director	1	1	1
Office Support Supervisor	1	1	1
Development Services Representative	1	1	1
Development Services Representative II	2	2	2
<b>TOTAL FULL TIME PERSONNEL</b>	<b>5</b>	<b>5</b>	<b>5</b>
PART TIME POSITION TITLE			
Intern / Undergrad	0	0	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>1</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Development Services (Administration Division) Expenditure Summary**

**Fiscal Year 2012**



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

	<b>FY2009** Actual</b>	<b>FY2010 Actual</b>	<b>FY2011 Amended Budget</b>	<b>FY2012 Budget</b>
Personal Services	\$ 609,792	\$ 337,616	\$ 356,917	\$ 371,237
Employee Benefits	190,265	145,302	159,653	158,817
Employee Reimbursements	13,198	9,360	12,700	10,163
Professional Services	158,645	84,000	114,258	78,000
Utilities, Communication, Transportation	296	993	1,421	1,385
Purchased Services	282	57	337	-
Repair & Maintenance	3,912	2,534	2,363	1,921
Insurance	3,412	2,392	2,422	3,664
Supplies - General	32,923	18,542	31,686	20,020
Miscellaneous Expenses	-	1,500	-	-
<b>Total Expenditures</b>	<b>\$ 1,012,725</b>	<b>\$ 602,296</b>	<b>\$ 681,757</b>	<b>\$ 645,207</b>

\*\* FY2009 was 15 months

## **VILLAGE OF ORLAND PARK, ILLINOIS**

### ***General Fund***

### ***Development Services (Building Division) Functions/Strategic Plan Goals***

### ***Fiscal Year 2012***

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#### **DIVISION FUNCTIONS:**

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

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



## VILLAGE OF ORLAND PARK, ILLINOIS

### *General Fund*

### *Development Services (Building Division) Functions/Strategic Plan Goals*

*Fiscal Year 2012*

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- Inspects and licenses new and existing rental housing units and buildings to conform with our new “Rental Housing Code” in Title 5 Chapter 8 of the Village Code.

#### **STRATEGIC PLAN GOALS:**

- 1. Revise and adopt five national model codes from existing current regulations referenced in the Village Code, Title 5, including: Property Maintenance, Fire, Plumbing, Energy and Fuel Gas codes.**
  - **OBJECTIVE** – Update and amend two of our existing model code ordinances for Fire Prevention and Property Maintenance, using the 2012, ICC Model Codes shown in Village Code Chapters 5-5 and 5-7 before June 2012.
    - **PURPOSE** – Construction standards need to stay current with newer Fire Protection regulations and building/site maintenance applications. Property Maintenance Code is also referenced in our Rental Housing Code in Village Code 5-8 to maintain quality standards.
  - **OBJECTIVE** – Adopt a separate 2012 ICC Fuel Gas Code for reference in controlling gas-fired appliances using minimum prescriptive and performance related provision requirements before June 2012.
    - **PURPOSE** – Our existing Mechanical Code references the Fuel Gas Code for regulations of gas transfer systems through piping and appliances. This code has not been adopted in our Village history.
  - **OBJECTIVE** – Revise the Village Energy Code to the 2012 IECC edition due to changes in State of Illinois Laws mandated to municipalities that takes effect on July 12, 2012.
    - **PURPOSE** – Reduce energy costs and increase conservation by adding more energy saving standards for reductions in energy costs to new buildings and additions.
  - **OBJECTIVE** - Update the Village Plumbing Code with amendments by end of June 2012.
    - **PURPOSE** – Revise and implement new regulations for residential & commercial buildings as it relates to environmental protection.
- 2. Provide inspection and plan review support to the “Ninety 7 Fifty on the Park” project. Monitor and oversee the quality of design, materials and workmanship for all construction trades of this large planned development within the Village.**

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

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

**Fiscal Year 2012**

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- **OBJECTIVE** – Verify code conformance to adopted Village Codes for construction of the 6-story residential 295 rental unit building. Monitor special inspections for structural, fire, electric, plumbing, mechanical, energy building elements, and accessibility to units.
  - **PURPOSE** - Promote accessibility and public life safety through enforcement of minimum construction and design standards.
  
- 3. Cross-train and support the existing Building Division’s professional staff for the performance of various construction plan review and inspection skills. Continue to develop a system of back-up for each position’s specialty.**
  - **OBJECTIVE** – Increased staff knowledge with training and education to achieve multiple code certifications in the construction trades. Examples:
    - Electrical - Mechanical, Energy, Accessibility - 2013
    - Plumbing - Building, Energy, Accessibility - 2013
    - Mechanical - Electrical, Energy, Accessibility - 2013
    - Building - Mechanical, Energy, Accessibility - 2013
  - **PURPOSE** – Maintain a group of trained specialist to perform required inspections with a limited number of personnel. Employees with multiple certifications can reduce the number of inspection site visits.
  
  - **OBJECTIVE** – Comprise a list of available back-up trained personnel for each inspection service the department is required to regulate by December 2012.
    - **PURPOSE** – Provide adequate services for the fees charged to Orland Park’s residents and building owners, as part of a building permit.
  
- 4. Continue to monitor, evaluate and reduce (where appropriate) the amount of waiting time needed for issuing building permits.**
  - **OBJECTIVE** – Design minimum permit and plan review document checklists before building permits are received as applications from the public by December 2012. Provide all checklists on the Village website. Begin process of electronic submittals, as available through Innoprise system. Identify plan reviews as preliminary when permit documents are not completed.
    - **PURPOSE** – Educate land owners and contractors for understanding the minimum amounts of information needed before permits can be accepted. Issue building permits without numerous review comments.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

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

**Fiscal Year 2012**

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5. **Comprise a detailed inventory for all tasks performed within the Building Division's operations.**
  - **OBJECTIVE** – Develop spread-sheet for listing each position's actions by September 2012.
    - **PURPOSE** – Clarity for each employee's service responsibilities to be performed by the Building Division staff.
  
6. **Update records for the number of operations needed in the Health Code's enforcement to determine minimum required services.**
  - **OBJECTIVE** – Create a spreadsheet list showing specific subjects. Examples: Food establishments, disease control, food borne illness, animals, biological & chemical. and personal health by October 2012.
    - **PURPOSE** - Understanding the State's health code and typical inspector's activities needed in our system of operations. Determine appropriate level of health activities for the Village.
  
7. **Enforcement of property management codes through the completion of tri-annual inspections of all rental units in the Village of Orland Park. This is the second set of tri-annual inspections since Village Ordinance adoption.**
  - **OBJECTIVE** – Complete rental inspections of all units in the Village and analyze results of program by end of year.
    - **PURPOSE** – Enforce life safety codes of the Village and protect renters and neighborhoods from substandard living conditions.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

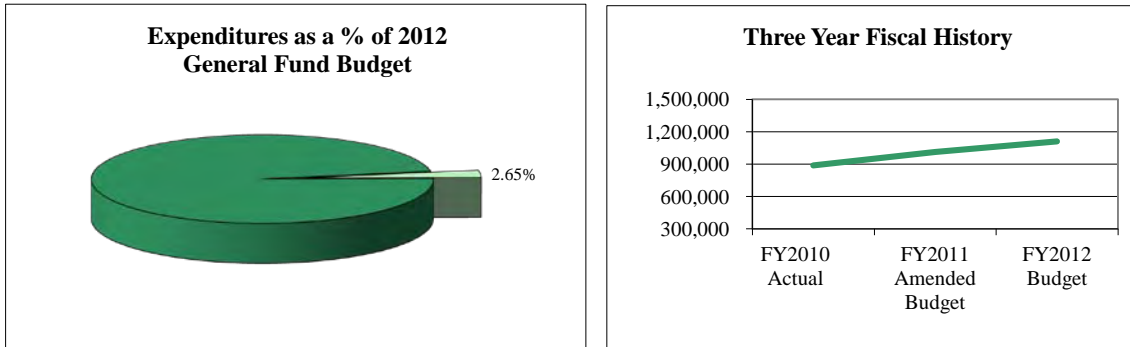
**Development Services (Building Division) Performance Measures**

**Fiscal Year 2012**

<b>MEASURE</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>
Percent of eligible businesses currently operating that have paid current business license tax	100%	100%	100%
Percent of Hearings concluded within 90 days of filing	100%	100%	100%
Percent of license applications processed as specified	100%	100%	100%
Percent of building permits processed within a 14 day period	80%	80%	80%
Percent of follow-ups completed within 60 days	95%	100%	100%
Number of single-family permits issued detached	19	27	30
Number of multi-family permits issued (Townhomes and Condominiums)	0	7	14
Number of single family additions/garages/carports permits	20	12	15
Inground swimming pool permits issued	11	8	10
Misc. residential minor permits (decks, sheds, exterior work, etc.)	1,313	1,459	1,500
Number of new commercial building permits	8	4	6
Commercial permits other than new	229	246	260
Code enforcement issues handled	946	731	700
Demolition permits	9	9	5
Process building permits-hours	5	5	5
Percent of zoning case reviews completed (Zoning Board of Appeals only)	100%	100%	100%
Business License Inspections	898	1,059	1,090
Health Inspections	489	918	918
Permit Related Inspections	6,266	7,263	7,500
Hearing Officer Cases	500	614	600
Rental Registrations	538	588	600
Rental Housing Inspections	250	98	500
Soil Erosion Inspections/Encroachments	197	43/8	50
Fire Protection Reviews	153	140	150

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Development Services (Building Division)  
Fiscal Year 2012**



**DEVELOPMENT SERVICES (BUILDING DIVISION) BUDGETED POSITIONS**

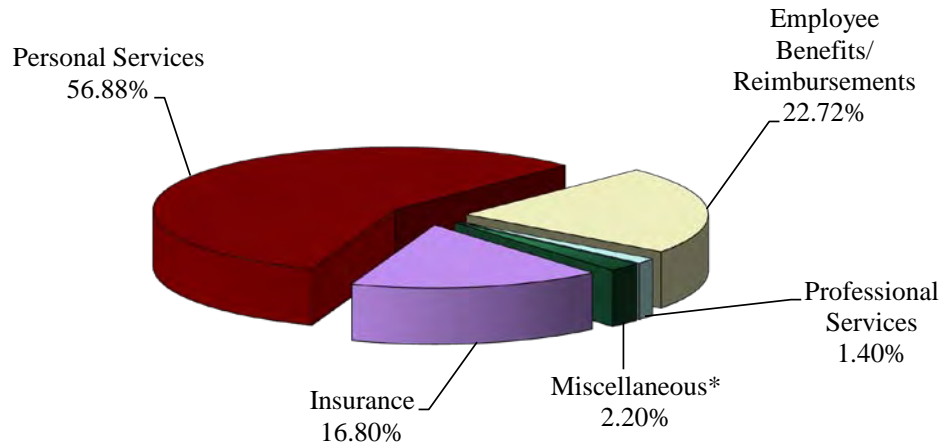
FULL TIME POSITION TITLE	FY2010 ACTUAL	FY2011 CURRENT	FY2012 BUDGET
Building Division Manager	1	1	1
Senior Property Maintenance Inspector	0	1	1
Building Inspector & Plan Reviewer	1	1	1
Electrical Inspector	1	1	1
Building Information Coordinator	1	1	1
Plumbing Inspector	0	0	1
Health / Housing Inspector	1	1	1
Property Maintenance Inspector	1	0	0
<b>TOTAL FULL TIME PERSONNEL</b>	<b>6</b>	<b>6</b>	<b>7</b>
<b>PART TIME</b>			
POSITION TITLE			
Plumbing Inspector	2	4	1
Lead Field Inspector	1	0	0
Senior Property Maintenance Inspector	1	1	0
Building Inspector & Plan Reviewer	1	0	0
Building Inspector	1	2	3
Health Inspector	1	1	1
Health Inspector / NL	1	1	0
<b>TOTAL PART TIME PERSONNEL</b>	<b>8</b>	<b>9</b>	<b>5</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Development Services (Building Division) Expenditure Summary**

**Fiscal Year 2012**



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

	<b>FY2009**</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>
	<b>Actual</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Budget</b>
Personal Services	\$ 1,043,423	\$ 578,299	\$ 635,195	\$ 631,527
Employee Benefits	333,133	230,811	263,987	242,678
Employee Reimbursements	5,272	6,688	10,180	9,630
Professional Services	14,140	14,260	17,000	15,500
Utilities, Communication, Transportation	14,880	14,876	16,985	16,800
Purchased Services	1,227	10,976	10,147	5,650
Insurance	13,908	31,521	56,423	186,578
Supplies - General	2,888	1,790	2,550	2,000
<b>Total Expenditures</b>	<b>\$ 1,428,871</b>	<b>\$ 889,221</b>	<b>\$ 1,012,467</b>	<b>\$ 1,110,363</b>

\*\* FY2009 was 15 months

## ***VILLAGE OF ORLAND PARK, ILLINOIS***

### ***General Fund***

#### ***Development Services (Planning and Engineering Division)***

##### ***Functions/Strategic Plan Goals***

***Fiscal Year 2012***

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### **DIVISION FUNCTIONS:**

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

### ***COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE UPDATES***

The Planning and Engineering Division is responsible for the continual maintenance and update of the Village's Comprehensive Plan and Land Development Code. The Land Development Code is updated throughout the year in response to new information, changes in procedure and empirical findings. Last year, staff began updating and redrafting the Comprehensive Plan and that will be a continued focus in 2012.

### ***DEVELOPMENT REVIEW ACTIVITIES***

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

### ***ECONOMIC DEVELOPMENT ACTIVITIES***

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

## ***VILLAGE OF ORLAND PARK, ILLINOIS***

### ***General Fund***

### ***Development Services (Planning and Engineering Division)***

### ***Functions/Strategic Plan Goals***

### ***Fiscal Year 2012***

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## ***HISTORIC PRESERVATION ACTIVITIES***

The intent of historic preservation in the Village of Orland Park is to identify locally significant buildings and sites in the community that contribute to the cultural heritage and history of the Village and to protect and assist them through ordinance, code, and financial aid programs, such as the Commercial Façade Improvement Program. The 2008 Residential Area Intensive Survey, a historic building survey that was funded through a grant from the IHPA, provides support for preservation activities and is the basis for preservation code and policy. The RAI Survey assists in the re-evaluation of the Historic District comprehensively nearly 20 years after it was first established.

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

The Village's enterprise Geographic Information System of the Village of Orland Park has been established and functional since 2008. During the year 2009, a new application development platform (Adobe Flex ADP) was added to the system. The new ADP provides an enhanced web application development platform through ArcGIS Server which fulfills the needs of mapping and spatial information for Village departments and for the public through the worldwide web system. Currently two web applications, Zoning Map and Property Info are running through this new ADP on the village GIS website. The Village also upgraded from Arcview version 9.3 to 10.0 in 2011. A new ArcGIS server based web application "Address Finder" has been developed and added on the website to help planners quickly find addresses and then create buffer of required distance for planning and permit purposes. These applications provide interactive dynamic maps, and one click property information to all of the Village departments and to the public.

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

Acquisition of new 2011 GIS data from Cook and Will Counties is in progress. After data quality control all web applications will be updated. New GIS integrated Innoprise data management system is replacing the old NavilLine System. The Village is also working to create a ZoomProspector website to highlight available commercial space and property.



## **VILLAGE OF ORLAND PARK, ILLINOIS**

### ***General Fund***

### ***Development Services (Planning and Engineering Division)***

### ***Functions/Strategic Plan Goals***

### ***Fiscal Year 2012***

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## **ENGINEERING ACTIVITIES**

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

## **OPEN LANDS CORPORATION**

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

## **COMMUNITY RELATIONS COMMISSION**

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

## **STELLWAGEN FAMILY FARM FOUNDATION**

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

In 2011, in order to meet a Foundation objective of maintaining a sizable area of the Stellwagen Farm as a living farm, staff will work with IDNR and Gallagher and Henry toward acquiring an equivalent area and value of land at the Doctor Marsh property for an acre for acre land trade. The newly acquired Doctor Marsh lands will be kept in perpetuity as open space per IDNR's requirements for the living farm and potentially given to the Cook County Forest Preserve District.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Development Services (Planning and Engineering Division)**

**Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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**SUSTAINABILITY ACTIVITIES**

In 2012, the Smart Living Orland Park Green Initiative intends to review and update current water codes related to the Village's water works utilities to prepare the Land Development Code for the new Model Water Conservation Ordinance (by CMAP) as well as new storm water management practices. The new ordinance will be added to the Land Development Code with the goal of consolidating and integrating all codes dealing with water resources into a single water resource code for the Village. This will include updating and integrating storm water management, sanitary sewerage and water works codes with contemporary regulations that will emphasize sustainability in the areas of water conservation, use efficiency and quality improvement.

**GRANTS AND FUNDING SOURCES**

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

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

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

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

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

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

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

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

## **VILLAGE OF ORLAND PARK, ILLINOIS**

### ***General Fund***

#### ***Development Services (Planning and Engineering Division)***

##### ***Functions/Strategic Plan Goals***

##### ***Fiscal Year 2012***

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

2009: Construction completed.

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

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

2012: Stewardship and establishment of plant material will continue through summer of 2012.

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

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

2008: Plans for preliminary and final engineering were completed.

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

#### **CMAQ Grant for Pedestrian/Bike Overpass (141<sup>st</sup> & LaGrange) – Second Grant amount is \$646,000 (Waiting for response regarding TIGR Grant application for additional \$300,000)**

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

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

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

#### **2010 Census**

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

#### **TIP Transportation Infrastructure Grant**

2012: The Village has applied for a Transportation Infrastructure grant to fund a roundabout project at 147<sup>th</sup> and LaGrange.

#### **CMAQ Technical Assistance Grant**

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

## **VILLAGE OF ORLAND PARK, ILLINOIS**

### ***General Fund***

### ***Development Services (Planning and Engineering Division)***

### ***Functions/Strategic Plan Goals***

### ***Fiscal Year 2012***

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

## **DEVELOPMENT SERVICES STRATEGIC PLAN**

### **1. Development Services – Guide and manage development and redevelopment in the Village.**

- **OBJECTIVE** – Develop tracking tool to evaluate the effectiveness of services provided to residents, business owners and developers who drop in or phone in with property, zoning or development related questions. Create a survey by October 2012 to solicit input regarding the effectiveness and helpfulness of information provided.
  - **PURPOSE** - To guide Orland Park development and redevelopment in the context of Board policy, the Land Development Code and the Comprehensive Plan.
- **OBJECTIVE** – Conduct detailed reviews of pre-concept development and redevelopment plans. Evaluate by the end of the year how many resulted in actual projects.
  - **PURPOSE** - To guide Orland Park development and redevelopment in the context of Board policy, the Land Development Code and the Comprehensive Plan.
- **OBJECTIVE** – Process petitioned developments in a timely and comprehensive manner, leading the project through internal reviews, any necessary commissions/committees, Board approvals and follow up ordinances, plats and agreements.
  - **PURPOSE** - To guide Orland Park development and redevelopment in the context of Board policy, the Land Development Code and the Comprehensive Plan.

### **2. Comprehensive Plan – Use the Comprehensive Plan to help implement a vision for the future for Orland Park that follows the mission of Quality Places / Natural Spaces.**

- **OBJECTIVE** – By the end of June of 2012, the Planning/Engineering Division will have completed the Mobility, Culture and Economic Development Chapters of the Comprehensive Plan
  - **PURPOSE** - To guide development/redevelopment and allocation of resources over the next five to ten years.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Development Services (Planning and Engineering Division)**

**Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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- **OBJECTIVE** – By the end of December 2012, the Planning/Engineering Division will have completed the Community Profile, Land Use, Sustainability and Design & Character chapters of the Comprehensive Plan.
  - **PURPOSE** - To guide development and redevelopment and allocation of resources over the next five to ten years.
  
- **OBJECTIVE** – By first quarter of 2013, the Village Board will have adopted the updated Orland Park Comprehensive Plan, including the Community Profile and Executive Summary.
  - **PURPOSE** - To guide development and redevelopment and allocation of resources over the next five to ten years.
  
- 3. Ongoing Sustainability – Make the Village of Orland Park more sustainable economically, environmentally, and socially to improve the quality of life of all residents and the economic viability of all businesses.**
  
- **OBJECTIVE** – By December 2012, incorporate recognized sustainable principles into the Orland Park Comprehensive Plan and implement green initiative development policies (ECOMAP et. al.).
  - **PURPOSE** – Promote development that meets the needs of the present without compromising the ability of future generations to meet future needs in areas of land use, energy efficiency and conservation, clean water and air, health, minimal use of pesticides, minimal use of fossil fuels, and complete streets and walk-ability.
  
- **OBJECTIVE** – By December 2012, adopt a water conservation code and complete educational outreach to the community. Work with CMAP staff to obtain public input from residents, businesses, plan commission and the Village Board regarding a new water conservation code sensitive to the unique needs of Orland Park.
  - **PURPOSE** – Educate builders, residents, property owners and the public at large on issues of sustainability. Guide the private sector toward a more sustainable future.
  
- **OBJECTIVE** – By December 2012, apply for at least two new grants and administer grants related to sustainability for Village projects including but not limited to green roofs, green infrastructure, pervious pavement et al.
  - **PURPOSE** – To guide planning and policies toward a more sustainable and healthier future and the Smart Neighborhood Program.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Development Services (Planning and Engineering Division)**

**Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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**4. Mobility - Complete Streets and Context Sensitive Solutions – Support Village transportation projects to provide optimal accessibility and quality of life for all residents, visitors, and businesses.**

- **OBJECTIVE** – By June 2012, include ‘Complete Streets’ and ‘Context Sensitive Solutions’ principles and practices in the Comprehensive Plan.
  - **PURPOSE** – To establish and implement Complete Streets and Context Sensitive Solutions for all Village Streets in order to create quality places.
- **OBJECTIVE** – By December 2012, complete the Wheeler Avenue improvement master plan. Collaborate with residents, Public Works and Police Department on final plan. Present to the Village Board for review and approval. Program implementation phase in 2013 Capital Budget.
  - **PURPOSE** – To reduce speeding and vehicular conflict on Wheeler Avenue. To enhance the pedestrian and bicycle experience on Wheeler through the use of bike lanes and increased landscaping.
- **OBJECTIVE** – Continued involvement in the design and implementation of the LaGrange Road widening project.
  - **PURPOSE** – To establish and implement Complete Streets and Context Sensitive Solutions for all Village Streets in order to create quality places.
- **OBJECTIVE** – By end of 2013, the Planning Division will have administered and guided a transportation study of Orland Park. By the first quarter of 2012, complete RFQ for consultant’s services. By second quarter of 2012, retain consultant and award contract. By third quarter of 2012, begin development of plans.
  - **PURPOSE** – To provide a detailed transportation plan for Orland Park’s future that compliments the mobility chapter of the Comprehensive Plan.

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

- **OBJECTIVE** – By December of 2012, complete the reformat and revisions of the Landscape section of the land development code.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Development Services (Planning and Engineering Division)**

**Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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- **PURPOSE** – To update the landscape code so that it is current with industry standards, does not conflict with bulk requirements in other districts and so that it is legible and easy to understand in a more graphically friendly format.
  - **OBJECTIVE** – By December of 2012, complete two bulk revisions of the Land Development Code.
    - **PURPOSE** – To update and correct the Code as needed for clarification.
- 6. **Downtown Orland Park. Use economic development tools to encourage commercial redevelopment and revitalization, specifically along existing corridors and within the Main Street Triangle.**
  - **OBJECTIVE** – Throughout 2012, facilitate the work being done at the Ninety 7 Fifty on the Park project in the Main Street area.
    - **PURPOSE** – Develop a ‘new downtown’ mixed use, pedestrian friendly district where residents can live, work, shop and be entertained.
  - **OBJECTIVE** – By June of 2012, secure a consultant for key commercial properties in the Main Street area for future development.
    - **PURPOSE** – Develop a ‘new downtown’ mixed use, pedestrian friendly district where residents can live, work, shop and be entertained.
  - **OBJECTIVE** – Throughout 2012, continue to manage the planning and development efforts in the Main Street Area.
    - **PURPOSE** – Develop a ‘new downtown’ mixed use, pedestrian friendly district where residents can live, work, shop and be entertained.
- 7. **Innoprise and Inter-Division Processes – Implement the Innoprise software system to streamline and better track Planning Division processes.**
  - **OBJECTIVE** – By end of 2012, use Innoprise as the platform for all planning projects, from phone call inquiries to full petitions to letters of credit.
    - **PURPOSE** – To better manage, track and streamline the development process for both the Village and the petitioner.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Development Services (Planning and Engineering Division)**

**Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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**8. Geographic Information Systems – Improve the level of transparency and property information sharing digitally.**

- **OBJECTIVE** – Support South Suburban Mayors and Managers Association’s efforts to create a regional GIS system for neighboring local governments. Participate in meetings to provide additional services.
  - **PURPOSE** – To share information and provide support in the creation of a regional GIS database.
- **OBJECTIVE** – Provide six (6) training and support seminars each year to Village staff regarding the GIS system.
  - **PURPOSE** – To coordinate efforts and optimize interdepartmental reliability and provide training and support to other departments for optimal GIS utilization.
- **OBJECTIVE** – Develop the Zoom Prospector Database to build Vacant Properties Web Application and provide them with regularly updated data by June 2012.
  - **PURPOSE** – To provide a user friendly website for those looking for available space and land for business development.
- **OBJECTIVE** – Coordinate with new Innoprise data management system of the Village to integrate GIS and all other data by the end of the third quarter 2012.
  - **PURPOSE** – Replace the old NaviLine system with the latest web based data management system to enhance the functionality of each department.

**9. Improved and Support Business Retention. Assist existing businesses to be successful in the Village of Orland Park. Identify barriers and remove barriers for existing businesses.**

- **OBJECTIVE** – By June 2012, partner with the Orland Park Chamber of Commerce to assist with the Village’s Business Retention Program. Identify key program elements to be incorporated into an annual contract to be reviewed and approved by the Village Board. Determine appropriate number of visits and complete by the end of 2012.
  - **PURPOSE** – To provide an understanding of the business climate, specifically the challenges, needs, and opportunities of offices and industries.



**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Development Services (Planning and Engineering Division)**

**Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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- **OBJECTIVE** – By June of 2012, complete the Economic Development Chapter of the Comprehensive Plan.
  - **PURPOSE** – To analyze the existing Orland Park workforce and highlight quality employment as an economic development goal in the Village.
  
- 10. Business Attraction - Encourage and attract new businesses to Orland Park.**
  - **OBJECTIVE** – By December 2012, attend three trade shows to promote Orland Park.
    - **PURPOSE** – To market Orland Park as a premier location for industry and employment.
  
  - **OBJECTIVE** – By December 2012, create a marketing piece specifically geared towards businesses that may locate in Orland Park and create high quality job opportunities.
    - **PURPOSE** – To provide an employment center so that Orland Park residents can work where they live.
  
  - **OBJECTIVE** – By first quarter of 2012, enter into a professional services contract with Broker to market the Downtown Area and Village.
    - **PURPOSE** – To market and recruit new businesses and development to the Village.
  
  - **OBJECTIVE** – Attend the ICSC International Convention in May 2012.
    - **PURPOSE** – To market Orland Park as the commercial regional center for the Chicago Southland.
  
- 11. Engineering and Stormwater Management. Improve codes and processes to better facilitate and manage new development.**
  - **OBJECTIVE** – By December 2012, the Village Board will have adopted a new Stormwater Code section.
    - **PURPOSE** – To update Land Development Code with current industry standards, greater legibility, more flexibility and more emphasis on sustainable solutions.
  
  - **OBJECTIVE** – By June 2012, refine the project review process from a circulate-and-wait approach to a more team centered work-session approach.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Development Services (Planning and Engineering Division)**

**Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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- **PURPOSE** – To generate consolidated comments and to ensure that all staff have a full understanding of current projects.
  - **OBJECTIVE** – By June of 2012, define a policy strategy for drainage investigation.
    - **PURPOSE** – To provide better and more streamlined customer service and to improve communication with the various staff in different Departments that approach these issues differently.
  - **OBJECTIVE** – By end of 2012, complete the reorganizational transfer of the engineering function to Development Services.
    - **PURPOSE** – To streamline and better coordinate engineering review and completion/close out of new developments and redevelopments in Orland Park.
- 12. Integrate Transportation Function into Development Services. Improve the planning, implementation and coordination of Transportation Projects throughout the Village.**
- **OBJECTIVE** – By second quarter of 2012, complete the reorganizational transfer of the transportation function.
    - **PURPOSE** – To streamline and better coordinate transportation projects in Orland Park.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

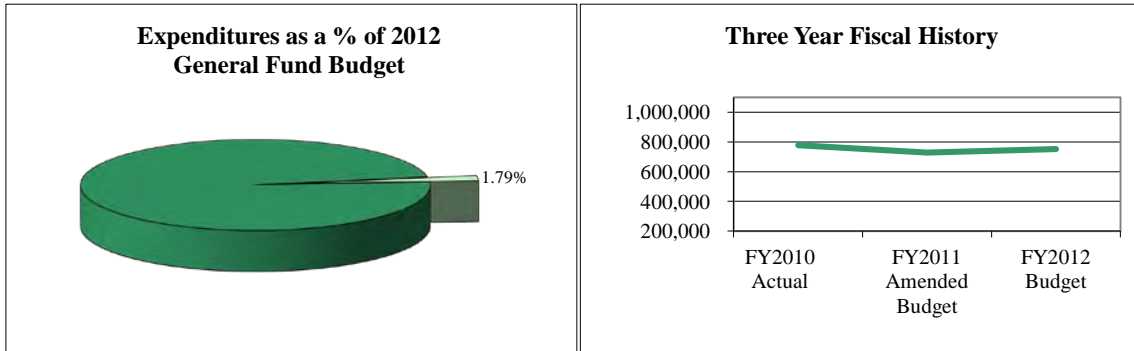
**Development Services (Planning and Engineering Division) Performance Measures**

**Fiscal Year 2012**

<b>MEASURE</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>
<b>Development Review and Approval</b>			
Total number of pre-application meetings held with petitioners	108	110	120
Total new cases reviewed	107	96	100
Total number of Plan Commission staff reports prepared	36	38	40
Development Review meetings prepared for and run	9	13	14
Resolutions prepared	4	3	6
Ordinances reviewed and coordinated	21	34	35
Plats of subdivision, vacation, easements, reviewed and processed	3	6	10
Development / annexation agreements reviewed and processed, including agreement expirations	17	22	25
Zoning sign-off approvals	248	250	250
Landscape plan reviews and inspections	8/53	13/32	15/35
New Annexations (acres)	2.8	63.75	5
New Residential (no. of units)	0	561	50
New Retail Area (square feet)	54,415	97,060	25,000
New Office Area (square feet)	31,981	0	0
New Industrial/Manufacturing Area (square feet)	0	0	0
Freedom of Information requests fulfilled	229	262	275
Final plans distributed	15	8	10

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Development Services (Planning and Engineering Division)  
Fiscal Year 2012**



**DEVELOPMENT SERVICES (PLANNING DIVISION) BUDGETED POSITIONS**

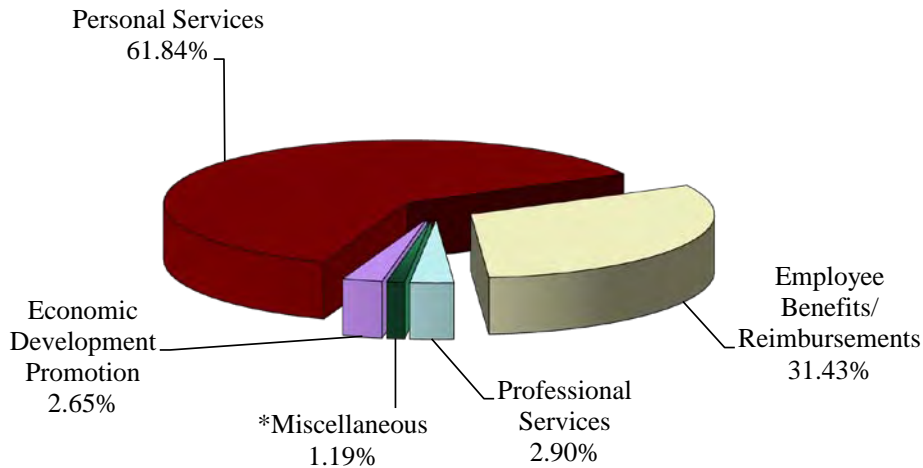
FULL TIME POSITION TITLE	FY2010 ACTUAL	FY2011 CURRENT	FY2012 BUDGET
Planning Division Director	1	0	0
Assistant Director	0	1	1
Senior Planner	2	1	1
Planner I	1	1	1
Engineer I	1	1	1
GIS Analyst	1	1	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>6</b>	<b>5</b>	<b>5</b>
PART TIME POSITION TITLE			
Engineering Technician	1	1	1
Planning Technician	0	0	1
Intern / Masters	0	2	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>1</b>	<b>3</b>	<b>3</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Development Services (Planning & Engineering Division) Expenditure Summary**

**Fiscal Year 2012**



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

	<b>FY2009**</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>
	<b>Actual</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Budget</b>
Personal Services	\$ 595,484	\$ 522,069	\$ 443,359	\$ 465,006
Employee Benefits	208,523	199,093	200,005	224,538
Employee Reimbursements	31,982	18,024	19,253	11,823
Professional Services	313,498	33,395	46,135	21,800
Utilities, Communication, Transportation	414	1,365	1,804	1,119
Purchased Services	1,822	565	2,000	1,750
Insurance	2,014	1,851	2,081	5,550
Supplies - General	211	50	1,162	500
Economic Development Promotion	11,683	2,188	11,900	19,900
Miscellaneous Expenses	4,419	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,170,050</b>	<b>\$ 778,600</b>	<b>\$ 727,699</b>	<b>\$ 751,986</b>

\*\* FY2009 was 15 months

## ***VILLAGE OF ORLAND PARK, ILLINOIS***

### ***General Fund***

### ***Building Maintenance Department Functions/Strategic Plan Goals***

### ***Fiscal Year 2012***

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#### **DEPARTMENT MISSION:**

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

#### **DIVISION FUNCTIONS:**

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

These functions include:

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

#### **STRATEGIC PLAN GOALS:**

- 1. Computerized Tracking and Monitoring: To operate a computer-based building maintenance program allowing the department to schedule, monitor, and track the maintenance of the Village's buildings in a systematic manner.**
  - **OBJECTIVE** – By end of FY2012 Innoprise Workorder software will be installed and the Building Maintenance Department will establish an inventory system for Building Maintenance facilities, tools, and equipment that will be accessible to Public Works through the new software system.
    - **PURPOSE** – Have all buildings, tools, and equipment, under the control of Building Maintenance tracked and monitored efficiently by a computer-based tracking system so that all routine maintenance is systematically scheduled to avoid excluding any preventive maintenance procedures.
- 2. Maintain Buildings: All new and existing Village buildings will be well maintained and comply with industry standards to best meet the needs of residents and employees.**

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Building Maintenance Department Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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- **OBJECTIVE** – Begin construction in January, 2012 at the Franklin Loebe Center (FLC), to create one campus facility for preschool/tot programming. Complete FLC renovations by March 31, 2012.
  - **PURPOSE** – To have continuity between all classroom curriculums and one convenient site for residents attending the tot, preschool, day camp, and after school programs as outlined by the Space Needs Analysis.
  
- **OBJECTIVE** – By February 29, 2012, prepare bid specifications for front end improvements at FLC. Construction to be completed by August 1, 2012.
  - **PURPOSE** – To provide easier access for preschool and youth programs.
  
- **OBJECTIVE** – By August 2012, have new energy efficient roofs installed at Civic Center.
  - **PURPOSE** – To eliminate constant repairs on existing roof and increase energy efficiency.
  
- **OBJECTIVE** – By October of 2012, have the final phase of the brick work repair completed to include flashing, repair, and caps of village campus.
  - **PURPOSE** – To ensure that the exterior of the Village Complex is protected from inclement weather.
  
- **OBJECTIVE** – By August of 2012, install a new roof on the John Humphrey Complex storage garage.
  - **PURPOSE** - Installing a new roof will ensure that this facility will withstand all weather conditions.
  
- **OBJECTIVE** – By May 15, 2012, the Building Maintenance Department will complete Village Hall roof replacement.
  - **PURPOSE** – To update aging facility with new energy saving materials.
  
- **OBJECTIVE** – By June 1, 2012, the Building Maintenance Department will complete budgeted pool upgrades.
  - **PURPOSE** – To enhance pool aesthetics, install more energy efficient equipment, and to update ADA compliance.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Building Maintenance Department Performance Measures**

**Fiscal Year 2012**

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<b>MEASURE</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>
Average days for routine repairs	2-3 days	2-3 days	2-3 days
Average days for work order completion	2-4 days	2-4 days	2-4 days
Number and percent of buildings maintained	14 Buildings 95%	14 Buildings 95%	14 Buildings 95%
Average days to respond to building requests	1-2 days	1-2 days	1-2 days
Timeliness of building inspections	Monthly	Monthly	Monthly



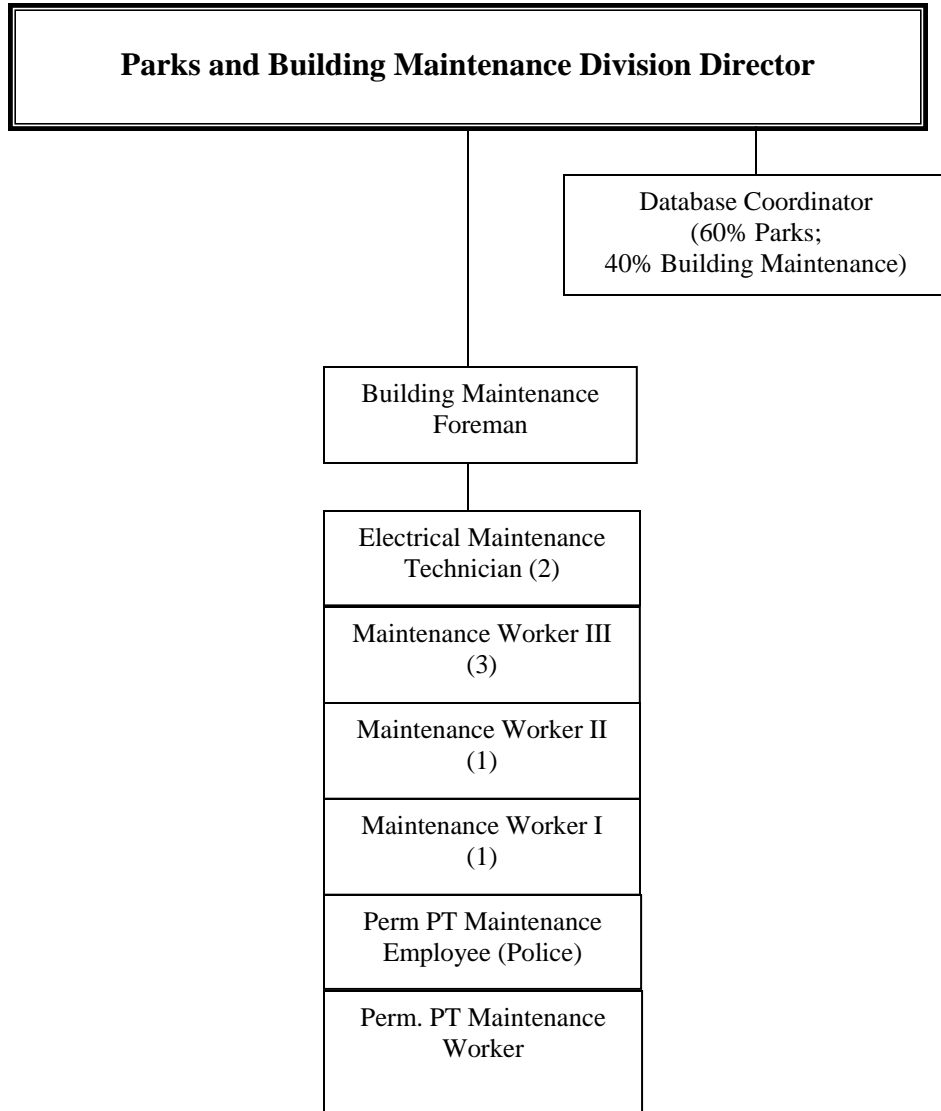
**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Building Maintenance Department Organizational Chart**

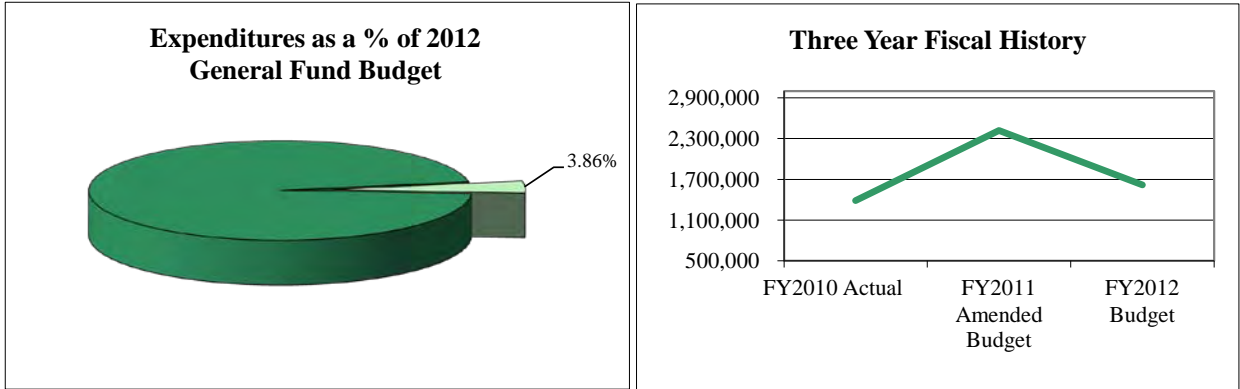
**Fiscal Year 2012**

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**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Building Maintenance Department  
Fiscal Year 2012**

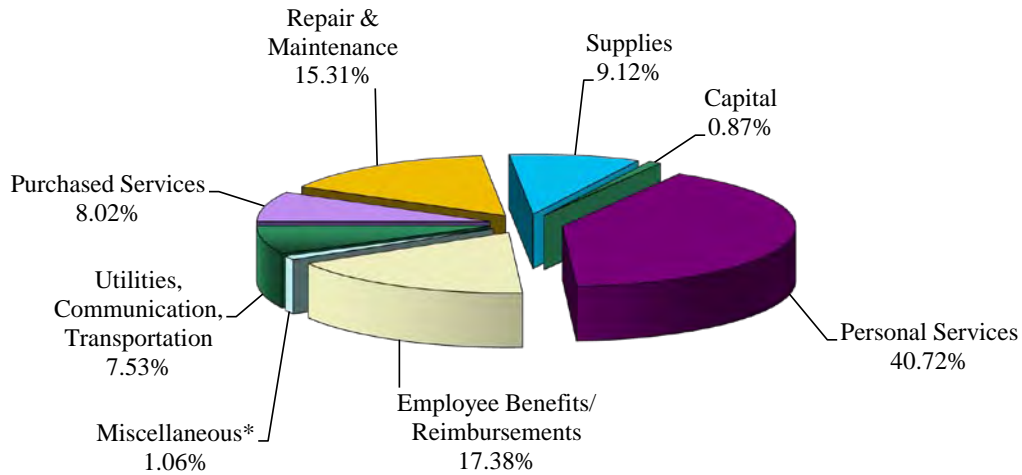


**BUILDING MAINTENANCE DEPARTMENT BUDGETED POSITIONS**

FULL TIME POSITION TITLE	FY2010 ACTUAL	FY2011 CURRENT	FY2012 BUDGET
Parks and Building Maintenance Division Director	0.4	0.4	0.4
Foreman	1	1	1
Park/Bldg Database Coordinator	0.4	0.4	0.4
Maintenance Worker I	1	1	1
Maintenance Worker II	1	0	0
Maintenance Worker III	2	3	3
Electrical Maintenance Technician	2	2	2
<b>TOTAL FULL TIME PERSONNEL</b>	<b>7.8</b>	<b>7.8</b>	<b>7.8</b>
PART TIME POSITION TITLE			
Maintenance Employee	2	2	2
Seasonal Maintenance	0	0	2
<b>TOTAL PART TIME PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>4</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Building Maintenance Department Expenditure Summary  
Fiscal Year 2012**



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

	<b>FY2009** Actual</b>	<b>FY2010 Actual</b>	<b>FY2011 Amended Budget</b>	<b>FY2012 Budget</b>
Personal Services	\$ 795,173	\$ 585,770	\$ 633,303	\$ 658,917
Employee Benefits	288,752	227,833	255,375	277,533
Employee Reimbursements	4,589	3,132	3,564	3,629
Professional Services	4,490	5,855	2,716	2,745
Utilities, Communication, Transportation	178,576	119,161	138,360	121,836
Purchased Services	307,423	243,482	142,223	129,702
Repair & Maintenance	88,032	38,300	1,097,077	247,700
Rent	259	1,730	-	2,500
Insurance	52,192	30,017	8,626	10,465
Supplies - General	65,167	47,133	44,008	46,758
Supplies - Repair & Maintenance	76,795	84,446	91,456	98,083
Supplies - Operations	-	-	2,713	2,713
Other Commodities	-	-	1,500	1,500
Capital	-	-	-	14,000
<b>Total Expenditures</b>	<b>\$ 1,861,448</b>	<b>\$ 1,386,859</b>	<b>\$ 2,420,921</b>	<b>\$ 1,618,081</b>

\*\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

***General Fund***

***Emergency Services and Disaster Agency Functions***

***Strategic Plan Goals***

***Fiscal Year 2012***

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**DEPARTMENT MISSION**

The mission of the Emergency Services and Disaster Agency is to enhance the quality of life for the people and families within our community by providing professional, high quality and effective emergency service in partnership with the people.

**DEPARTMENT FUNCTIONS:**

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

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

**STRATEGIC PLAN GOALS:**

- 1. Plan and Prepare for the Relocation of the Back-up Radio Facility to 14600 Ravinia Building (Old Police HQ).**
  - **OBJECTIVE** - Select a radio consultant and an architectural firm to provide for the expertise that will be required to convert the available space in the old police HQ to a back-up for the Communications Center in the first quarter of FY2012.
    - **PURPOSE** – This project is highly technical in nature and will require involvement of special expertise. As this facility will be a critical part

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Emergency Services and Disaster Agency Functions**

**Strategic Plan Goals**

**Fiscal Year 2012**

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of the Village Emergency Response Plan it is critically important to ensure that the technology and equipment installed is functioning efficiently when required.

- **OBJECTIVE** – Inventory and examine certain equipment that was left when Police Headquarters and the Communications Center was moved to the new building at 15100 Ravinia. Determine the compatibility and utility of this previously used equipment to the new backup facility plan. Complete this objective in the first quarter of FY2012.
  - **PURPOSE** – Certain furniture and equipment from the previous Communications Center was set aside and stored when Police Headquarters was relocated. It will be important to review this equipment and determine what pieces may be reused in an effort to reduce the cost of the project.
  
- **OBJECTIVE** – Inspect the space that is intended to house the Back-up Communications Facility for readiness. Make arrangements for any renovations or mitigation work that may be necessary to ensure these issues are included in cost projections and planning. Complete these efforts by the second quarter of FY2012.
  - **PURPOSE** - It will be important to inspect the space that the communications facility will be set-up in. Renovation and mitigation work could be costly and should be known early in the planning phase of this project to provide for a realistic budget for the project.
  
- **OBJECTIVE** – Work with the selected consultants to develop architectural and scope of work documents that may be used for Request for Proposal or competitive bidding process in FY2013. Complete this work in the final quarter of FY2012.
  - **PURPOSE** – These efforts will put the project in a good position to put the work put for competitive bidding early in FY2013 should the project be included in the FY2013 Budget.

**2. Inspection of the Village Emergency Siren Network**

- **OBJECTIVE** - Arrange for the FY2012 Service Agreement with the selected vendor and schedule inspections of all equipment and components of the system in the first quarter of FY2012.
  - **PURPOSE** - This system inspection is critical to ensure that emergency notification sirens are working for the tornado season of each year. This inspection will prepare the Department to sound the

*VILLAGE OF ORLAND PARK, ILLINOIS*

*General Fund*

*Emergency Services and Disaster Agency Functions*

*Strategic Plan Goals*

*Fiscal Year 2012*

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warning sirens at the appropriate time in accordance with Department Policy.

- **OBJECTIVE** – Review the vendor report from the inspection and schedule any repairs or modifications that are determined to be necessary.
    - **PURPOSE** – Once the vendor report is reviewed staff will need to make arrangement for any work that may be necessary to complete the preparation process for the system readiness.
  - **OBJECTIVE** – Review Siren Activation Policy and Procedure with key ESDA and Police Department Staff in preparation for the spring season.
    - **PURPOSE** - The timely and appropriate activation of this siren system is critical to the reliability of the advance warning system.
- 3. Staff Recruitment and Development: The ESDA Staff is composed primarily of volunteers who respond to calls for assistance and support for special events and weather and man-made emergencies. These volunteers assist in traffic and crowd control and other assignments related to the mitigation of a disaster or weather emergency. Recruitment of volunteers has proven difficult in recent years. Training and development is challenging due to turn-over and changes in assignments.**
- **OBJECTIVE** - Recruitment: Staff will work to reach out to the community during the first half of FY2012 to attempt to recruit additional volunteers to staff ESDA. We will attempt to increase ESDA staffing by 10% in the first half of FY2012.
    - **PURPOSE** - As ESDA is staff almost entirely from volunteers, recruitment is critical to the mission. Without adequate staffing it is difficult to respond to calls for assistance and support.
  - **OBJECTIVE** - Conduct Staff Training and Development initiatives throughout FY2012. Volunteers must be trained in basic traffic and crowd control techniques as well as appropriate policy and procedures.
    - **PURPOSE** – New volunteers must be trained to safely and effectively carry out their duties.
  - **OBJECTIVE** – Develop an alternative staffing model: Recruitment and retention of volunteers has proven very difficult in recent years. Staff will evaluate the alternatives and develop a new model in staffing the ESDA responsibility by the close of FY2012.

***VILLAGE OF ORLAND PARK, ILLINOIS***

***General Fund***

***Emergency Services and Disaster Agency Functions***

***Strategic Plan Goals***

***Fiscal Year 2012***

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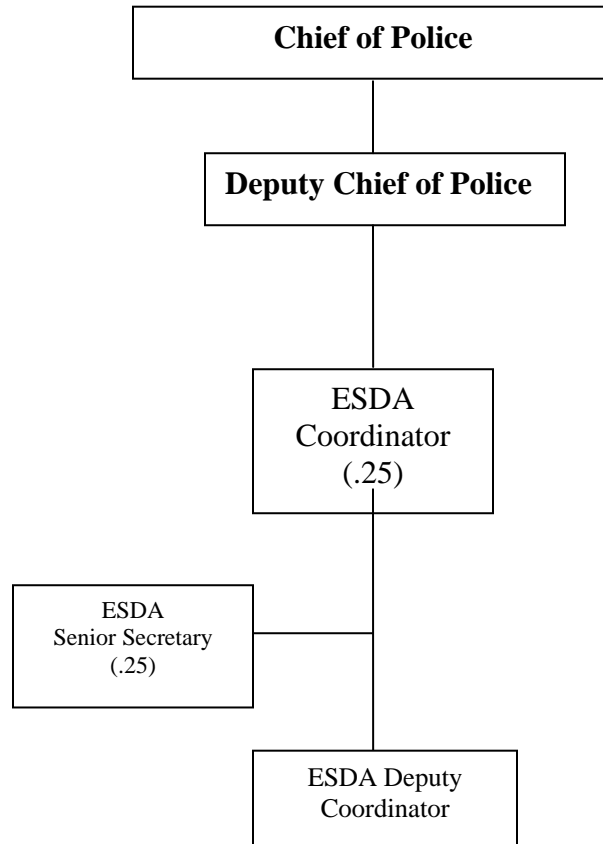
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- **PURPOSE** – Assuming that recruitment remains to be a difficult goal the development of alternative methods to fulfill the mission of ESDA will be necessary in the coming years.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Emergency Services and Disaster Agency  
Fiscal Year 2012**

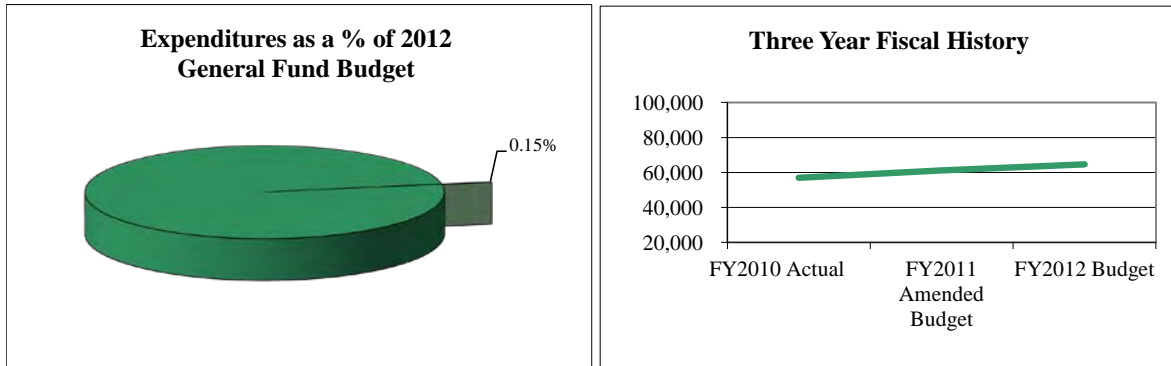
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**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Emergency Services and Disaster Agency  
Fiscal Year 2012**



**EMERGENCY SERVICES AND DISASTER AGENCY BUDGETED POSITIONS**

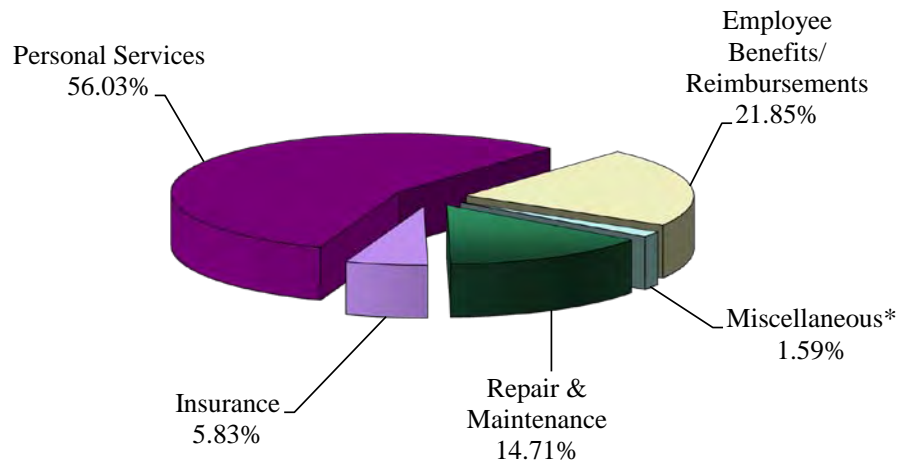
FULL TIME POSITION TITLE	FY2010 ACTUAL	FY2011 CURRENT	FY2012 BUDGET
ESDA Coordinator	0.25	0.25	0.25
ESDA Deputy Coordinator	1	1	1
Senior Secretary	0.25	0.25	0.25
<b>TOTAL FULL TIME PERSONNEL</b>	1.5	1.5	1.5

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Emergency Services and Disaster Agency Expenditure Summary**

**Fiscal Year 2012**



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

	<b>FY2009**</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>
	<b>Actual</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Budget</b>
Personal Services	\$ 37,227	\$ 31,964	\$ 33,924	\$ 36,180
Employee Benefits	12,700	11,803	12,806	13,886
Employee Reimbursements	100	100	220	220
Utilities, Communication, Transportation	444	98	300	300
Repair & Maintenance	7,752	8,685	9,500	9,500
Insurance	3,922	3,845	3,690	3,762
Supplies - General	886	271	525	525
Supplies - Repairs and Maintenance	-	154	-	-
Other Commodities	271	126	200	200
<b>Total Expenditures</b>	<b>\$ 63,302</b>	<b>\$ 57,046</b>	<b>\$ 61,165</b>	<b>\$ 64,573</b>

\*\* FY2009 was 15 months

***VILLAGE OF ORLAND PARK, ILLINOIS***

***General Fund***

***Public Works Functions***

***Fiscal Year 2012***

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**DEPARTMENT MISSION:**

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

**DEPARTMENT FUNCTIONS:**

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

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

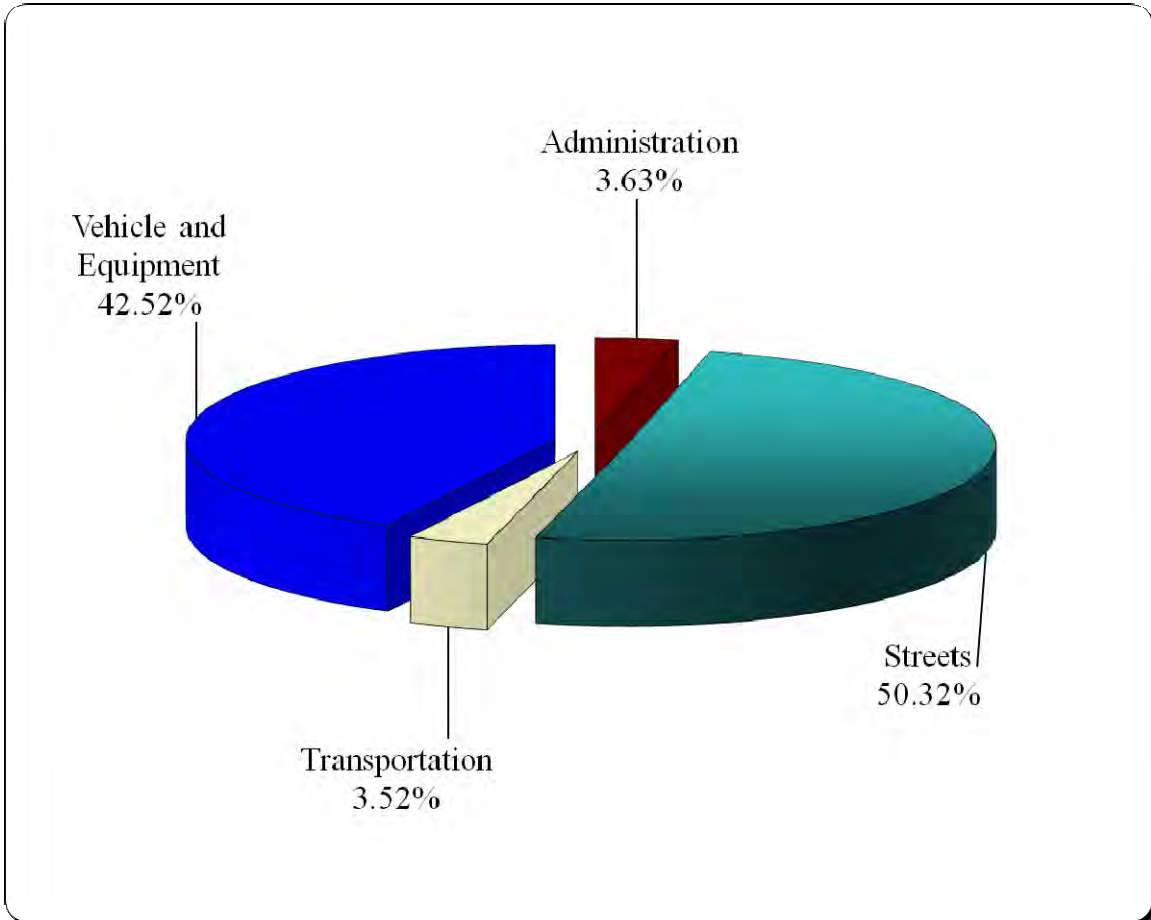
The Utilities Division of the Public Works and Engineering Department is contained within the Water Fund.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Public Works Expenditures by Division  
Fiscal Year 2012**

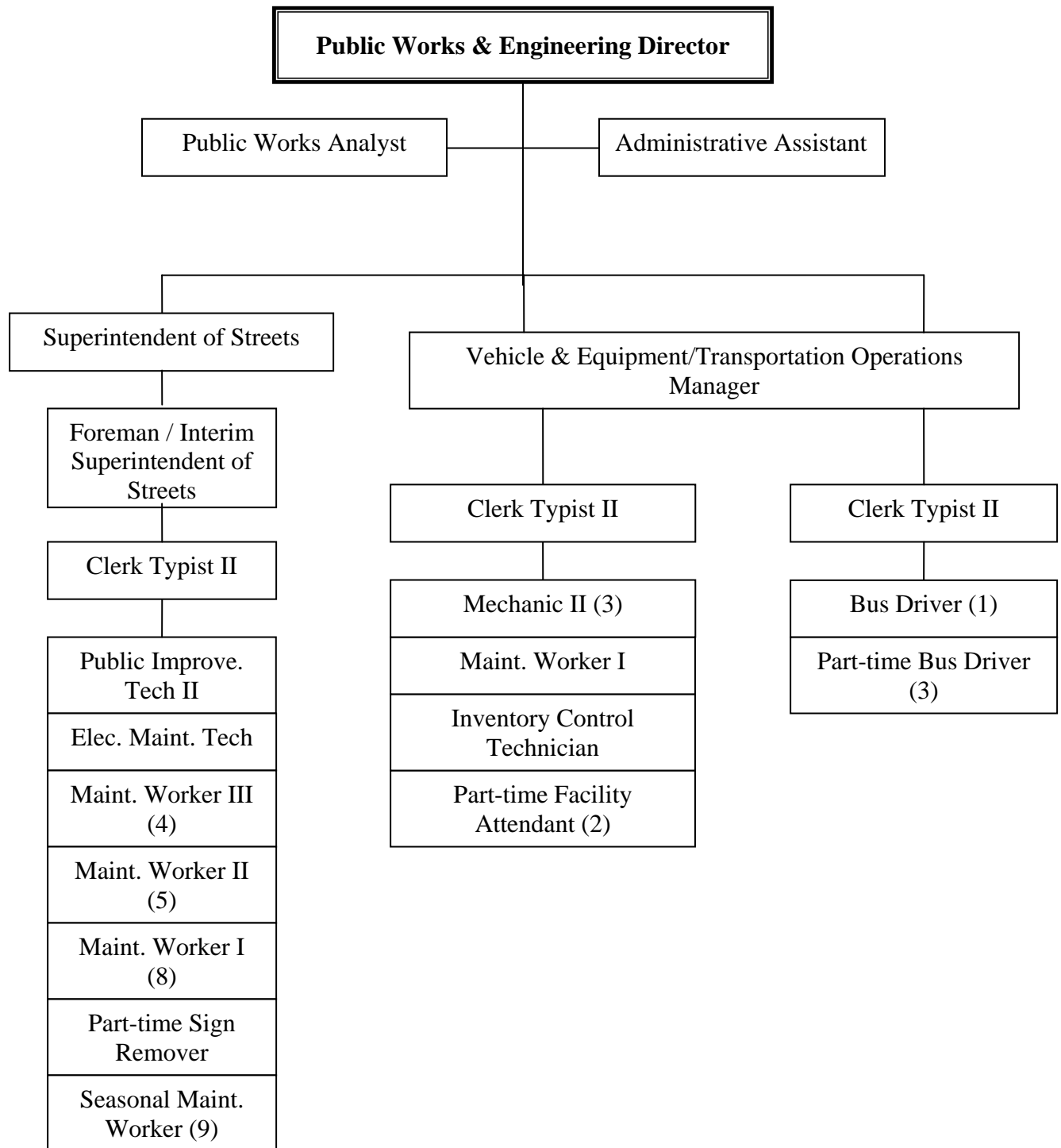
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The Public Works Department is 16.33% of the overall General Fund budget, broken down into four divisions: Administration, Streets, Transportation, and Vehicles and Equipment. Accomplishments and goals of each division are listed separately.



**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Public Works Organizational Chart  
Fiscal Year 2012**



## VILLAGE OF ORLAND PARK, ILLINOIS

### *General Fund - 5001*

### *Public Works (Administration Division) Functions/Strategic Plan Goals*

### *Fiscal Year 2012*

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#### **DIVISION FUNCTIONS:**

The Division oversees the administrative functions, long rang planning and resource allocation of the Public Works Department. The Administration Division includes a percentage of the salaries of the Public Works & Engineering Director, Administrative Assistant, and the Public Works Analyst. Also included in this Division are the administrative expenses for Public Works personnel.

#### **STRATEGIC PLAN GOALS:**

##### **1. Improve the Public Works' operations through identifying opportunities to increase performance and reduce costs.**

- **OBJECTIVE** – Finalize and implement a daily work order tracking system for all Public Works Division tasks that will capture and monitor relevant information, including work assignments, status, and aging. Draft work order spreadsheet to be developed by February, 2012.
  - **PURPOSE** – Fully understand divisional work load and assets required for completion and future planning.
- **OBJECTIVE** – Further the population of GIS mapping data-points, with data collected and uploaded for 100% of all projects undertaken during FY2012. Progress review of data entry and correction to occur mid-year 2012, and during December 2012.
  - **PURPOSE** – To ultimately provide remote electronic infrastructure location and identification for efficient field operations using mobile electronic devices containing the Village's infrastructure for use throughout the Village, Departments and Divisions.
- **OBJECTIVE** – Prepare and present a global strategy for the management of significant Village assets, including pavements, parkway trees, signs, lighting, traffic control signals, pavement markings and other key transportation assets by October 1, 2012.
  - **PURPOSE** – To inventory through GIS all significant Village assets for use in providing a technically-based pavement condition rating for every Village street, and to provide the basis for the development of an Emerald Ash Borer Management Plan. The Village sees achieving an overall high level of pavement sufficiency as important in maintaining quality neighborhoods. The Village's tree canopy is at-risk due to the infestation of Ash trees by the EAB. The EAB Management Plan will devise a master strategy to address the effects of the EAB infestation, including a master reforestation plan. High quality neighborhoods and

## VILLAGE OF ORLAND PARK, ILLINOIS

### General Fund - 5001

### Public Works (Administration Division) Functions/Strategic Plan Goals

### Fiscal Year 2012

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pro-active management of assets assist in improving safety, and neighborhood appearance, thereby improving air quality and the quality of life for Village residents.

- **OBJECTIVE** – Assist Development Services Transportation Division in the technical development of plans and specifications for select transportation improvement projects including;
  - LaGrange Road (US 45) corridor improvement from 131<sup>st</sup> Street to 179<sup>th</sup> Street
  - 143<sup>rd</sup> Street reconstruction and widening from Southwest Highway to Will Cook Road
  - Southwest Highway/Union Avenue realignment at 143<sup>rd</sup> Street
  - Roundabout at 147<sup>th</sup> and Ravinia
  - Village-wide Roundabout location plan
  - Phase II plans for the widening and reconstruction of Wolf Road from 143<sup>rd</sup> to 167<sup>th</sup> Street
    - **PURPOSE** – To advance projects of high importance to provide much needed improvements to key arterials within the Village thereby improving safety and decreasing congestion.

## 2. Enhance department effectiveness through staff development.

- **OBJECTIVE** – Improve employee education through continued use of industry educational opportunities that exist through the Technology Transfer office of IDOT, as well as opportunities that may exist to improve skills within areas such as equipment operation, pavement and pond maintenance, basic electric repairs and arborist skills. Schedule and provide two in-house training seminars during FY2012.
  - **PURPOSE** – The use of industry-provided training opportunities and skills enrichment offerings will increase employee knowledge and skills, which will further contribute to the success of the department.
- **OBJECTIVE** – Continue employee safety training in areas such as chain saw and chipper operation, confined spaces, trenching and shoring, and roadway work zones utilizing available resources. Conduct and document monthly “tailgate” safety meetings with department staff to provide continual reinforcement of the need for safe work practices. Schedule and provide three training sessions during FY2012.
  - **PURPOSE** – Continued education and regular reinforcement of safety practices will improve the safety of the work environment and likely reduce the number of accidents and injuries.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Public Works (Administration Division) Performance Measures**

**Fiscal Year 2012**

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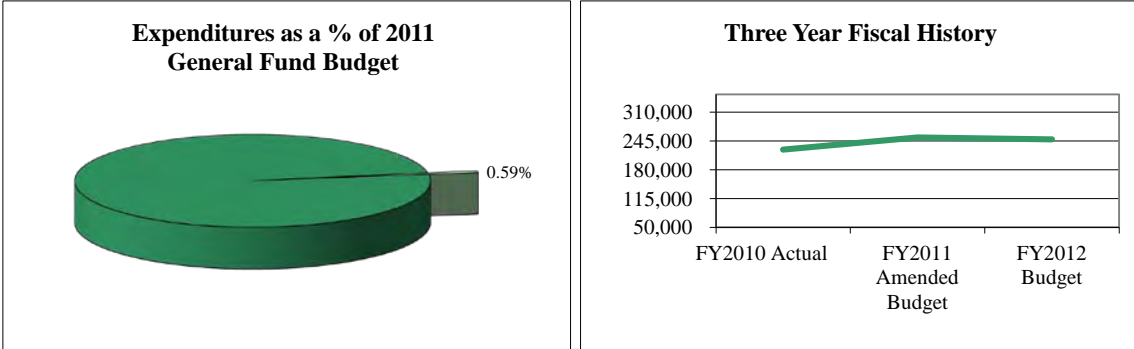
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<b>MEASURE</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>
Number of Right-of-Way Permits processed and reviewed	39	53	70
Percent of Plans, Annexation Agreements and Development Agreements Reviewed and Processed within two (2) weeks	100%	95%	100%
Percent of work orders completed as scheduled	n/a	n/a	100%
Add layered GIS mapping points via the implementation and completion of the ARA Asset Management System.	n/a	n/a	100%
Presentation of initial report providing the overall condition of streets throughout the Village	n/a	n/a	100%
Develop protocol to maintain Asset Management System data as repairs and enhancements as completed.	n/a	n/a	50%
Fully implement ARA asset management system	n/a	n/a	50%
Number of JULIE Locate Requests processed through Irthnet Solutions software. (Began 2011)	n/a	630	1,200



**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Public Works (Administration Division)  
Fiscal Year 2012**



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

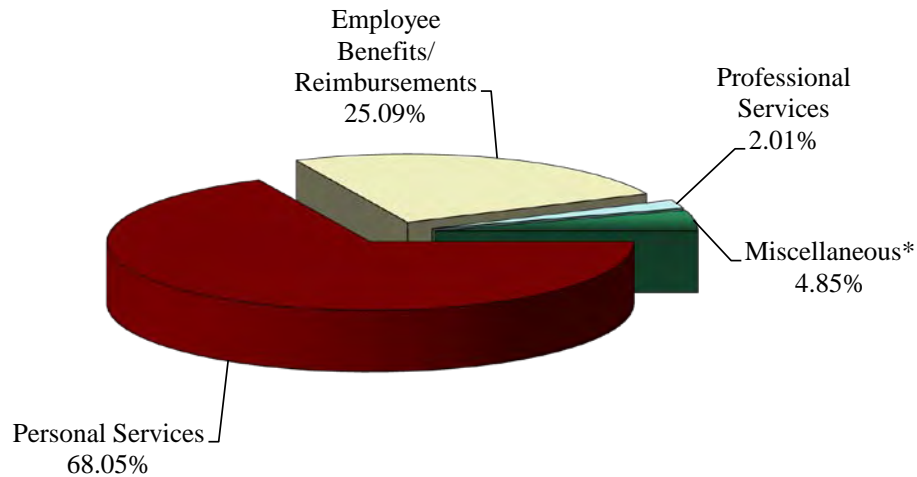
FULL TIME POSITION TITLE	FY2010 ACTUAL	FY2011 CURRENT	FY2012 BUDGET
Public Works & Engineering Director	0.6	0.6	0.6
Public Works Analyst	0.55	0.55	0.55
Administrative Assistant	0.6	0.6	0.6
<b>TOTAL FULL TIME PERSONNEL</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>
PART TIME POSITION TITLE			
Public Works Facility Attendant	1	1	1
Part-time Bus Driver	0	0.7	1
<b>TOTAL PART TIME PERSONNEL</b>	<b>1</b>	<b>1.7</b>	<b>2</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Public Works (Administration Division) Expenditure Summary**

**Fiscal Year 2012**



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

	<b>FY2009**</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>
	<b>Actual</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Budget</b>
Personal Services	\$ 181,739	\$ 157,301	\$ 169,977	\$ 169,250
Employee Benefits	44,897	46,457	48,861	53,670
Employee Reimbursements	6,351	4,866	8,345	8,720
Professional Services	3,816	3,000	4,500	5,000
Utilities, Communication, Transportation	1,500	4,637	5,660	5,471
Purchased Services	204	225	198	250
Repair & Maintenance	372	6,810	10,350	3,100
Insurance	378	473	601	699
Supplies - Repair & Maintenance	-	113	1,700	500
Supplies - General	1,629	1,475	2,650	2,050
<b>Total Expenditures</b>	<b>\$ 240,886</b>	<b>\$ 225,357</b>	<b>\$ 252,842</b>	<b>\$ 248,710</b>

\*\* FY2009 was 15 months

## **VILLAGE OF ORLAND PARK, ILLINOIS**

### ***General Fund - 5002***

### ***Public Works (Streets Division) Functions/Strategic Plan Goals***

### ***Fiscal Year 2012***

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#### **DIVISION FUNCTIONS:**

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

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

#### **STRATEGIC PLAN GOALS:**

- 1. Enhance communications and completion of requested services through continued use of the Pothole Reporting System, and development of similar systems to report issues or request services germane to Public Works. Develop reporting that will provide the Village Manager with quarterly reports that quantify services by category provided by Public Works, commencing with the initial report in July 2012.**

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund - 5002**

**Public Works (Streets Division) Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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- **OBJECTIVE** – Provide metrics to understand the need to continue or expand services provided by the Village as the community matures. Review procedures quarterly each year to ensure that we can reasonably provide timely initial response and follow up service following reports of problems or concerns, with the goal of providing an initial response within one business day, and that 90 percent of estimated task completion dates be met for all service requests.
  - **PURPOSE** – To pro-actively manage work load by task category and region providing economy of scale to daily operations that complete projects as promised.
  
- **OBJECTIVE** – Provide information on the seasonal pothole repair program to our residents working with the Public Information Office and through the use of flyers, newsletters and the Village website. Produce and report quarterly activity recapping the potholes reported and repaired, and other pavement issues reported but unresolved. Reporting will begin in the second quarter of 2012.
  - **PURPOSE** – To provide information for ease in alerting Public Works of potholes and other concerns and to advise residents and others about service requests for pothole repairs.
  
- **OBJECTIVE** – Make personal contact within 2 business days with each complainant to advise of an estimated completion date for the reported issue or request, or of a referral of the issue to the proper jurisdictional agency. Provide detailed metrics in the quarterly reporting.
  - **PURPOSE** – To pro-actively manage expectations and minimize repetitive complaints.
  
- **OBJECTIVE** – Research, review, create and recommend an equipment purchase to improve pothole repair process by providing a one-time permanent pothole repair by March 2012.
  - **PURPOSE** – To reduce expenses and driver incidents by minimizing the need for multiple repairs to the same pothole or failed pavement section and to improve overall quality of travel throughout the Village as pavement repairs will largely be made once and be permanent.
  
- **OBJECTIVE** – Complete scheduled pavement markings by July 1, 2012 with the scope of work transmitted to the contractor by April 30, 2012.
  - **PURPOSE** – To provide quality pavement markings earlier in the year allowing prolonged lifespan for the markings prior to the winter snow and plowing season.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund - 5002**

**Public Works (Streets Division) Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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**2. Provide seasonal information to residents regarding general services provided by Public Works' Street Division.**

- **OBJECTIVE** – By the end of each month following every quarter, using statistical data, provide management reporting detailing general service requests and Public Works' response including date and time metrics and cost. Goal is that 100% of the requests for service have received a Village response or acknowledgement within 48 hours of the receipt of the request, and that 90% of service requests seasonably able to be completed are completed by the estimated completion date.
  - **PURPOSE** – General Service requests relate to issues that affect the quality of life for Village residents such as street lights, drainage issues, and the general appearance of the Village.
- **OBJECTIVE** – One month in advance of the need for typical seasonal services, working with the Public Information Office, provide communications pieces including print material and web or digital information, describing the upcoming seasonal services provided to Village residents. Highlight known misconceptions and past associated issues to reduce any issues with the goal of aligning residents' practices and Village services, setting obtainable expectations.
  - **PURPOSE** – Provide practical expectations regarding the delivery of Village services, and the limitations that exist when needs remain unfulfilled.

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

- **OBJECTIVE** – Revise, and prepare snow fighting materials for staff training and distribution by December 1<sup>st</sup> of each year.
  - **PURPOSE** – To provide the latest route information and procedures to staff and contractors prior to the onset of winter.
- **OBJECTIVE** – Research and evaluate, or test new technologies and materials to improve operations and provide efficiencies. Provide information by August 2012 for inclusion in the 2013 budget preparations on any emerging products that should be considered by the Village such as liquid anti-icing and de-icing materials, equipment and operations to improve the Village's winter services and reduce costs.
  - **PURPOSE** – Increase effectiveness and efficiency of snow and ice management and operations undertaken for the removal of snow and ice from the Village's roadways thereby reducing costs and improving safety.

## VILLAGE OF ORLAND PARK, ILLINOIS

### General Fund - 5002

### Public Works (Streets Division) Functions/Strategic Plan Goals

### Fiscal Year 2012

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- **OBJECTIVE** – In conjunction with the Parks & Building Maintenance Department, review and revise the 2012/13 Snow Plan to allow use of contractors for Village parking lots to free Village Parks employees to staff the snow removal team for Village streets.
  - **PURPOSE** – To increase the number of available drivers and to provide greater flexibility in assembling the snow-fighting team.

#### 4. Increase efficiency of the Tree Trimming Program.

- **OBJECTIVE** – By November 1<sup>st</sup> of each year, review all safety procedures, operational protocols, and prepare all necessary tree trimming equipment to ensure staff is well briefed on safety procedures and acceptable operations, and that all equipment is fully inspected with all safety guards secure, in place and functioning, and that all equipment is fully operational per manufacturers' specifications prior to the commencement of trimming operations.
  - **PURPOSE** – Ensure safety measures and operational rules are understood and in place, and that all equipment is checked and fully operational permitting the program to start on time.

#### 5. Establish an Emerald Ash Borer Management Plan.

- **OBJECTIVE** – Establish a count, species, caliper, and Geo-located tree inventory for all trees within the Village's rights-of-ways, including a comprehensive stem-by-stem analysis for all trees susceptible to EAB infestation and death by June 30, 2012. The tree inventory will be accomplished through the implementation and completion of ARA Asset Management System. Following the completion of the Tree Inventory, an EAB Management Plan will be developed by October 31, 2012 to provide a master strategy for the systematic removal and replacement of impacted trees, with the ultimate goal of full Village reforestation.
  - **PURPOSE** – To provide a comprehensive understanding of the probable duration and progression of canopy loss that may be expected due to the EAB infestation, and to structure an affordable reforestation program providing variety in species and location to minimize the impact of similar future blights.
- **OBJECTIVE** – Finalize a detailed brochure and web site information to aid the layman's identification of EAB infestation, and include procedures for the removal and disposal of Ash trees within the quarantine zone by September 2012 for residential distribution.
  - **PURPOSE** – To educate residents on how they can identify infestations, the restrictions that have been imposed in an effort to halt

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund - 5002**

**Public Works (Streets Division) Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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further spread of the current infestation, and remedies or courses of action to follow once trees are infested and subsequently removed.

**6. Establish a Parkway Sign Inventory and Maintenance Program to meet the Federal regulations.**

- **OBJECTIVE** – By July 2012 or a later date pending enforcement of current Federal sign regulations, but minimally by November 1, 2012, finalize the sign component of the ARA Asset Management System. Develop database sign maintenance processes to ensure that once populated, the accuracy and integrity of the database is able to be maintained thereby meeting currently suspended Federal regulations.
  - **PURPOSE** – To meet the currently suspended Federal sign inventory retro-reflectivity requirements that all roadway signs be fully inventoried including location, orientation, sheeting material, manufacture date, and current level of reflectivity of installed signs.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Public Works (Streets Division) Performance Measures**

**Fiscal Year 2012**

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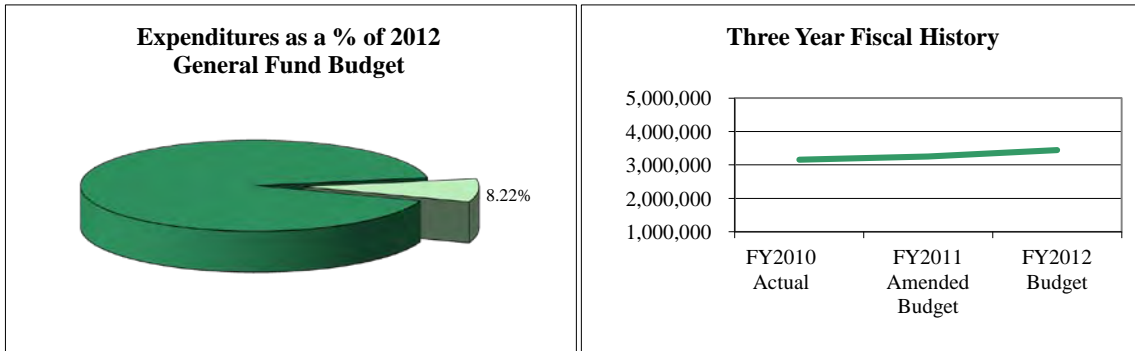
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<b>MEASURE</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>
Pothole Hotline response provided within 24 hours	95%	95%	100%
Number of potholes filled	1,807	5,260	2,500
Percent of streetlight/electrical repairs addressed within 48 hours	90%	95%	95%
Leaf collections completed before season's end	99%	100%	100%
Percent of sign maintenance/damage repaired within 72 hours	96%	100%	100%
Percent of snow removal within 12 hours	95%	100%	100%
Percent of forestry requests completed per policy and within timeframe	98%	100%	100%
Percent of resident work requests inspected within 72 hours	98%	100%	100%
Percent of concrete/asphalt repairs completed within timeframe	98%	100%	100%
Percent of annual pavement maintenance goals completed	90%	100%	100%
Percent of restoration work completed within timeframe	90%	95%	100%
Percent of right of way permit applications processed & returned within 2 weeks	100%	100%	100%



**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Public Works (Streets Division)  
Fiscal Year 2012**

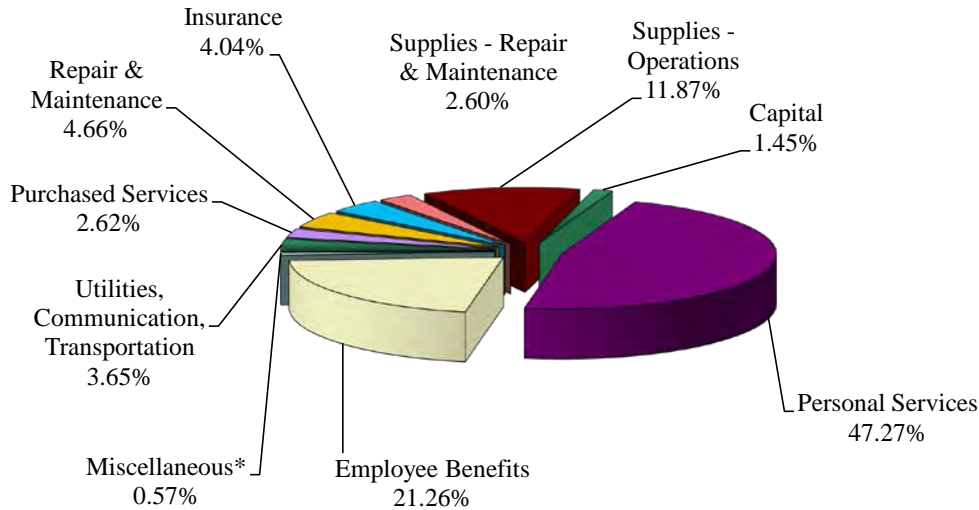


**PUBLIC WORKS (STREETS DIVISION) BUDGETED POSITIONS**

FULL TIME POSITION TITLE	FY2010 ACTUAL	FY2011 CURRENT	FY2012 BUDGET
Superintendent of Streets	1	1	1
Foreman	1	1	1
Public Improvement Tech II	1	1	1
Electrical Maintenance Technician	1	1	1
Maintenance Worker I	8	8	8
Maintenance Worker II	5	5	5
Maintenance Worker III	4	4	4
Clerk Typist II	1	1	1
<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	2	2	3
Seasonal Maintenance	7	7	9
<b>TOTAL PART TIME PERSONNEL</b>	<b>10</b>	<b>10</b>	<b>13</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Public Works (Streets Division) Expenditure Summary  
Fiscal Year 2012**



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

	<b>FY2009**</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Personal Services	\$ 1,880,723	\$ 1,560,105	\$ 1,610,975	\$ 1,628,811
Employee Benefits	676,431	605,122	672,710	732,355
Employee Expense	134	60	-	-
Professional Services	81,763	-	-	-
Utilities, Communication, Transportation	214,657	164,969	155,000	125,821
Purchased Services	89,506	93,325	84,669	90,431
Repair & Maintenance	416,852	94,617	129,056	160,647
Rent	615	(223)	1,000	3,000
Insurance	111,638	101,898	54,231	139,149
Supplies - General	12,314	8,127	64,551	13,500
Supplies - Repair & Maintenance	81,544	69,775	84,691	89,741
Supplies - Operations	418,792	455,369	392,223	409,093
Other Commodities	2,993	1,986	3,000	3,000
Capital	-	-	-	50,000
<b>Total Expenditures</b>	<b>\$ 3,987,962</b>	<b>\$ 3,155,130</b>	<b>\$ 3,252,106</b>	<b>\$ 3,445,548</b>

\*\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund - 5003**

**Public Works (Transportation Division) Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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**DIVISION FUNCTIONS:**

The Transportation Division operates the Pace Dial-A-Ride Paratransit Bus Service. This program is designed to serve the needs of all residents within Orland Park and the Village of Orland Hills. Service is funded by passenger fares, a PACE grant through the Regional Transit Authority and from General Fund subsidies. Approximately seventy eight percent (78%) of all passenger trips are generated by the Village's senior citizen population.

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

**STRATEGIC PLAN GOALS:**

**1. Explore opportunities to improve the efficiency of the Dial-a-Ride bus service.**

- **OBJECTIVE** – By November 1<sup>st</sup> of each year, review scheduling procedures and update the standard operating procedures as annual reports are developed for the past service year, moving operational changes forward into the upcoming operating year.
  - **PURPOSE** – To provide more efficient and effective operations, including optimizing scheduling and dispatching of the Village's Dial-a-Ride service. Revise and update the operating procedures in an effort to provide routing efficiencies to minimize non-service miles.
- **OBJECTIVE** – Research technology advancements such as Automatic Vehicle Location devices to determine if it might assist in routing busses and scheduling personnel.
  - **PURPOSE** – To provide efficient and effective scheduling and dispatching of the Village's Dial-a-Ride service to minimize non-service miles.

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

- **OBJECTIVE** – Prepare an annual report detailing ridership categories, trip origins and destinations, average miles and trip times, summarizing annual ridership and forecasting ridership trends for the upcoming fiscal year by August of each year.

***VILLAGE OF ORLAND PARK, ILLINOIS***

***General Fund - 5003***

***Public Works (Transportation Division) Functions/Strategic Plan Goals***

***Fiscal Year 2012***

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

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Public Works (Transportation Division) Performance Measures**

**Fiscal Year 2012**

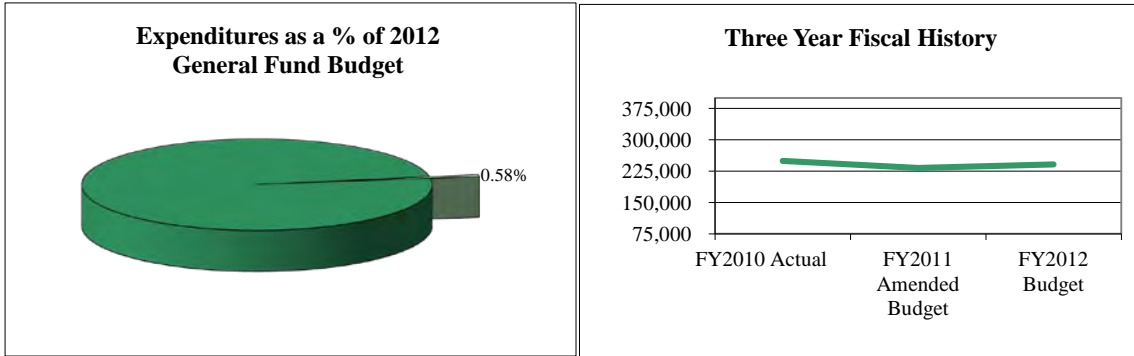
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<b>MEASURE</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>
Percent of scheduled buses available daily for scheduled service	95%	95%	100%
Percent of satisfactory Pace inspections	100%	100%	100%
Number of one-way trips provided	13,269	11,950	12,000
Number of passenger complaints	2	3	1
Number of times loaner bus needed	4	2	1
Accidents	0	1	0

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Public Works (Transportation Division)  
Fiscal Year 2012**



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

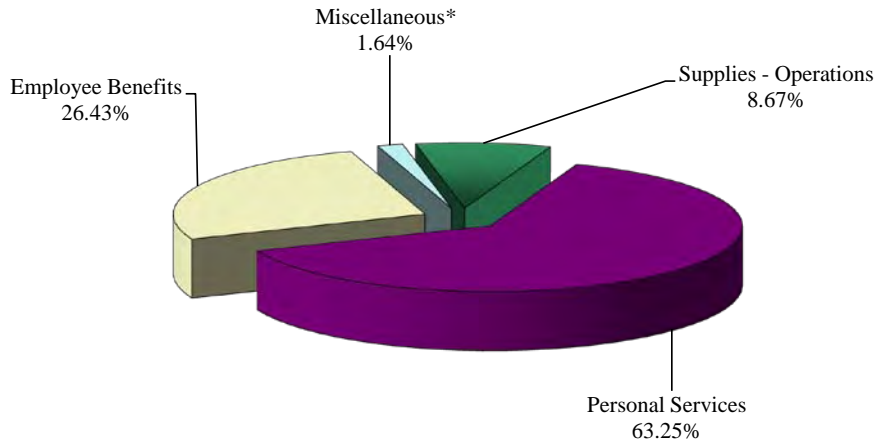
FULL TIME POSITION TITLE	FY2010 ACTUAL	FY2011 CURRENT	FY2012 BUDGET
Bus Drivers	1	1	1
Clerk Typist II	1	1	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>
PART TIME POSITION TITLE			
Bus Drivers	2	2.3	3
<b>TOTAL PART TIME PERSONNEL</b>	<b>2</b>	<b>2.3</b>	<b>3</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Public Works (Transportation Division) Expenditure Summary**

**Fiscal Year 2012**



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

	<b>FY2009** Actual</b>	<b>FY2010 Actual</b>	<b>FY2011 Amended Budget</b>	<b>FY2012 Budget</b>
Personal Services	\$ 285,658	\$ 134,723	\$ 147,448	\$ 152,534
Employee Benefits	129,775	97,491	65,130	63,745
Employee Reimbursements	120	50	230	-
Utilities, Communication, Transportation	-	-	-	792
Repair & Maintenance	-	-	-	1,000
Insurance	21,710	1,239	907	1,222
Supplies - General	2,809	350	1,447	947
Supplies - Operations	23,050	15,773	17,395	20,911
<b>Total Expenditures</b>	<b>\$ 463,122</b>	<b>\$ 249,626</b>	<b>\$ 232,557</b>	<b>\$ 241,151</b>

\*\* FY2009 was 15 months

## **VILLAGE OF ORLAND PARK, ILLINOIS**

### **General Fund - 5006**

### **Public Works (Vehicle & Equipment Division) Functions/Strategic Plan Goals Fiscal Year 2012**

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#### **DIVISION FUNCTION:**

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

#### **STRATEGIC PLAN GOALS:**

- 1. Reduce the frequency and customer impacts of unscheduled repairs in the shop to an acceptable level given the age of the fleet.**
  - **OBJECTIVE** – Draft monthly report regarding unscheduled repairs performed in the shop to determine the reason. Make recommendations to mitigate and reduce unscheduled repairs. Provide loaner vehicles or equipment when possible to achieve 100% readiness.
    - **PURPOSE** – Fewer unscheduled repairs will minimize the impact on weekly scheduled work and increase productivity in the shop.
  - **OBJECTIVE** – Specify order and replace approved units in the FY2012 budget year.
    - **PURPOSE** – To update our units to fit the vocation better suiting work needs. Also can improve fuel economy and warranty coverage to lessen operation repair costs.
  - **OBJECTIVE** – Attend Effective Practices for Public & Private Fleet Management.
    - **PURPOSE** – To improve upon fleet management techniques to optimize and control fleet costs.
  - **OBJECTIVE** – Review industry best practice regarding outsourcing opportunities for maintenance and repairs, and produce report with recommendations by October 2012.
    - **PURPOSE** – To make best use of resources to meet the growing repair needs of the Village and the decreasing resources to provide operationally ready equipment.
- 2. Maintain a 100% ready snow fighting fleet throughout the winter season.**



**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund - 5006**

**Public Works (Vehicle & Equipment Division) Functions/Strategic Plan Goals  
Fiscal Year 2012**

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- **OBJECTIVE** – To ensure operational readiness by performing proper maintenance procedures before and after a snow event and repair all breakdowns during an event as quickly as possible. A goal of an average of 95% repair completion within 48 hours of the unit entering the shop during a year is desired.
    - **PURPOSE** – To provide a full compliment of safe vehicles and equipment to fleet customers, including storm-ready snow fighting equipment. Minimize downtime during a winter storm event.
  
  - **OBJECTIVE** – To complete all repairs due to breakdown during a snow event within 24 hours.
    - **PURPOSE** – Provide full compliment of storm-ready snow fighting equipment and to minimize downtime during an event.
  
  - **OBJECTIVE** – To maintain an adequate and appropriate parts inventory to replace needed parts to repair breakdowns during a snow event in an effort to achieve the 48 hour repair objective.
    - **PURPOSE** – An adequate and appropriate parts inventory will allow the technician to repair a vehicle with minimal downtime during an event.
- 3. Implement Surplus On-Line Auction process for the sale of surplus vehicles, equipment and other surplus items by November 30, 2012.**
- **OBJECTIVE** – Through the use of an Internet auction service, the potential buyer pool becomes world-wide. Surplus vehicles and equipment, as well as outdated items such as vehicle repair shop manuals, shelving, theater staging or props is easily able to be publicly auctioned.
    - **PURPOSE** – The use of the on-line service is likely to generate additional revenue due to the larger pool of bidders, and easily permits items previously discarded to be sold, adding revenue and freeing storage space.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund - 5006**

**Public Works (Vehicle and Equipment Division) Performance Measures**

**Fiscal Year 2012**

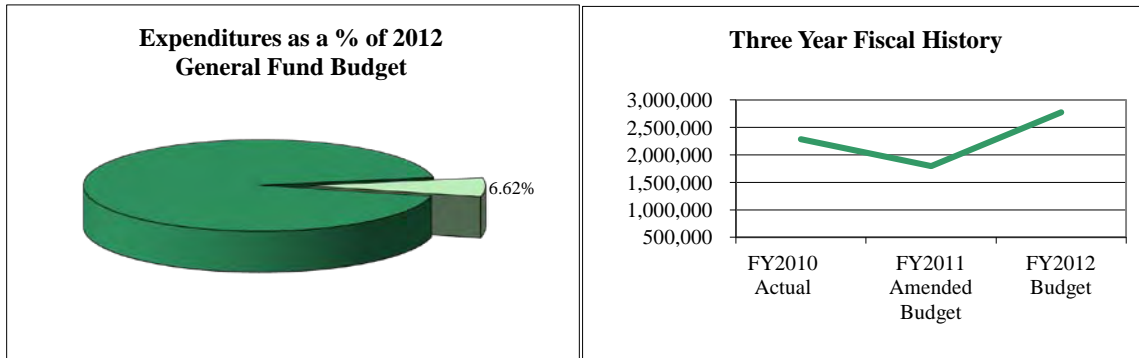
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<b>MEASURE</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>
Number of scheduled preventive maintenance repairs	729	712	725
Percent of repairs – non-scheduled	20%	20%	20%
Percent of mechanics attending continuing education opportunities	100%	100%	100%
Percentage of fleet winter storm-ready	100%	100%	100%
Number of jobs performed	8,503	8,132	8,500
Number of accidents reported	50	41	30
Cost of repairs or maintenance outsourced	\$68,255	\$71,770	\$79,300
Accident repair costs	\$48,604	\$45,350	n/a
Accident repair labor hours – in-house	34.8	57.6	n/a
Fuel Consumption – Unleaded (Village and OFPD)	157,917	152,385	150,000
Fuel Consumption – Diesel (Village and OFPD)	66,536	58,176	56,000
In house specify & purchase of replacement vehicles & equipment	100%	98%	100%
Number of items sold via On-Line Auction	n/a	n/a	50

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Public Works (Vehicle and Equipment Division)  
Fiscal Year 2012**

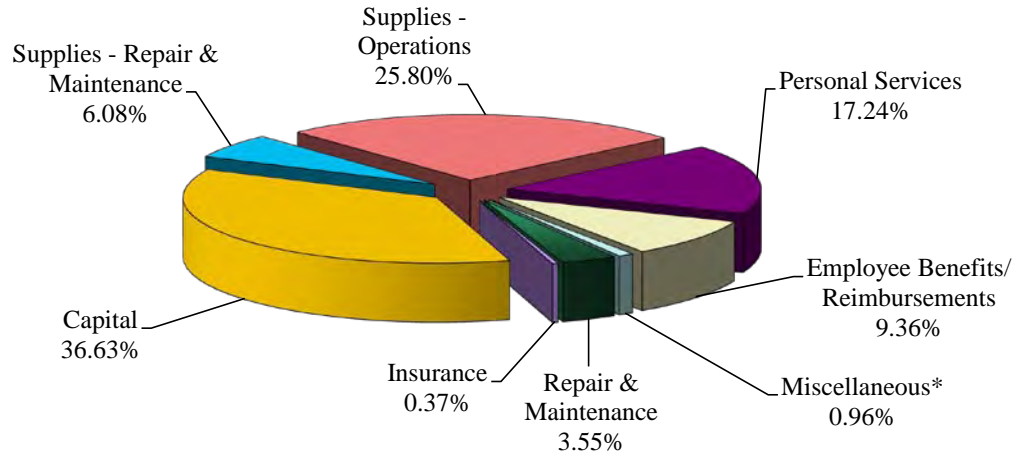


**PUBLIC WORKS (VEHICLE AND EQUIPMENT DIVISION) BUDGETED POSITIONS**

FULL TIME POSITION TITLE	FY2010 ACTUAL	FY2011 CURRENT	FY2012 BUDGET
V&E and Transportation Operations Mgr	0	1	1
Foreman	1	0	0
Inventory Control Technician	1	1	1
Mechanic II	3	3	3
Maintenance Worker I	1	1	1
Clerk Typist II	1	1	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>7</b>	<b>7</b>	<b>7</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Public Works (Vehicle and Equipment Division) Expenditure Summary  
Fiscal Year 2012**



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

	<b>FY2009**</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Personal Services	\$ 842,342	\$ 463,909	\$ 484,978	\$ 501,914
Employee Benefits	327,825	246,634	282,003	268,641
Employee Reimbursements	1,762	1,689	1,775	3,985
Utilities, Communication, Transportation	360	1,195	1,273	985
Purchased Services	4,080	1,371	1,850	3,000
Repair & Maintenance	125,772	89,963	88,795	103,395
Insurance	10,697	28,379	77,921	10,761
Supplies - General	14,660	8,544	6,750	23,500
Supplies - Repair & Maintenance	190,663	164,890	164,652	177,152
Supplies - Operations	627,153	577,930	635,648	751,254
Other Commodities	482	424	500	500
Capital	141,913	106,098	1,031,000	1,066,500
Miscellaneous Expenses	49	35	100	100
<b>Total Expenditures</b>	<b>\$ 2,287,758</b>	<b>\$ 1,691,061</b>	<b>\$ 2,777,245</b>	<b>\$ 2,911,687</b>

\*\* FY2009 was 15 months

## **VILLAGE OF ORLAND PARK, ILLINOIS**

### ***General Fund***

### ***Police Department Functions/Strategic Plan Goals***

### ***Fiscal Year 2012***

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#### **DEPARTMENT MISSION:**

The mission of the Orland Park Police Department is to enhance the quality of life for the people and families within our community by providing professional, high quality and effective police service in partnership with the people. Members of the Orland Park Police Department believe that their work has a vital impact on the quality of life in our community.

#### **ADMINISTRATION DIVISION – TRAINING DEVELOPMENT AND REVIEW**

#### **DIVISION FUNCTIONS:**

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

#### **STRATEGIC PLAN GOALS:**

- 1. Less Lethal Certification: Implement a training program to increase the number of sworn police officers qualified to deploy a department issued less lethal shotgun in FY2012.**
  - **OBJECTIVE** – Increase by 50% the number of sworn police officers qualified to carry the department issued less lethal shotgun in FY2012.
    - **PURPOSE** - An increase in qualified full-time sworn officers in the use of less lethal will assist in effectively safeguarding the community, enhance officer safety, and it ensures that a weapon system is available to handle armed offender situations that might otherwise result in utilizing deadly force.
  
- 2. NIMS Compliance: Achieve full compliance with the National Incident Management System (NIMS) certification requirements for FY2012.**
  - **OBJECTIVE** - Completion of IS-700 and ICS-100 awareness training for all officers, completion of IS-702, IS-703 and IS-704 awareness training for personnel assigned to specific duties within the ICS framework and the completion of ICS 200, ICS-300 and IS-800 for all supervisory personnel. Lieutenants and Command Staff personnel will complete ICS-400. Command

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Police Department Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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Staff personnel will also complete IS-703, 704, 706 and 800. The personnel training will be completed by September 1, 2012.

- **PURPOSE** - The Federal Government has provided specific directive within the mandate of which employees must complete specific levels of ICS training for the organization/municipality to be in full compliance. This training plan is developed to that end.
  - **OBJECTIVE** - Conduct a position-specific ICS training practicum by September 1, 2012.
    - **PURPOSE** - The ICS practicum event is a requirement of full federal NIMS compliance and must be executed in a timely manner.
  - **OBJECTIVE** - Ensure that the NIMS Compliance Assistance Support Tool (NIMSCAST) is completed by September 30, 2012. NIMSCAST is a web-based self-assessment instrument to evaluate and report a local government's achievements of all NIMS implementation activities.
    - **PURPOSE** - The purpose of becoming fully compliant with NIMS is to enhance preparedness and response capabilities to all-hazard incidents and events. NIMS compliance is required in order to receive federal preparedness funding and federal grants.
- 3. Civil Disturbance/Crow Control Training: Implement a program to train sworn police officers in situations involving civil disturbance and crowd control in FY2012.**
- **OBJECTIVE** - Train all sworn members, full-time and part-time in techniques to handle both civil disturbances and crowd control.
    - **PURPOSE** – In anticipation of any civil disturbance or large gathering of protesters in Orland Park as a result of both the G8 and NATO summits scheduled for Chicago in spring of 2012.
- 4. Conduct Retail Establishment Safety Review: Staff to collaborate with retail community to conduct a safety and security review of select properties to make an assessment of what proactive measure may be taken to enhance the safety and security of the clientele as well as retail employees.**
- **OBJECTIVE** – Work with available data to select four (4) specific sites in retail areas throughout the Village of Orland Park for a safety review during the first quarter of FY2012.

**VILLAGE OF ORLAND PARK, ILLINOIS**

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**Police Department Functions/Strategic Plan Goals**

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- **PURPOSE** – In an effort to provide for the greatest utility efforts should be made to identify what areas in the retail community would most benefit from such a safety review.
  
- **OBJECTIVE** – Design and develop the format and instruments to be utilized for the safety and security assessment by the close of the first quarter of FY 2012.
  - **PURPOSE** – The development of the format and instruments to be utilized for these safety reviews should ensure that the desired measurements and assessments are in fact being made and that each site is being assessed in some uniformity.
  
- **OBJECTIVE** – Conduct, analyze and complete the Retail Establishment Safety Review on two of the four chosen site in the third quarter of FY2012.
  - **PURPOSE** - Conducting two reviews per quarter should provide for the required staff time necessary to complete it in a comprehensive way.
  
- **OBJECTIVE** - Conduct, analyze and complete the Retail Establishment Safety Review on the final two chosen sites in the fourth quarter of FY2012.
  - **PURPOSE** - Conducting two reviews in a quarter should provide for the required staff time necessary to complete in a comprehensive way.
  
- **OBJECTIVE** - Review and summarize data, make assumptions and plan for the F 2013.
  - **PURPOSE** – An analysis will be made in an effort to determine the utility of performing additional site reviews in FY2013. An objective analysis should be made regarding the data developed through these assessments and how they were received in the retail community.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Police Department Functions/Strategic Plan Goals**

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

**DIVISION FUNCTIONS:**

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

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

**STRATEGIC PLAN GOALS:**

- 1. Building and Grounds Maintenance: Continue to provide for the care and maintenance of the building and grounds of the police headquarters.**
  - **OBJECTIVE** - Resolve the issue of the cracking ballistic glass located on the two main reception window panels of the police department lobby windows before the ballistic integrity is compromised. This issue is expected to be resolved by the second quarter of FY2012.



## VILLAGE OF ORLAND PARK, ILLINOIS

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- **PURPOSE** – Determine whether the defect in the glass is a manufacture defect and whether the manufacture will cover the cost to replace the glass. If not, resolve the situation by replacing the two (2) Level-4 Glass Clad Polycarbonate panels prior to the loss of the ballistic integrity.
- **OBJECTIVE** - Coordinate the painting and minor wall repairs to the interior of the Police Headquarters during the first quarter of FY2012. Coordinate the painting and minor repairs to the exterior of the Police Headquarters during the second quarter of FY2012.
  - **PURPOSE** - Due to normal usage over the past (3) three years, the interior of the Police Headquarters is showing wear. Also, over the past three years the sun and other weather conditions have faded and deteriorated the paint on the south exterior wall of the Police Headquarters. Minor repairs and painting of the interior and exterior walls of the Police Headquarters will enhance the aesthetics of the building and portray a positive image of the Village to citizens, employees and visitors. The exterior painting and preventive maintenance will help reduce the deterioration of the exterior wall structure.
- **OBJECTIVE** - Tile the walls up to a level of four feet in the high traffic corridor entrance to the men’s locker room during the second quarter of FY2012.
  - **PURPOSE** – The high traffic corridor entrance of the men’s locker room has experienced excessive wear (scuffs and scrapes) to the drywall, due to patrol officers transporting their patrol bags and equipment through this area. Tiling the walls will eliminate the scuffs and scrapes to the dry wall and present an esthetically pleasing look to the area.

## 2. Radio System Narrowbanding

- **OBJECTIVE** - Determine the exact number of radios that need to be rebanded and make arrangements with a local communications contractor to set a date in September 2012 to reband all radios. This objective will be completed in the first quarter of FY2012.
  - **PURPOSE** – The Orland Park Police Department is required to have the radio system narrowbanded by January 1, 2013.
- **OBJECTIVE** - Renew the Police Department’s FCC licenses for FY2013 to reflect the new narrowbanding frequencies for all Orland Park Police radio frequencies. This objective will be completed in the first quarter of FY2012.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Police Department Functions/Strategic Plan Goals**

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- **PURPOSE** – The FCC licenses need to reflect the new narrowband frequencies for all Orland Park radio frequencies.
- **OBJECTIVE 3** - Complete the narrowbanding of all Orland Park radios during the month of September 2012 to ensure compliance before January 1, 2013. This objective will be coordinated and completed during the third quarter of FY2012.
  - **PURPOSE** – All police radios (dispatch console radios, mobile radios and portable radios) need to be narrowbanded, reprogrammed and tuned correctly to provide maximum integrity of the emergency radio system.
- 3. Install Network Connections in Sallyport: Install two computer network connections in the Police Department sallyport to allow officers to download video from the in-car computer video system to the network, during the first quarter of FY2012.**
  - **OBJECTIVE** - Purchase Category 6 cable and run two separate network cables from the data closet to the sallyport.
    - **PURPOSE** – Category 6 cable network cable is needed to transmit data quickly from the sallyport to the data closet and ultimately to the network servers.
  - **OBJECTIVE** - Purchase (2) two Category 6 cable reels to be mounted on the east and west walls of the sallyport.
    - **PURPOSE** – The cable reels will allow officers to extend the cables from the wall network outlet to the computer connection on the in-car laptop computer.
  - **OBJECTIVE** - Place heavy duty connectors on the end of each cable and surround the connectors with a durable enclosure. to ensure the cables will not break during use to each end of the cable
    - **PURPOSE** – The heavy duty connectors and connection enclosures will ensure that the cables will not break during heavy use and that cables will be easily replaced if the cables ultimately break during extensive use.
- 4. Review of the Police Radio Network System: Conduct a review of all communication towers and equipment to ensure system reliability and optimum performance of the system. Resolve issues of poor portable radio reception and transmission, located in the Beat 5 area and in Orland Hills between LaGrange Road and 88<sup>th</sup> Avenue, south of 159<sup>th</sup> Street. Enhance the**

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Police Department Functions/Strategic Plan Goals**

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**performance of the radio system in the Orland Square Mall, where there is decreased reception and transmission capabilities due to the (concrete and steel) structure of the mall. The review will be completed during the second quarter of FY2012.**

- **OBJECTIVE** - Conduct a thorough inspection of all radio transmitters, receivers and antennas at the communication towers and in the server room. Repair or replace any defective equipment, connections or telephone lines which may negatively affect communication performance. Compile an inventory of all equipment at each tower to include the age and condition of the equipment for planning of future maintenance or replacement costs.
  - **PURPOSE** – The reliability of the Police Department radio communications system is a high priority. Emergency 911 dispatching, public safety and officer safety depends on a reliable radio communications system. Preventive maintenance of the system needs to be conducted to prevent a system failure during a critical incident.
  
- **OBJECTIVE** - Install a radio receiver on the Georgio’s water tower, located at 88<sup>th</sup> Avenue and 159<sup>th</sup> Street.
  - **PURPOSE** – The installation of a receiver will resolve the poor portable radio reception and transmission issues, located in the Beat 5 area and in Orland Hills between LaGrange Road and 88<sup>th</sup> Avenue, south of 159<sup>th</sup> Street.
  
- **OBJECTIVE** - Explore and implement an effective and cost efficient plan to install a receiver or repeater site at the Orland Square Mall, utilizing the 4.9 GHz system.
  - **PURPOSE** – Enhance the performance of the radio system in the Orland Square Mall where there is decreased reception and transmission capabilities due to the (concrete and steel) structure of the mall.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Police Department Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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

**DIVISION FUNCTIONS:**

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

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

**STRATEGIC PLAN GOALS:**

**1. Crime Prevention Program: To implement a Crime Prevention Programming in FY2012 specifically targeting crimes against the elderly and the business community.**

- **OBJECTIVE** – Conduct Quarterly security meetings with retail merchants during FY2012.
  - **PURPOSE** – To provide critical information on current crime patterns affecting the business community.
- **OBJECTIVE** - In March and November 2012, conduct two business security forums to be held at the Orland Park Police Department. One forum will be conducted for the banking institutions and the other for non-retail businesses.
  - **PURPOSE** – To provide relevant and updated security, safety training, as well as information sharing.

## **VILLAGE OF ORLAND PARK, ILLINOIS**

### **General Fund**

#### **Police Department Functions/Strategic Plan Goals**

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- **OBJECTIVE** - In April and August 2012 conduct senior citizen safety presentations for Orland Park residents.
  - **PURPOSE** – To provide information on crime trends that target senior citizens and provide strategies on how they can protect themselves.

### **2. Citizen's Police Academy: To conduct a Citizen's Police Academy for residents of the Village of Orland Park at the Police Department Headquarters.**

- **OBJECTIVE** - Select a date and develop a schedule for the event and reserve the facilities needed in January 2012.
  - **PURPOSE** - To solidify the necessary time frame for implementation and provide the firm dates to the community for interested residents to register.
- **OBJECTIVE** - Assign a supervisor to develop a class syllabus and select instructors for the sessions. Instructors will develop their respective presentations and submit them to the event supervisor for approval by August 1, 2012.
  - **PURPOSE** - To develop and review the necessary personnel and program content materials.
- **OBJECTIVE** - Initiate a public information campaign to inform the community about the program through media releases, Village Public Information Sources, and other community resources and organizations beginning in May 2012 and continuing until the beginning of the event.
  - **PURPOSE** - To inform and recruit residents to develop a citizen attendance base for the program.
- **OBJECTIVE** - Conduct and complete the program, ending with a graduation presentation with media coverage prior to November 15th of 2012.
  - **PURPOSE** - To broaden the understanding between the citizens and the police department in relation to the department's operations and functions.

### **3. Second Hand Dealer Businesses: Review and evaluate the ordinance.**

- **OBJECTIVE** – Develop a new electronic reporting program for businesses required to report by ordinance by March 2012.
  - **PURPOSE** – To provide a more efficient and thorough process of receiving transaction information from the businesses.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Police Department Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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- **OBJECTIVE** – Develop a searchable database for transaction information by March 2012.
  - **PURPOSE** – To assist criminal investigations into stolen property cases.
  
- 4. Community Relations Program: To enhance the departments’ partnership with the community.**
  - **OBJECTIVE** – Update and increase participation in Global Connect Emergency Notification System and social networking sites by 10% before the close of FY2012.
    - **PURPOSE** – To provide updated information on crime trends and community safety alerts.
  
  - **OBJECTIVE** – Provide for enhancement in the Department website that will serve to provide more timely and valuable information to the public before the close of FY2012.
    - **PURPOSE** - To select an employee in the first quarter of FY2012 and provide him/her with the necessary training and information needed to develop and implement this project.
  
  - **OBJECTIVE** - Conduct the August 2012 National Night Out Against Crime Event in Orland Park, with the theme of “Building a Safer Community” to support the initiative.
    - **PURPOSE** - To use this Village wide event with a large attendance and media coverage to enlist resident support for the project.
  
  - **OBJECTIVE** - Beginning in April 2012, reach out to residents through neighborhood beat meetings and Trailers in the Park events and complete all meetings before the end of the third quarter of FY2012.
    - **PURPOSE** - Using established and successful events and contacts to enhance involvement in the program and aid in crime prevention.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Police Department Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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

**DIVISION FUNCTIONS:**

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

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

**STRATEGIC PLAN GOALS:**

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

- **OBJECTIVE** - Identify the two (2) locations with the highest incidence of crashes and increase enforcement action by 10% in FY2012.
  - **PURPOSE** - An increase in police activity at locations experiencing elevated crash reports should result in reductions.
- **OBJECTIVE** - Conduct a quarterly review of crash reports to determine the progress and impact of the initiative.
  - **PURPOSE** - A quarterly analysis of crash reports should provide feedback in a timely manner to allow staff to adjust or modify initiatives to impact the problem.
- **OBJECTIVE** - Kick-off a public relations/educational effort to enhance public awareness of traffic crash reduction and enforcement efforts at certain geographic areas in the fourth quarter of FY2012.
  - **PURPOSE** - Public awareness of police enforcement efforts at certain locations should have a behavioral impact on driving habits resulting in less traffic crash reports.

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

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Police Department Functions/Strategic Plan Goals**

**Fiscal Year 2012**

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- **OBJECTIVE** - Integrate new police information management system and emergency dispatch management software into the operation of the Patrol Division by the second quarter of FY2012.
    - **PURPOSE** - Modernization of dispatch calls for police service will improve police response to emergency situations.
  - **OBJECTIVE** - In collaboration with Support Services Division integrate dispatch software and automated vehicle locator hardware by the fourth quarter of FY2012.
    - **PURPOSE** - The integration of these technologies will allow for seamless utilization of the full capability of the system.
  - **OBJECTIVE** - Implementation and utilization of proximity dispatching based on call priority and units geographic positions as related to an emergency by the end of 2012.
    - **PURPOSE** - Proximity dispatching of emergency calls will put the resources that are closest geographically to the situation on scene faster and will greatly decrease our response time.
- 3. Increase Pedestrian Safety at Crosswalks: Create motorist awareness and compliance and take a proactive approach with respect to pedestrian safety at crosswalks.**
- **OBJECTIVE** - Identify designated pedestrian crosswalks within the Village of Orland Park in the first quarter 2012.
    - **PURPOSE** - Determine designated crosswalk's engineering compliance with respect to Illinois Department of Transportation Manual section 11-301.
  - **OBJECTIVE** - Conduct public awareness campaign utilizing news media, signage and electronic means with respect to compliance to 625 ILCS 5/11-1002, Rights of Pedestrians' at crosswalks by the second quarter 2012.
    - **PURPOSE** - To inform the motoring public of the rules of the road related to cross walks as well as to advise drivers that extra enforcement will be forthcoming
  - **OBJECTIVE** - Conduct two extra enforcement details monthly at designated pedestrian crosswalks through the third quarter of 2012.
    - **PURPOSE** - To insure statute compliance and pedestrian safety at crosswalks.



**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund**

**Police Department Performance Measures**

**Fiscal Year 2012**

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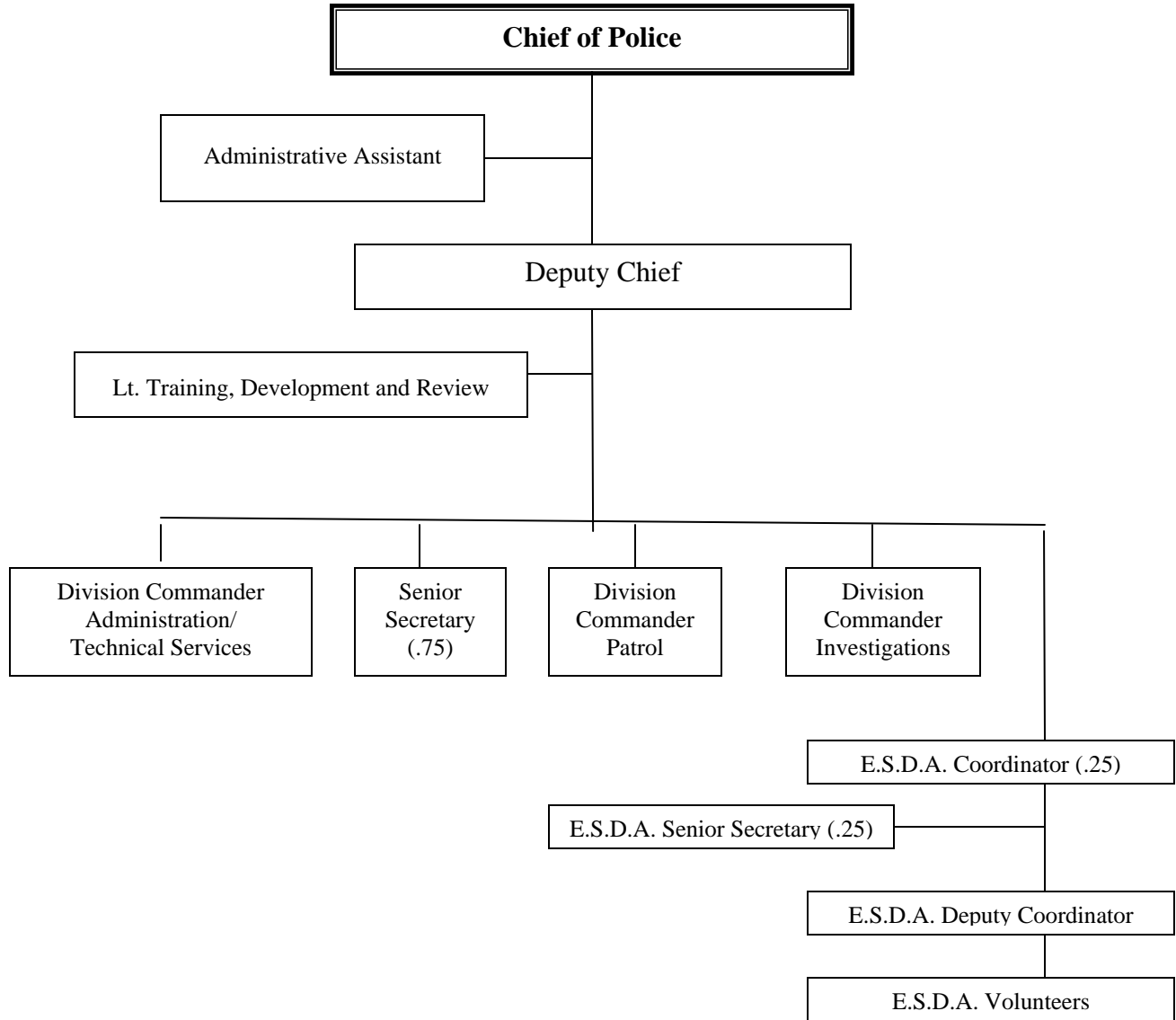
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<b>MEASURE</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>
Number and percent of parking citations processed within 10 days of issuance	13,417 100%	12,043 100%	12,000 100%
Number and percent of traffic citations processed within 10 days of issuance	15,087 100%	14,830 100%	14,500 100%
Average answer time for all 911 calls in seconds	7	7	7
Percent 911 calls answered in 20 seconds or less	99%	99%	99%
Actual theft incident rate*	1,106	1,548	1,550
Crime rate 100,000 population	1896	1896	1896
Number of Cannabis arrests*	36	235	200
Number of Index Crime Drug arrests	79	441	400
Number of authorized Sworn Officers	97	97	97
Population	60,000	60,000	60,000
Officers per thousand population	1.56	1.56	1.56

\*Crime Reporting of Theft Incidence and Cannabis Arrests have been impacted by a modification in reporting procedures.

**VILLAGE OF ORLAND PARK, ILLINOIS**

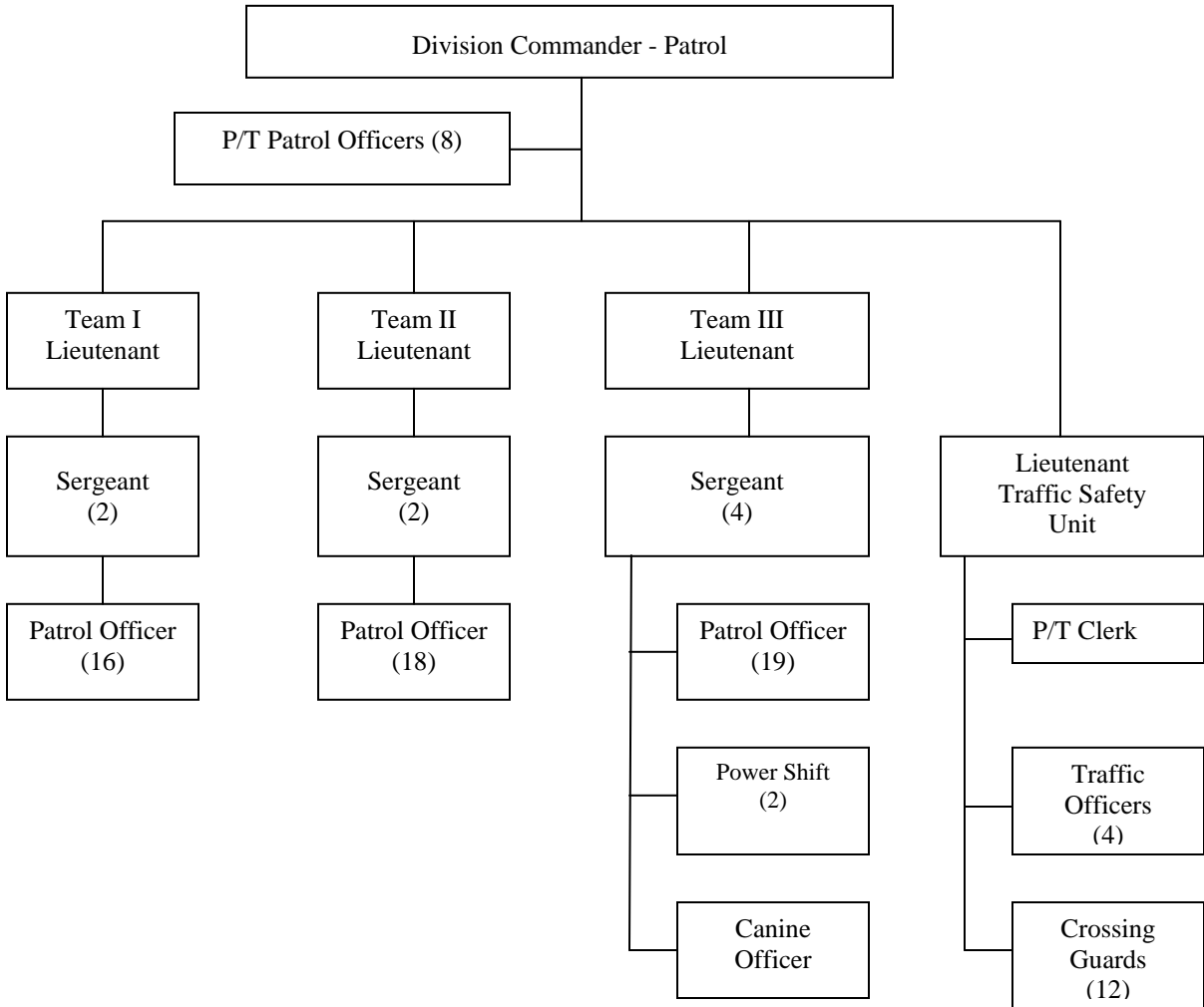
**General Fund  
Police Department Organizational Chart  
Fiscal Year 2012**



**VILLAGE OF ORLAND PARK, ILLINOIS**

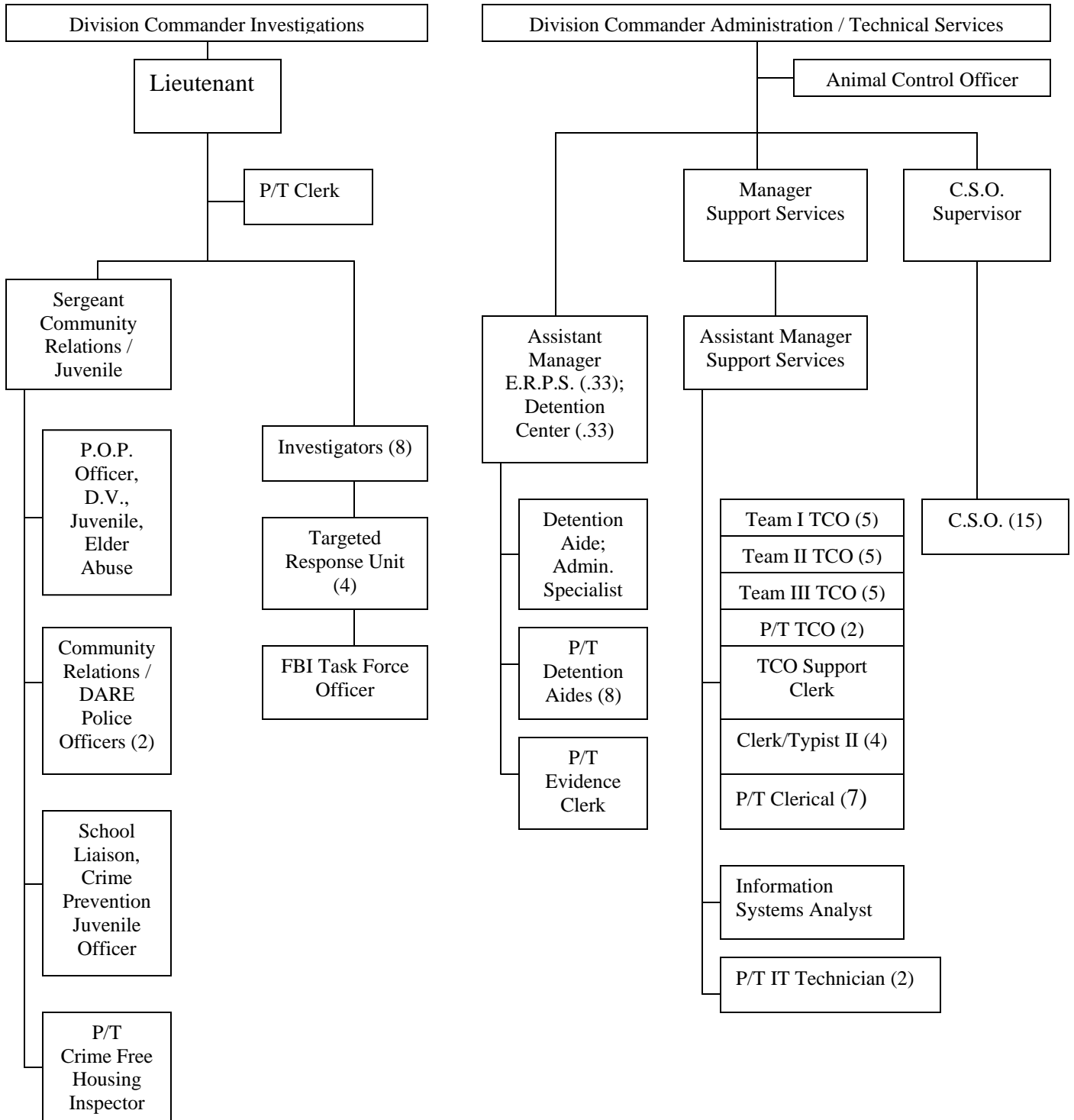
**General Fund  
Police Department Organizational Chart  
Fiscal Year 2012**

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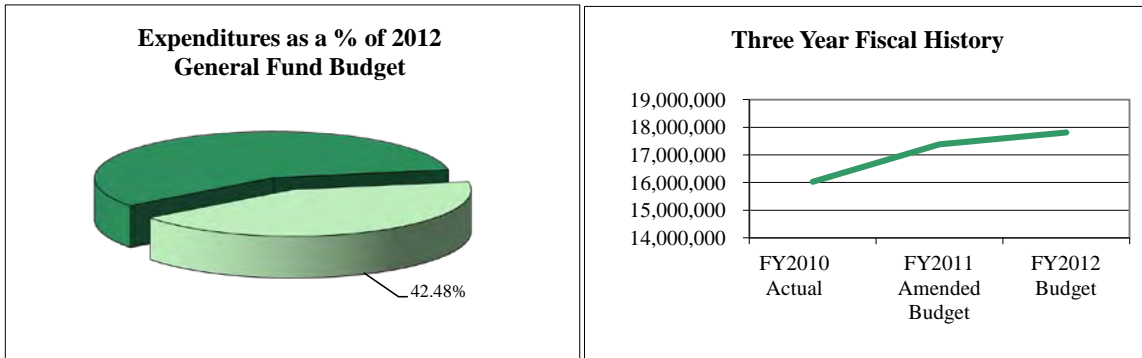
**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Police Department Organizational Chart  
Fiscal Year 2012**



**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Police Department  
Fiscal Year 2012**



**POLICE BUDGETED POSITIONS**

FULL TIME POSITION TITLE	FY2010 ACTUAL	FY2011 CURRENT	FY2012 BUDGET
Chief of Police	1	1	1
Deputy Chief of Police	1	1	1
Commanders	3	3	3
Lieutenants	6	5.7	6
Sergeants	9	9.3	9
Support Services Manager	1	1	1
Information Systems Analyst	1	1	1
Support Services Assistant Manager	1.75	1.75	1.75
CSO Supervisor	1	1	1
Administrative Assistant	1	1	1
Senior Secretary	0.75	0.75	0.75
Clerk Typist II	3	3	4
Clerk Typist II / Shift Differential	1	1	0
Animal Control Officer	1	1	1
Telecommunicators	5	5	6
TCO / Shift Differential	10	9	9
TCO Support Clerk	1	1	1
TCO Trainer / Shift Differential	1	1	0

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Police Department  
Fiscal Year 2011**

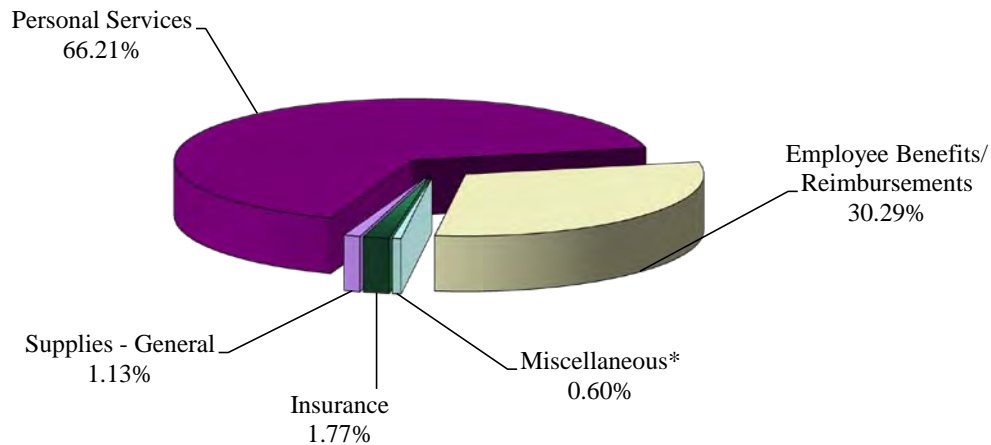
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Patrol Officers	76	75	77
<b>TOTAL FULL TIME PERSONNEL</b>	124.5	122.5	124.5
<b>PART TIME POSITION TITLE</b>			
Clerk Typist	10	10	10
IT Technican I	2	1	1
IT Technican II	2	1	1
Telecommunicator	2	2	2
Community Service Officer	15	15	15
Detention Aide / Adm Specialist	1	1	1
Dentention Aides	8	8	8
Patrol	8	8	8
Crossing Guards	12	12	13
P/T Property Insp for Crime Free Housing	1	1	1
<b>TOTAL PART TIME PERSONNEL</b>	61	59	60

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Fund  
Police Department Expenditure Summary  
Fiscal Year 2012**



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

	<b>FY2009**</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>
	<b>Actual</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Budget</b>
Personal Services	\$ 13,612,181	\$ 10,903,076	\$ 11,377,841	\$ 11,793,387
Employee Benefits	5,060,310	4,427,622	5,160,045	5,313,816
Employee Reimbursements	155,538	68,623	91,439	81,481
Professional Services	8,572	8,065	11,095	8,320
Utilities, Communication, Transportation	20,805	33,278	32,882	35,359
Purchased Services	4,474	3,535	8,250	5,750
Repair & Maintenance	25,489	25,245	36,776	30,391
Rent	4,550	4,339	4,200	4,200
Insurance	573,816	344,379	403,133	314,557
Supplies - General	290,161	171,716	224,821	201,561
Other Commodities	21,567	14,171	13,500	11,500
Capital	10,990	11,929	10,045	-
Miscellaneous Expenses	22,397	13,719	11,300	11,300
<b>Total Expenditures</b>	<b>\$ 19,810,850</b>	<b>\$ 16,029,697</b>	<b>\$ 17,385,327</b>	<b>\$ 17,811,622</b>

\*\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Special Revenue Funds***

***Motor Fuel Tax Fund Description***

***Fiscal Year 2012***

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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.

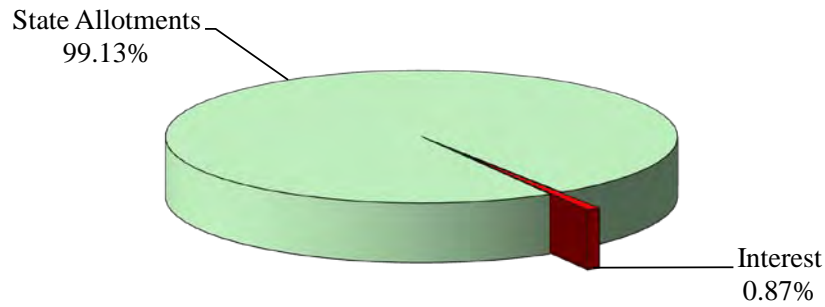
Motor Fuel Tax revenues have fluctuated over the last 10 years for a number of reasons, including changes in the amount of Motor Fuel Tax allocated each year to municipalities, changes in the Village's population and changes in gasoline and diesel fuel demand.

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.



**VILLAGE OF ORLAND PARK, ILLINOIS**

**Special Revenue Funds  
Motor Fuel Tax Fund Revenue Summary  
Fiscal Year 2012**

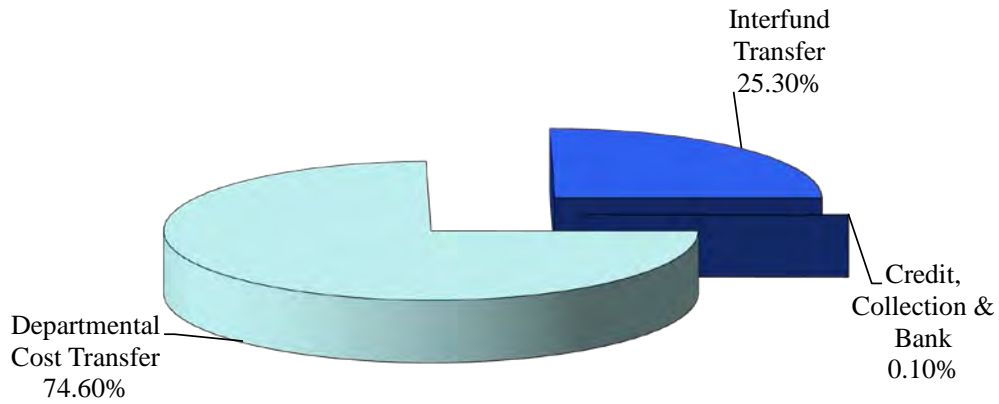


	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
State Allotments	\$ 2,018,087	\$ 1,820,401	\$ 1,510,862	\$ 1,474,289
Jurisdictional Transfer	230,500	-	-	-
Interest	7,906	4,753	4,144	12,942
<b>Total Revenue</b>	<b>\$ 2,256,493</b>	<b>\$ 1,825,154</b>	<b>\$ 1,515,006</b>	<b>\$ 1,487,231</b>

\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Special Revenue Funds  
Motor Fuel Tax Fund Expenditure Summary  
Fiscal Year 2012**



	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Credit, Collection & Bank	\$ 4,881	\$ 3,956	\$ 4,442	\$ 1,890
Departmental Cost Transfer	2,018,087	1,562,711	1,510,862	1,474,289
Interfund Transfer	-	-	-	500,000
<b>Total Expenditures</b>	<b>\$ 2,022,968</b>	<b>\$ 1,566,667</b>	<b>\$ 1,515,304</b>	<b>\$ 1,976,179</b>

\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Special Revenue Funds***

***Park Development Fund Description***

***Fiscal Year 2012***

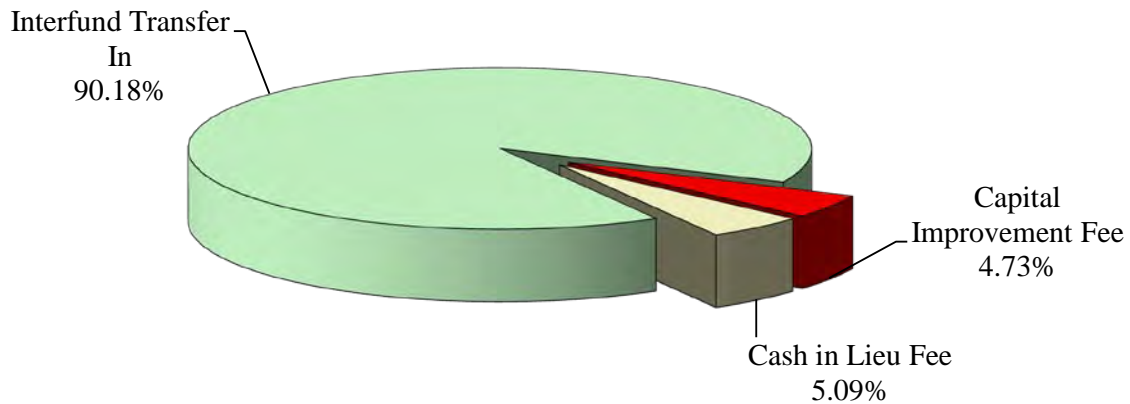
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The Park Development Fund receives cash contributions in lieu of land for park and recreation use. These contributions are received when the developer is unable to donate the required seven acres per 1,000 people anticipated to reside in the development.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

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

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Special Revenue Funds  
Park Development Fund Revenue Summary  
Fiscal Year 2012**

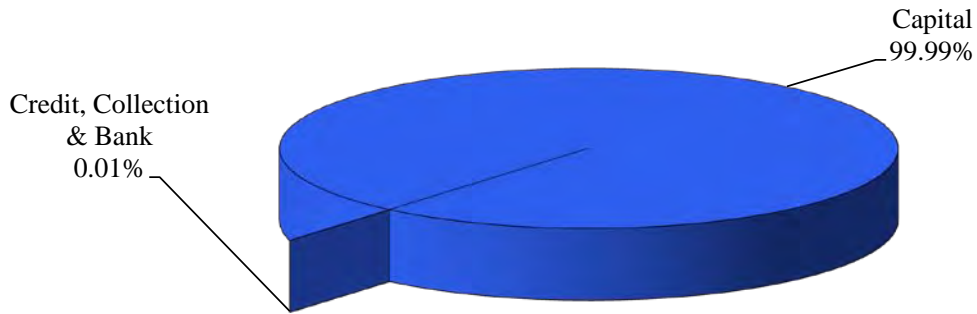


	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
CDBG Grant	\$ 150,000	\$ -	\$ -	\$ -
Miscellaneous Reimbursements	215,940	-	-	-
Capital Improvement Fee	26,891	53,970	36,324	72,090
Cash in Lieu Fee	22,872	21,862	24,873	77,596
Interest	10,076	290	50	-
Other Income	1,000	-	-	-
Interfund Transfer In	-	-	-	1,375,000
<b>Total Revenue</b>	<b>\$ 425,779</b>	<b>\$ 76,122</b>	<b>\$ 61,247</b>	<b>\$ 1,524,686</b>

\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Special Revenue Funds  
Park Development Fund Expenditure Summary  
Fiscal Year 2012**



	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Credit, Collection & Bank	\$ -	\$ 502	\$ 200	\$ 143
Professional Services	-	24,249	-	-
Capital	148,700	54,587	-	1,375,000
<b>Total Expenditures</b>	<b>\$ 148,700</b>	<b>\$ 79,338</b>	<b>\$ 200</b>	<b>\$ 1,375,143</b>

\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Special Revenue Funds  
Seizure/Forfeiture Fund  
Fiscal Year 2012***

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

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

Revenue Summary

	<b>FY2009*</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>
	<b>Actual</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Budget</b>
Interest	\$ 438	\$ 201	\$ 205	\$ -
General Government	12,703	10,958	7,000	11,500
<b>Total Revenue</b>	<b>\$13,141</b>	<b>\$11,159</b>	<b>\$7,205</b>	<b>\$11,500</b>

Expenditure Summary

	<b>FY2009*</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>
	<b>Actual</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Budget</b>
Miscellaneous Expenses	\$14,417	\$11,263	\$ -	\$ -
Supplies – General	3,152	995	-	-
<b>Total Expenditures</b>	<b>\$17,569</b>	<b>\$12,258</b>	<b>\$ -</b>	<b>\$ -</b>

\*FY2009 was 15 months

## ***VILLAGE OF ORLAND PARK, ILLINOIS***

### ***Special Revenue Funds Home Rule Sales Tax Fund Fiscal Year 2012***

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

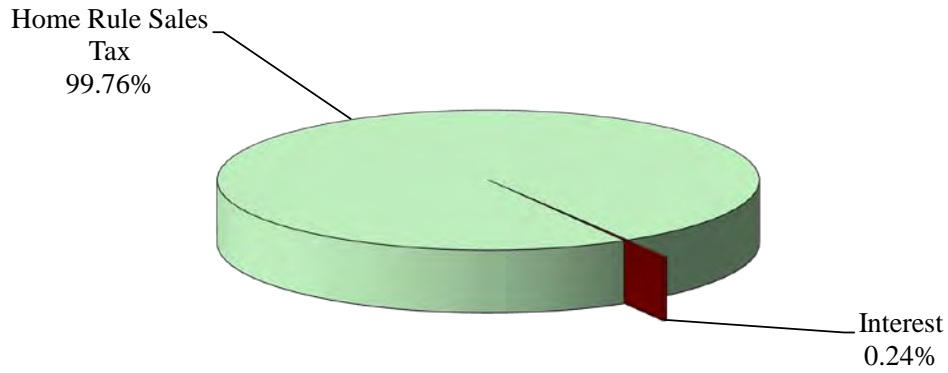
Prior to FY2004, receipts of Home Rule Sales Tax, and the related expenditures, were recorded in the Village's General Fund. During the FY2004 budget process, the Board accepted the Finance Department's recommendation to establish a Home Rule Sales Tax Fund, taking the activity out of the Village's General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

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

During the FY2010 budget process, the Village Board decided to suspend the program. The rebate program will be approved on a year to year basis. Funds previously used for the property tax rebate program will be used for capital improvement projects within the Village.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Special Revenue Funds  
Home Rule Sales Tax Fund Revenue Summary  
Fiscal Year 2012**



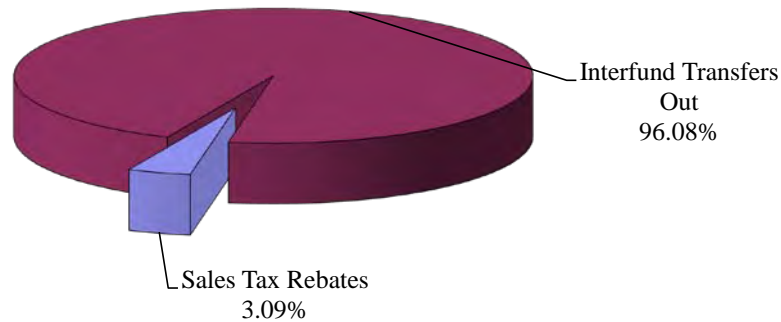
	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Home Rule Sales Tax	\$ 11,587,074	\$ 9,295,958	\$ 9,014,565	\$ 9,374,281
Interest	134,868	64,197	75,299	22,553
<b>Total Revenue</b>	<b>\$ 11,721,942</b>	<b>\$ 9,360,155</b>	<b>\$ 9,089,864</b>	<b>\$ 9,396,834</b>

\* FY2009 was 15 months



**VILLAGE OF ORLAND PARK, ILLINOIS**

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



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

\* FY2009 was 15 months

## ***VILLAGE OF ORLAND PARK, ILLINOIS***

### ***Special Revenue Funds***

#### ***Main Street Triangle TIF Fund***

##### ***Fiscal Year 2012***

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

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

The Village constructed a new train station that was completed in FY2007. Federal grant proceeds (passed through Metra) were received in the amount of \$9,648,510 to assist with the construction of the train station, as well as public infrastructure improvements. During FY2007, the Village issued \$18,500,000 of general obligation bonds to complete the public improvements within the area and to purchase additional properties. This debt issuance also reimbursed other Village Funds that the Main Street Triangle TIF Fund borrowed from to purchase parcels of land in FY2005.

The Village entered into a redevelopment agreement with Flaherty and Collins Properties for Phase I of the redevelopment of the Main Street Triangle area which will include 295 luxury apartment residences, 4,000 square feet of commercial space and structured parking on approximately four acres. The Village will incur phased debt in order to finance this project which has an estimated cost of \$65 million. The costs are split between developer equity of \$2 million, a loan to Flaherty and Collins Properties for \$38 million and a project incentive of \$25 million. The agreement has several provisions that are triggered to help the Village recover its incentive over time. The project financing will begin in FY2012 and a budget adjustment will be completed once the project details are finalized.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Special Revenue Funds  
Main Street Triangle TIF Fund  
Fiscal Year 2012**

Revenue Summary

	<b>FY2009*</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>
	<b>Actual</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Budget</b>
Transfer from Road Exaction Fund	\$ 750,000	\$ -	\$ -	\$ -
Bond Proceed Revenue	793,112	-	-	-
<b>Total Revenue</b>	<b>\$ 1,543,112</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Expenditure Summary

	<b>FY2009*</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>
	<b>Actual</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Budget</b>
Professional Services	\$ 259,376	\$ 172,543	\$ 1,074,730	\$ 276,000
Utilities, Communication, Transportation	-	6	-	-
Purchased Services	1,568	-	-	-
Capital	389,964	374,137	5,000,000	3,199,992
Interest	441,259	441,259	-	-
Interfund Transfers Out	-	558	-	-
Miscellaneous Expenses	77	-	1,000	1,000
<b>Total Expenditures</b>	<b>\$ 1,092,244</b>	<b>\$ 988,503</b>	<b>\$ 6,075,730</b>	<b>\$ 3,476,992</b>

\* FY2009 was 15 months

***VILLAGE OF ORLAND PARK, ILLINOIS***

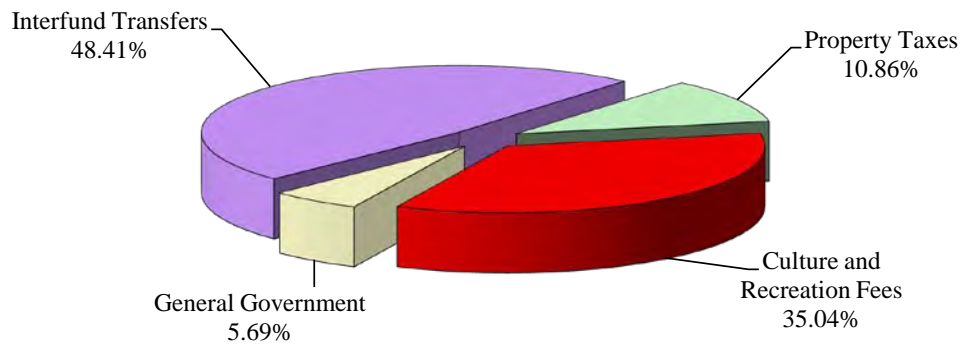
***Special Revenue Funds  
Recreation and Parks Fund  
Fiscal Year 2012***

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

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Special Revenue Funds  
Recreation and Parks Fund Revenue Summary  
Fiscal Year 2012***

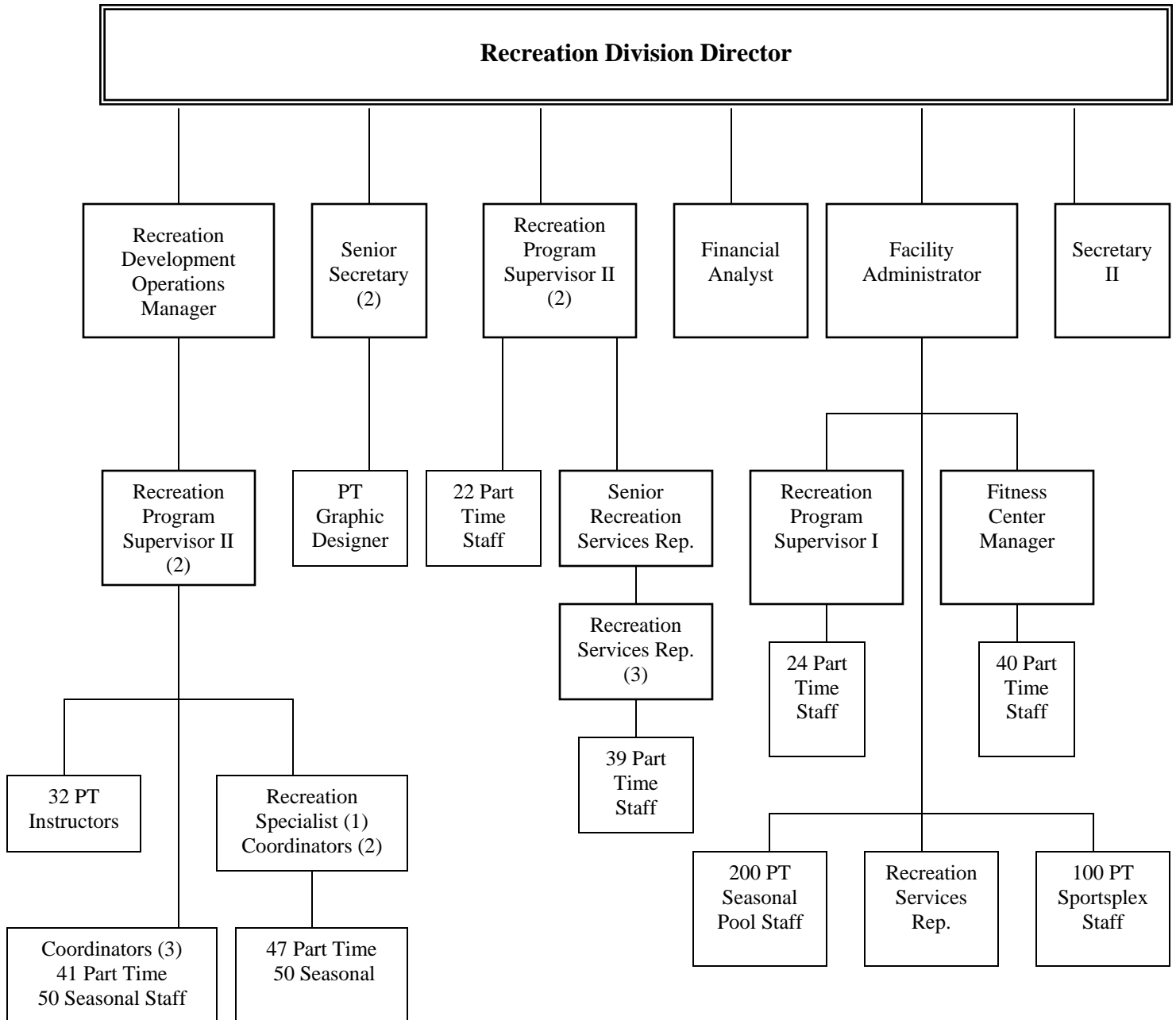


	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Grants	\$ -	\$ -	\$ 75,000	\$ -
Recreation and Parks Property Taxes	257,390	229,941	941,231	1,079,863
Culture and Recreation Fees	4,291,639	3,438,842	3,459,969	3,484,381
General Government	-	560,805	540,823	565,350
Transfer from HRST Fund	-	-	385,000	-
Transfer from General Fund	5,437,981	4,949,576	4,550,978	4,813,220
<b>Total Revenue</b>	<b>\$ 9,987,010</b>	<b>\$ 9,179,164</b>	<b>\$ 9,953,001</b>	<b>\$ 9,942,814</b>

\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Special Revenue Funds  
Recreation and Parks Organizational Chart  
Fiscal Year 2012**

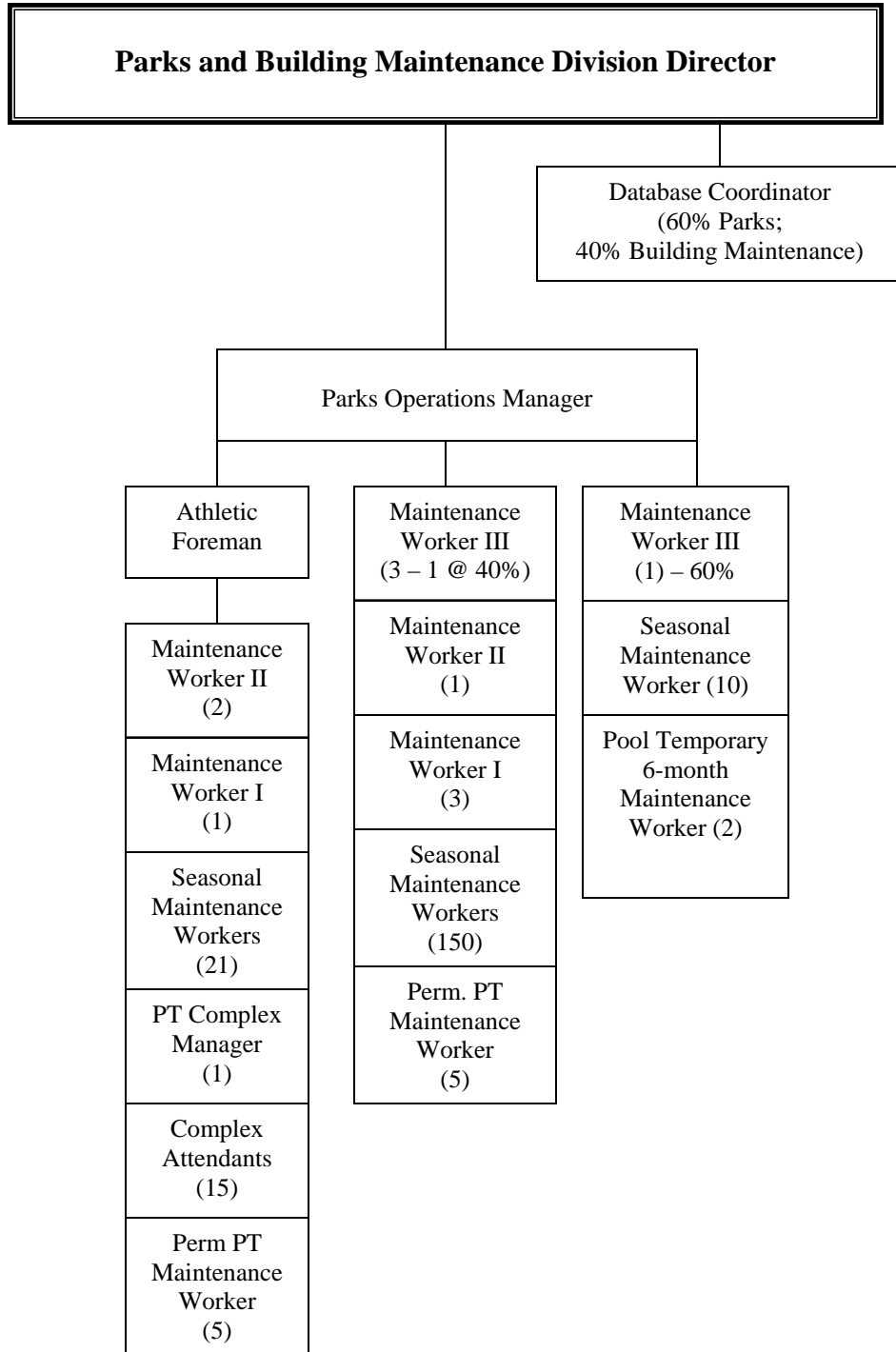


**VILLAGE OF ORLAND PARK, ILLINOIS**

**Special Revenue Funds**

**Recreation and Parks (Parks Division) Organizational Chart**

**Fiscal Year 2012**



## **VILLAGE OF ORLAND PARK, ILLINOIS**

### ***Special Revenue Funds***

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

***Fiscal Year 2012***

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#### **DEPARTMENT MISSION:**

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

#### **RECREATION FUNCTIONS:**

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

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

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

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



## VILLAGE OF ORLAND PARK, ILLINOIS

### *Special Revenue Funds*

#### *Recreation and Parks Fund (Administration, Programs, Pool, Sportsplex, and Special Recreation Divisions) Functions/Strategic Plan Goals Fiscal Year 2012*

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

**Special Recreation:** The Special Recreation Division is responsible for running all Special Recreation programs, special events, overnights and trips, job training program, inclusion programming, transportation, and fundraising. The program, which is in its 30<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, overnights, vacation trips, and special events.

### **STRATEGIC PLAN GOALS:**

#### **1. Program Registration: Implement internet registration for recreation programs.**

- **OBJECTIVE** – Small target groups of recreation program participants will register online for spring/summer 2012 programs by March 1, 2012. Work with the IT division to accomplish this task.
  - **PURPOSE** – This initiative will allow staff and customers to trouble shoot the online registration to identify potential challenges, as well as receiving feedback. This will also allow time to tweak procedures that we may not have anticipated, before offering the new process to the general public.
  
- **OBJECTIVE** – Implement an on-line registration marketing campaign March 10, 2012. Staff will meet by January 31 to begin to create marketing materials to be distributed throughout all village facilities, cable channel, reach screens, virtual backpack, the resources of the Public Information Office, social mediums, such as, Twitter, Facebook, Constant Contact, and the website.
  - **PURPOSE** – Capture the attention of the community and others who participate in the programs and events of the Village. Effective marketing will notify of the availability of this new convenient registration option.
  
- **OBJECTIVE** – Working with the IT division, fully launch on-line registration by August 31, 2012 for the fall 2012 program brochure.
  - **PURPOSE** – The community will be able to register for Recreation Department programs at their convenience through the internet.

**2. Space needs: By August 31, 2012 establish a Preschool and Enrichment Campus at the Franklin Loebe Center working in conjunction with the Parks Department. As outlined in the Space Needs Assessment completed by Gilfillan**

## **VILLAGE OF ORLAND PARK, ILLINOIS**

### ***Special Revenue Funds***

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

***Fiscal Year 2012***

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**Callahan Nelson Architects (now Studio GCN) the next steps for committee and board approval are outlined in the following objectives:**

- **OBJECTIVE** – Work with the architect to complete architectural plans for the in-house work by January 15, 2012. The Parks Department will obtain a building permit and begin demolition by January 31, 2012. Renovation for the classroom portion is to be completed by April 30, 2012.
- Complete architectural plans for the work to be bid by March 1, 2012. The bid for the construction of the office space and the lobby improvement is to be awarded by April 15, 2012. Construction is to be finalized by June 1, 2012.
  - **PURPOSE** – Consolidate three preschool/tot program facilities to one location at the Franklin Loebe Center to provide continuity between all classroom curriculums and one convenient site for residents attending the tot; preschool; day camp; and after school programs.
- **OBJECTIVE** – By April 30, 2012 evaluate the programming of daycamp at the Franklin Loebe Center to utilize all available space to its greatest capacity. Provide a copy of the plan to the Village Manager by May 1, 2012.
  - **PURPOSE** – Camps that were previously held at School District 135 property will be moving to the Franklin Loebe Center in summer 2012. The Village aims to accommodate as many participants as possible in the new space at FLC.
- **OBJECTIVE** – In conjunction with the Parks Department and the Assistant Village Manager, evaluate the reuse of the Robert Davidson Center facility by September 15, 2012. A report with recommendations will be provided to the Village Manager by October 1, 2012 for use in budget planning.
  - **PURPOSE** – The Robert Davidson Center will no longer host pre-school, but is also rented by many local groups and individuals to host private parties. The report will assist in making future decisions about the reuse of the facility.

**3. Recreational program needs: This is an on-going initiative that began in 2010 and will continue through 2013. The Department is committed to critically review all offerings, policies, and practices as they relate to program classes to ensure offerings are desirable, diverse, and meeting the needs/wants of the community.**

- **OBJECTIVE** – Review and refine program class policies and practices (i.e. # of seasons a class is offered/fails before removing from brochure; wait lists, program margin etc.) by November 1, 2012.

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Special Revenue Funds***

***Recreation and Parks Fund (Administration, Programs, Pool, Sportsplex, and Special Recreation Divisions) Functions/Strategic Plan Goals  
Fiscal Year 2012***

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- **PURPOSE** – To critically evaluate current practices and make sensible adjustments to better serve constituents.
- **OBJECTIVE** – Complete initial research for program wide interest survey by August 1, 2012 and conduct a Village wide program interest survey in October, 2013.
  - **PURPOSE** –To gather valuable information that will assist us in executing the necessary steps in conducting a program wide survey and to discover the interests of a broader range of residents; instead of just those which are involved with the department.
- **OBJECTIVE** – Prepare a summary of the number and demographics of residents participating in programs by May 30, 2012. Prepare a report of this information to the Village Manager by November 30, 2012 with a marketing strategy to target new participants based on ages and areas of the community who may be under-represented.
  - **PURPOSE** – Discover the percentage of residents currently participating in recreation opportunities to further identify potential program offerings and identify under-served areas of the community. Increase participation by knowing our target audience.
- **OBJECTIVE** – Conduct three quarterly brainstorming sessions with recreation supervisors to create new and diverse program offerings.
  - **PURPOSE** – By bringing innovative programs the Recreation Department will continue to attract new customers and keep interest from existing patrons.

**4. Marketing strategy: Focus marketing strategies to increase participation and revenues in recreational opportunities including, but not limited to, special events, programs, and facilities.**

- **OBJECTIVE** – Create a spreadsheet of all marketing mediums by April, 2012. Include the type of medium, update schedules and other relevant details.
  - **PURPOSE** – Track use of marketing mediums, such as, Public Information Office, web based advertising, social mediums to reach a broader audience.
- **OBJECTIVE** – Partner the Office of Public Information and Recreation staff to develop a master schedule that will identify the duties and responsibilities dedicated to Sportsplex and CPAC which will utilize 25% of Communications Manager’s time. The master schedule will be put into place by March 15, 2012.

## VILLAGE OF ORLAND PARK, ILLINOIS

### *Special Revenue Funds*

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

##### *Fiscal Year 2012*

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- **PURPOSE** – Utilize the expertise of the Communication Manager to improve web based information marketing through local electronic ads, press releases, and online news sources.
- **OBJECTIVE** – Launch use of “Flickr Uploadr” by August 31, 2012 as a tool to provide additional marketing opportunities. “Flickr” provides a place to upload photos and videos and can be applied to programs and events.
  - **PURPOSE** – To enhance awareness and build a fan base based on drawing people to find themselves and their family/friends in photos and videos from Village events.
- **OBJECTIVE** – By March 1, 2012 distribute Village-wide request for e-mail addresses to increase our current database.
  - **PURPOSE** – By partnering with Office of Public Information and combining staff resources we will increase the Recreation Department and Village of Orland Park database of email addresses to effectively communicate with residents to gain feedback and advertise Village offerings.

#### **5. Sportsplex memberships: Improve member satisfaction thereby improving member retention and referrals resulting in an increase in membership revenues at Sportsplex.**

- **OBJECTIVE** – Committee members will meet on February 23, 2012 and again on August 26, 2012 to discuss Goal, Objectives, Achievements, and further improvements toward goal. Replace 5–8 pieces of cardio equipment as appropriate in FY2012. Recommend equipment budget in August 2012 for the continued replacement cycle in future years.
  - **PURPOSE-** Provide attractive, technologically advanced, proven cardio brands/equipment to meet the demands of members.
- **OBJECTIVE** – Maintain the number of member fitness assessments with an average of six per week beginning in January 2012. Using the call schedule developed in 2011, track the calls and assessments daily. Provide the Recreation Director a monthly progress report to show average assessments achieved each week for each month of the year. Using the assessment appointment cards and the established script for encouraging follow-up, Fitness Staff should make contact with at least 20 members weekly to encourage their participation in the assessments. Contacts with members should be tracked in the schedule. By May 1, 2012, assessment postcards will be mailed to all members who have become inactive. Staff will utilize a

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Special Revenue Funds***

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

***Fiscal Year 2012***

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report in the class network system called a “scan summary report” which summarizes Sportsplex membership usage and visits. Staff will then contact members to encourage their return to a fitness routine at Sportsplex.

- **PURPOSE** – Motivate members to commit to their fitness routine at Sportsplex.
  
- **OBJECTIVE** – Contact by phone, an average of 20 members per week beginning the week of January 1, 2012. Customer service calls to new and renewing members will be made within one month to gauge satisfaction and answer any questions the member may have. Assessments will be recommended during these calls.
  - **PURPOSE** – Engage members offering assistance, answering questions and encouraging them to continue working out.
  
- **OBJECTIVE** – Identify comparables of fitness facility fee structures by April 1, 2012. Analyze and prepare a recommendation for Sportsplex fees to the Village Manager by April 30, 2012.
  - **PURPOSE** – Understanding comparables to ensure that resident and non-resident fees are appropriate is essential to ensuring that Sportsplex stays affordable yet competitive in the market.
  
- **OBJECTIVE** – Investigate the viability of providing concession services at Sportsplex working with the current vendor. By March 30, 2012 schedule a meeting with the current vendor to determine the interest in providing concessions during high-traffic periods (October through March, Fridays-Sundays). If there is interest, establish a menu and the required renovations needed in the facility (if any) by June 1, 2012. If advancing, provide contract to Committee and Board for consideration by July 2012. If approved, provide necessary renovations by September 30, 2012 and begin marketing the addition of concessions by September 15, 2012. If approved concessions will open by October 1, 2012.
  - **PURPOSE** – Provide nutritious and fun options for small meals and snacks to visitors and members of the Sportsplex. The addition of concessions can further enhance the members/visitors experience at Sportsplex when appropriately offered.
  
- **OBJECTIVE** – Secure sponsorship(s) for scoreboards in Gym 2 and the soccer field by December 1, 2012. Develop a short sponsorship packet advertising the opportunities for sponsorship in the Sportsplex by June 1, 2012.
  - **PURPOSE** – Provide new equipment to the Sportsplex while offering advertising opportunity for local businesses.

## VILLAGE OF ORLAND PARK, ILLINOIS

### *Special Revenue Funds*

#### *Recreation and Parks Fund (Administration, Programs, Pool, Sportsplex, and Special Recreation Divisions) Functions/Strategic Plan Goals Fiscal Year 2012*

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- **OBJECTIVE** – In 2012 clerical and supervisory staff will provide weekly department-wide updates to the Recreation portion of the Village website with 100% compliance.
  - **PURPOSE** – Retain public interest, provide current information, and achieve a more user-friendly website in order for users to return regularly to the website.

#### **6. Pool revenues: Increase resident pool membership sales and daily admissions.**

- **OBJECTIVE** – Offer CPAC membership discount to Sportsplex members in 2012. Offer and implement 20% discount crossover memberships for a successful promotion that netted \$2,573.00 of new memberships during 2010 and 2011.
  - **PURPOSE** – Build upon the cross-over promotional success that was achieved in 2010 and 2011 to increase membership interest to a target audience.
- **OBJECTIVE** – Utilize all available mediums to promote memberships beginning with the pre-sales season and continuing thru June of 2012. Advertise in the recreation brochure providing early bird rates distributed via the Orland Park Prairie Newspaper in May of 2012. Utilize the pool tri-fold flyer as well as Facebook, Twitter, Direct Mail, Banners/Flyers, Program Guide, Reach, OP cable channel, Constant Contact, and more.
  - **PURPOSE** – Create a greater awareness of Centennial Pool memberships and benefits.
- **OBJECTIVE** – Establish and implement a marketing plan geared towards daily attendance during the 2012 pool season. As in 2011, offer group rates, family fun days, late night swims, fitness classes prior to pool opening, Stay & Play membership discounts again in 2012.
  - **PURPOSE** – Improve daily attendance, particularly on days traditionally experience lower attendance.
- **OBJECTIVE** – Provide modified hour's discounts in the late season or on days/times that traditionally have had lower attendance. (i.e. buy 2 get 1 free) as part of the Stay & Play Club benefits. Schedule the offerings into the Stay & Play Club specials first week of June; and 2 for one specials during the modified hours at the end of the season. twice per month.. Back to school hours will once again be adjusted to 4p – 7p weekdays (August 15 – September 2) to keep costs low while extending the season.

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Special Revenue Funds***

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

***Fiscal Year 2012***

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- **PURPOSE** – Improve attendance during times that traditionally experience low attendance based on 2011 data while still achieving revenue/expenditure projections.
  
- **OBJECTIVE** – Using the 2011 data available, determine the cost of operating the CPAC by the hour and the corresponding hourly revenue. During the 2012 season, track hours of operation based on weather.
  - **PURPOSE** – Establishing the hourly expenses and revenues will provide a tool for analyzing the approach to staffing and operations.
  
- **OBJECTIVE** – Improve the concession offerings and service at CPAC, Centennial Park and John Humphrey facilities by meeting with concessionaire, analyzing product price analysis, and creating meal deals.
  - **PURPOSE** – The concessionaire will work with organizations to better serve their product needs and tournaments start times.

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Special Revenue Funds  
Recreation and Parks Fund/Performance Measures  
Fiscal Year 2012***

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<b>MEASURE</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>
Constant Contact data base	-	6,210	7,000
Select Survey	-	318	1,000
Preschool Participants	265	265	265
Fitness Assessments	232	200	210
Sportsplex Equipment Additions	15	9	9
Overall Program Enrollment	17,244	16,450	16,450



**VILLAGE OF ORLAND PARK, ILLINOIS**

**Special Revenue Funds  
Recreation and Parks Fund (Administration Division)  
Fiscal Year 2012**

**RECREATION (ADMINISTRATION DIVISION) BUDGETED POSITIONS**

<b>FULL TIME POSITION TITLE</b>	<b>FY2010 ACTUAL</b>	<b>FY2011 CURRENT</b>	<b>FY2012 BUDGET</b>
Recreation Division Director	1	1	1
Recreation Development / Operation Mgr	0	1	1
Facility Administrator	1	1	1
Fitness Center Manager	1	1	1
Recreation Program Supervisor I	2	1	2
Recreation Program Supervisor II	4	4	4
Financial Analyst	0	1	1
Senior Secretary	2	2	2
Secretary II	1	1	1
SR Recreation Services Representative	1	1	1
Recreation Services Representative	4	4	3.75
<b>TOTAL FULL TIME PERSONNEL</b>	<b>17</b>	<b>18</b>	<b>18.75</b>
<b>PART TIME POSITION TITLE</b>			
Recreation Liasion	1	0	0
Graphic Designer	0	1	1
Media Relations Assistant	1	0	0
Clerk Typist	10.6	10	12
Building Attendants	24.6	12	12
Building Supervisor	4.9	4	4
Building / Ice Rink Manager	1	1	1
Recreation Interns	2	2	1
Complex Supervisor	0	0	1
Complex Attendant	0.8	1	1
Complex Attendant (Ice Rink)	5	5	5
<b>TOTAL PART TIME PERSONNEL</b>	<b>50.9</b>	<b>36</b>	<b>38</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Special Revenue Funds  
Recreation and Parks Fund (Programs Division)  
Fiscal Year 2012**

**RECREATION (PROGRAMS DIVISION) BUDGETED POSITIONS**

<b>FULL TIME POSITION TITLE</b>	<b>FY2010 ACTUAL</b>	<b>FY2011 CURRENT</b>	<b>FY2012 BUDGET</b>
<b>TOTAL FULL TIME PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PART TIME POSITION TITLE</b>			
After School Pals	9	7	7
Playschool / Pals Coordinators	3	0	0
Program Coordinator	0	4	4
Program Coordinator (seasonal)	0	0	2
Chaperones	30	30	30
Daycamp Assistant Site Directors	6	5	5
Daycamp Instructors	40	42	40
Daycamp Coordinators	2	2	0
Special Recreation Coordinator	0	0	1
Recreation Instructor Specialist	4	4	4
Theater Director	1	1	1
Playschool Instructors	21	22	22
Recreation Instructor I / Aerobics	6	7	7
Recreation Instructor I	0.9	0	0
Recreation Instructor I / Dance Teacher Asst.	2	2	2
Recreation Instructor II	10.4	8	9
Building Supervisor	0.1	0	0
Recreation Instructor II / Bus Driver	4	4	4
<b>TOTAL PART TIME PERSONNEL</b>	<b>139.4</b>	<b>138</b>	<b>138</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Special Revenue Funds  
Recreation and Parks Fund (Pool Division)  
Fiscal Year 2012**

**RECREATION (POOL DIVISION) BUDGETED POSITIONS**

<b>FULL TIME POSITION TITLE</b>	<b>FY2010 ACTUAL</b>	<b>FY2011 CURRENT</b>	<b>FY2012 BUDGET</b>
Maintenance Worker II	0.25	0.25	0.25
Recreation Services Representative	0	0	0.25
<b>TOTAL FULL TIME PERSONNEL</b>	<b>0.25</b>	<b>0.25</b>	<b>0.5</b>
<b>PART TIME POSITION TITLE</b>			
Pool Manager	1	1	1
Assistant Pool Managers	2	3	3
Squad Leaders	4	4	5
Six Month Maintenance Workers	1	0	0
Seasonal Maintenance	1	0	0
Seasonal Part-Time	5	0	0
Lifeguards	151	147	147
Lifeguards / WSI	1	0	0
Lifeguards / Team Leaders	10	10	10
Cashier Managers	1	1	0
Assistant Cashier Managers	3	2.4	3
Cashier I / Pool	5	3	3
Cashier II / Pool	8	14.4	15
LTS / Teamlead / WSI	1	0	0
LTS Staff	6	20	20
Recreation Instructor I / Water Aerobics	2	1	0
CPAC Security Attendants	0	2	2
Complex Attendants	0	6	6
<b>TOTAL PART TIME PERSONNEL</b>	<b>202</b>	<b>214.8</b>	<b>215</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Special Revenue Funds  
Recreation and Parks Fund (Sportsplex Division)  
Fiscal Year 2012**

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**RECREATION (SPORTSPLEX DIVISION) BUDGETED POSITIONS**

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<b>FULL TIME POSITION TITLE</b>	<b>FY2010 ACTUAL</b>	<b>FY2011 CURRENT</b>	<b>FY2012 BUDGET</b>
<b>TOTAL FULL TIME PERSONNEL</b>	0	0	0
<b>PART TIME POSITION TITLE</b>			
Recreation Instructor Specialist	5	6	6
Recreation Instructor I / Aerobics	26	29	29
Recreation Instructor I	0	0	2
Recreation Instructor II	8	15	15
Referees	1	1	1
Building Attendants	48	47	47
Building Supervisor	2.9	8	8
Sportsplex Building Supervisor	10	9	8
<b>TOTAL PART TIME PERSONNEL</b>	100.9	115	116

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Special Revenue Funds  
Recreation and Parks Fund (Special Recreation Division)  
Fiscal Year 2012**

**RECREATION (SPECIAL RECREATION DIVISION) BUDGETED POSITIONS**

<b>FULL TIME POSITION TITLE</b>	<b>FY2010 ACTUAL</b>	<b>FY2011 CURRENT</b>	<b>FY2012 BUDGET</b>
Special Recreation Specialist	1	1	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>PART TIME POSITION TITLE</b>			
Daycamp Assistant Site Director	2	2	2
Inclusion Aides	15	15	15
Special Recreation Coordinator	2	2	2
Job Trainees / Special Recreation	14	8	8
Recreation Instructor I / Aerobics	0.2	0.2	1
Recreation Instructor I	39	39	39
Recreation Instructor II	32.6	32	32
Recreation Instructor II / Bus Driver	6	6	6
Recreation Interns	0	0	0
Recreation Instructor / Specialist	2	2	3
<b>TOTAL PART TIME PERSONNEL</b>	<b>112.8</b>	<b>106.2</b>	<b>108</b>

## **VILLAGE OF ORLAND PARK, ILLINOIS**

### ***Special Revenue Funds***

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

### ***Fiscal Year 2012***

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#### **DEPARTMENT MISSION:**

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

#### **DIVISION FUNCTIONS:**

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

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

#### **STRATEGIC PLAN GOALS:**

##### **1. Design and develop one new park and two replacement playgrounds.**

- **OBJECTIVE** – By August 30th of FY2012, the Parks Department will have designed and developed a tot lot play structure in Colette Highlands subdivision.
  - **PURPOSE** – To provide parents and children with a neighborhood park.
- **OBJECTIVE** – By end of FY2012 re-develop the Kevin Hertz handicapped accessible playground located at Centennial Park.
  - **PURPOSE** – To remove old play unit and replace with a new handicap play unit with all rubber surface. This play unit will have all handicap accessible amenities.
- **OBJECTIVE** – By end of FY2012 replace the play unit at Sunny Pine Park.

## VILLAGE OF ORLAND PARK, ILLINOIS

### *Special Revenue Funds*

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

### *Fiscal Year 2012*

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- **PURPOSE** – Replacing the aging unit will increase usage, enhance the appearance of the park, and comply with all ADA requirements.
- 2. Dog Park: Begin early stages of park development, and assist with efforts to generate community participation.**
  - **OBJECTIVE** – By June of FY2012, the Parks Department will seed and grade a designated area in Centennial Park.
    - **PURPOSE** – In anticipation of FY2013 dog park construction.
- 3. Parks Maintenance: To develop and maintain parks, trails and open lands at a high level of quality that is appropriate for the location, type of use, and nature of the facility.**
  - **OBJECTIVE** – By end of FY2012, the Parks Department will have completed input in the new PM software system of the Village's parks, trails, and open lands, and incorporated a parks inventory database.
    - **PURPOSE** – To establish criteria for maintenance and design standards and management plans for the various types of parks and other properties the Village maintains.
  - **OBJECTIVE** – By end of FY2012, the Parks Department will create a master schedule for seasonal maintenance, through the use of the department's seasonal and full time employees utilizing the new PM software system.
    - **PURPOSE** – To maintain a high level of quality in the Village's parks, in order to meet the needs of the residents and preserve the environment.
  - **OBJECTIVE** - By end of FY2012, the Parks Department will implement weekly updates to the Parks inventory database utilizing the new PM software system.
    - **PURPOSE** – To maintain baseline and master schedule of parks and equipment inventory.
  - **OBJECTIVE** - By end of FY2012, the Parks Department will plan, design, and install at least four way finding signs for existing bike trail system.
    - **PURPOSE** – To inform walkers/bikers of path locations.
  - **OBJECTIVE** - By June 1, 2012, the Parks Department will plan, design, and install a path in Centennial Park West consistent with the Hitchcock Design Plan.
    - **PURPOSE** – To allow better accessibility during village events.

*VILLAGE OF ORLAND PARK, ILLINOIS*

*Special Revenue Funds*

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

*Fiscal Year 2012*

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- **OBJECTIVE** - By end of FY2012, the Parks Department will evaluate design solutions for infield irrigation systems and erosion problems at JHC for inclusion in FY2013 budget request.
  - **PURPOSE** – To eliminate excessive loss of infield mix into ponds during heavy rainfall.
  
- **OBJECTIVE** - By end of June 2012, the Parks Department will complete budgeted pool upgrades.
  - **PURPOSE** – To enhance aesthetics and install more energy efficient equipment and to update ADA compliance.
  
- 4. **Maintain Customer Service: To create a clear line of communication between department staff and management staff while retaining a high quality of customer service and to utilize several sources of training opportunities; including seminars, video presentations, and many forms of printed material.**
  - **OBJECTIVE** - By end of FY2012, the Parks Department will implement weekly updates to the Parks inventory database.
    - **PURPOSE** – To maintain baseline and master schedule of parks and equipment inventory to better serve the residents.



**VILLAGE OF ORLAND PARK, ILLINOIS**

***Special Revenue Funds***

***Recreation and Parks Fund (Parks Division) Performance Measures***

***Fiscal Year 2012***

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<b>MEASURE</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Budget</b>
Percent of projects completed within budget	98%	98%	98%
Percent of play areas which are functional	100%	100%	100%
Percent of athletic fields maintained	100%	100%	100%
Percent of hazards abated within 48 hours	100%	100%	100%
Response time – short term projects	2 days	2 days	2 days
Number of playground inspections per month	58	51	51
Number of bleacher inspections per month	n/a	n/a	50

**VILLAGE OF ORLAND PARK, ILLINOIS**

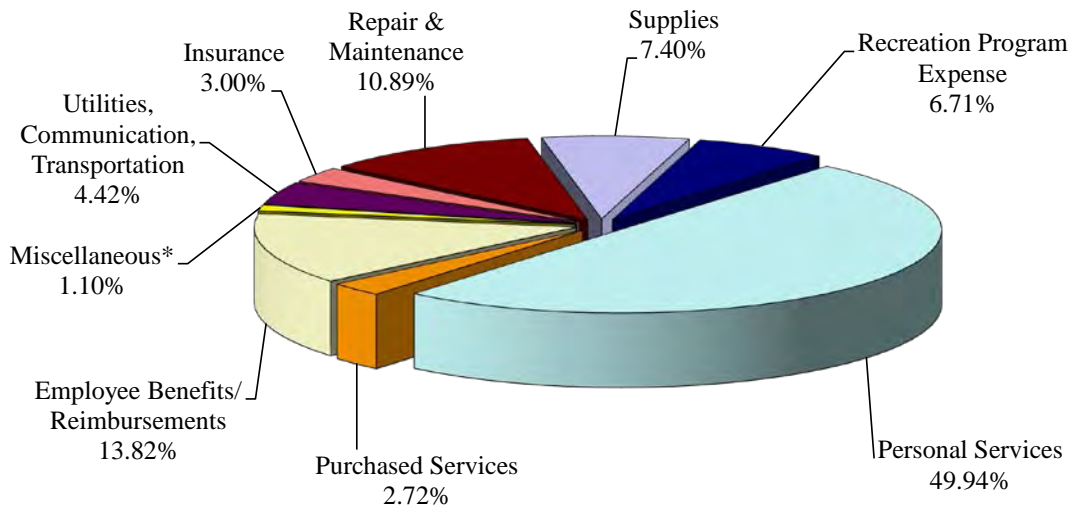
***Special Revenue Funds  
Recreation and Parks Fund (Parks Division)  
Fiscal Year 2012***

**RECREATION (PARKS DIVISION) BUDGETED POSITIONS**

<b>FULL TIME POSITION TITLE</b>	<b>FY2010 ACTUAL</b>	<b>FY2011 CURRENT</b>	<b>FY2012 BUDGET</b>
Parks/Building Maintenance Division			
Director	0.6	0.6	0.6
Parks Operation Manager	0	1	1
Foreman	3	1	1
Senior Secretary	0	0	0
Maintenance Worker I	3	4	4
Maintenance Worker II	4	4	4.75
Maintenance Worker III	2.75	1.75	2
Park/Bldg Database Coordinator	0.6	0.6	0.6
<b>TOTAL FULL TIME PERSONNEL</b>	<b>13.95</b>	<b>12.95</b>	<b>13.95</b>
<b>PART TIME POSITION TITLE</b>			
Complex Manager	1	1	1
Complex Supervisors	0	0	0
Complex Attendants	15.6	16	16
PT Maintenance Workers	0	10	10
Six Month Maintenance Worker	11	0	0
Parks Interns	0	2	2
Seasonal Maintenance	35.6	36	33
<b>TOTAL PART TIME PERSONNEL</b>	<b>63.2</b>	<b>65</b>	<b>62</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Special Revenue Funds  
Recreation and Parks Fund Expenditure Summary  
Fiscal Year 2012**



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

	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Personal Services	\$ 5,980,200	\$ 4,680,482	\$ 5,055,913	\$ 4,965,035
Employee Benefits	1,335,785	1,122,026	1,332,517	1,322,749
Employee Reimbursements	65,688	39,480	46,687	51,295
Credit, Collection & Bank	49,340	43,360	58,927	60,695
Professional Services	9,020	19,207	15,153	12,750
Utilities, Communication, Transportation	613,228	417,318	487,039	439,767
Purchased Services	217,330	167,006	268,656	270,403
Repair & Maintenance	755,918	478,926	747,249	1,082,549
Rent	29,401	18,748	22,938	23,168
Insurance	276,767	294,746	219,538	297,797
Supplies - General	257,310	193,452	278,060	294,535
Supplies - Repair & Maintenance	174,985	206,963	366,023	257,211
Supplies - Operations	138,893	184,197	199,336	184,171
Other Commodities	21,910	11,663	16,655	12,655
Capital	-	-	325,000	-
Miscellaneous Expenses	1,126	770	500	500
Recreation Program Expense	771,691	570,819	622,596	667,534
<b>Total Expenditures</b>	<b>\$ 10,698,592</b>	<b>\$ 8,449,163</b>	<b>\$ 10,062,787</b>	<b>\$ 9,942,814</b>

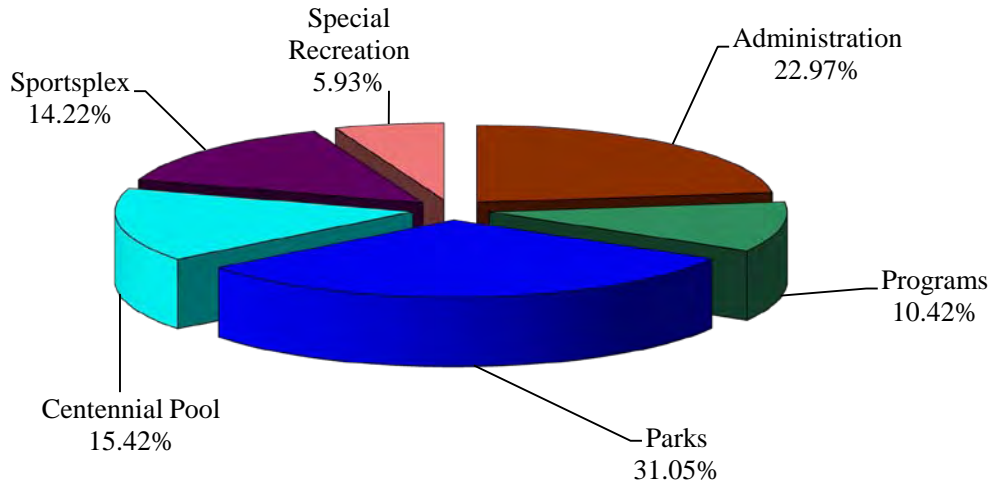
\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Special Revenue Funds**

**Recreation and Parks Fund Expenditure Summary by Division**

**Fiscal Year 2012**



	FY2009*	FY2010	FY2011	FY2012
	Actual	Actual	Amended Budget	Budget
Administration	\$ 2,502,998	\$ 1,939,518	\$ 2,320,093	\$ 2,283,690
Programs	1,209,525	917,104	1,096,886	1,035,979
Parks	3,751,858	2,925,201	3,128,244	3,087,230
Centennial Pool	913,222	909,404	1,132,492	1,533,009
Sportsplex	1,523,185	1,207,207	1,767,879	1,413,520
Special Recreation	797,804	550,729	617,193	589,386
<b>Total</b>	<b>\$ 10,698,592</b>	<b>\$ 8,449,163</b>	<b>\$ 10,062,787</b>	<b>\$ 9,942,814</b>

\* FY2009 was 15 months

## ***VILLAGE OF ORLAND PARK, ILLINOIS***

### ***Enterprise Funds Water and Sewer Fund Fiscal Year 2012***

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

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

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

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

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

***VILLAGE OF ORLAND PARK, ILLINOIS***

***Enterprise Funds***

***Water and Sewer Fund Mission***

***Fiscal Year 2012***

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**DEPARTMENT MISSION:**

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

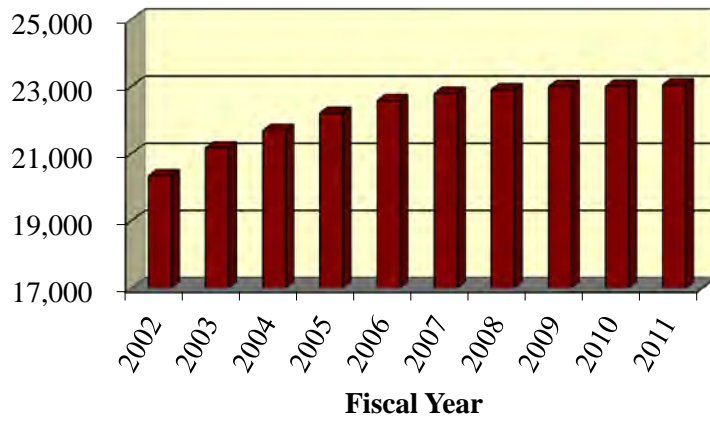
**VILLAGE OF ORLAND PARK, ILLINOIS**

**Enterprise Funds**

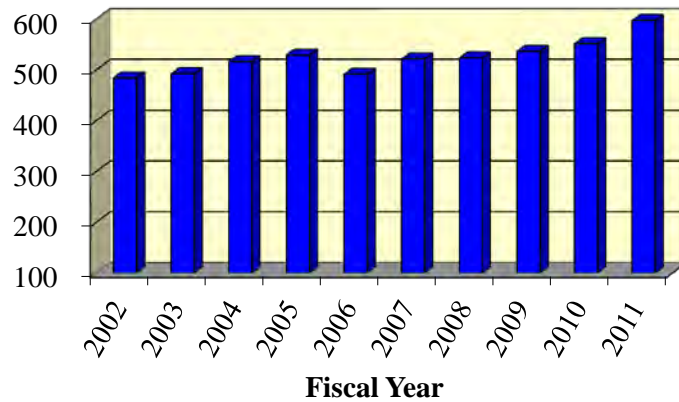
**Water and Sewer Fund Information and Statistics**

**Fiscal Year 2012**

**Number of Water Utility Customers**

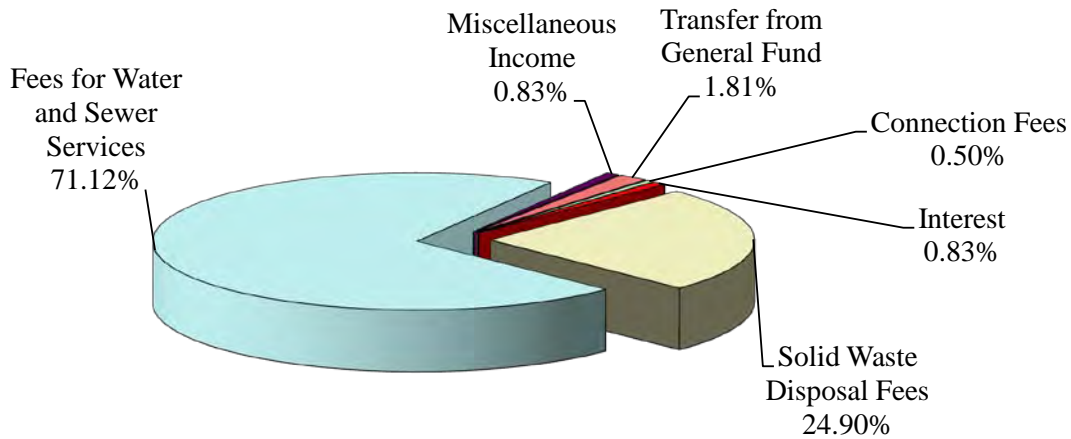


**Number of Utility Customers Served per Employee**



**VILLAGE OF ORLAND PARK, ILLINOIS**

**Enterprise Funds  
Water and Sewer Fund Revenue Summary  
Fiscal Year 2012**



	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Connection Fees	\$ 153,891	\$ 127,844	\$ 129,815	\$ 102,587
Interest	318,996	174,002	180,972	168,802
Solid Waste Disposal Fees	5,905,309	4,909,224	4,933,400	5,064,013
Miscellaneous Income	82	2,753	1,800	8,500
Other Income	(450,898)	86,927	102,536	161,143
Transfer from General Fund	-	275,237	341,573	368,005
Other Water Services	266,375	197,710	198,057	196,110
Monthly Service Charges	1,327,333	1,095,012	1,124,741	1,159,331
Meter Sales and Installation	21,790	10,726	10,020	10,770
Storm Sewer Revenue	1,750,967	1,555,011	1,784,804	1,727,676
Sanitary Sewer Fees	1,505,601	1,338,437	1,496,689	1,456,731
Water Sales	11,306,888	9,425,032	10,320,926	9,911,124
<b>Total Revenue</b>	<b>\$ 22,106,334</b>	<b>\$ 19,197,915</b>	<b>\$ 20,625,333</b>	<b>\$ 20,334,792</b>

\* FY2009 was 15 months



**VILLAGE OF ORLAND PARK, ILLINOIS**

**Enterprise Funds**  
**Water and Sewer Fund (Finance Division)**  
**Fiscal Year 2012**

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**WATER & SEWER (FINANCE DIVISION) BUDGETED POSITIONS**

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<b>FULL TIME POSITION TITLE</b>	<b>FY2010 ACTUAL</b>	<b>FY2011 CURRENT</b>	<b>FY2012 BUDGET</b>
Water Billing Supervisor	0.5	0.5	0.5
Accounting Technician II	2	1	1
Revenue Accountant	0	0.5	0.5
<b>TOTAL FULL TIME PERSONNEL</b>	<b>2.5</b>	<b>2.0</b>	<b>2.0</b>
<b>PART TIME POSITION TITLE</b>			
Water Meter Reader - Finals	2	2	2
Water Meter Reader	2	2	2
<b>TOTAL PART TIME PERSONNEL</b>	<b>4</b>	<b>4</b>	<b>4</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Enterprise Funds - 6001**

**Water and Sewer Fund (Administration Division) Functions/Strategic Plan Goals  
Fiscal Year 2012**

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**DIVISION FUNCTIONS:**

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

**STRATEGIC PLAN GOALS:**

**1. Increase efficiency and effectiveness of the Department operations.**

- **OBJECTIVE** – Implement an Automatic Vehicle Locating system that is capable of tracking and reporting the location, operator and operating status of all Division vehicles in an effort to reduce miles driven and improve efficiency for JULIE Locates, meter service calls, and emergency operations.
  - **PURPOSE** – To better understand personnel’s use of field operations and vehicle use to ensure manpower and equipment dispatched and utilized are appropriate and timely.
- **OBJECTIVE** – 100% utilization of tracking sheets for all Division projects that are undertaken that require multiple payouts over one or more construction seasons or years.
  - **PURPOSE** – To monitor project costs and contractor performance, to be able to identify potential shortfalls and make adjustments necessary for successful completion.
- **OBJECTIVE** – Timely population of GIS mapping data-points, with data collected and uploaded within 48 hours for 100% of all projects undertaken during FY2012. Progress review of data entry and correction to occur during December 2012.
  - **PURPOSE** – To provide remote infrastructure location and identification for efficient field operations across the Department and Divisions.
- **OBJECTIVE** – Define operational requirements for the implementation of the Innoprise system including an integrated electronic work order system by October 31, 2012.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Enterprise Funds - 6001**

**Water and Sewer Fund (Administration Division) Functions/Strategic Plan Goals  
Fiscal Year 2012**

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- **PURPOSE** – To provide efficient tracking of divisional work, customer and resident service requests and complaints, and increase accountability in an effort to improve and provide timely responses.
- **OBJECTIVE** – Evaluate Mesh Network options for mobile connectivity to the Village network and the Internet to support the Division’s use of ruggedized laptops, I-Pads and Ethernet radios. Submit reported findings to the Village Manager by September 30, 2012.
  - **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.

**2. Enhance department effectiveness through staff development.**

- **OBJECTIVE** – Encourage employee education through continued use of industry educational opportunities that exist through the American Water Works Association and the Technology Transfer office of IDOT, as well as opportunities that may exist within trade and user groups. Schedule and provide two training seminars during FY2012.
  - **PURPOSE** – The use of low and no-cost educational opportunities increases employee knowledge and skills, improving the quality of services provided, heightening safety awareness, and improving employee self-esteem.
- **OBJECTIVE** – Continue employee safety training to meet required IDOL standards utilizing all available resources. Conduct regular “tailgate” safety meetings with department staff. Schedule and provide three training sessions during FY2012.
  - **PURPOSE** –Regular reinforcement of safety practices reduces the number of accidents and injuries.

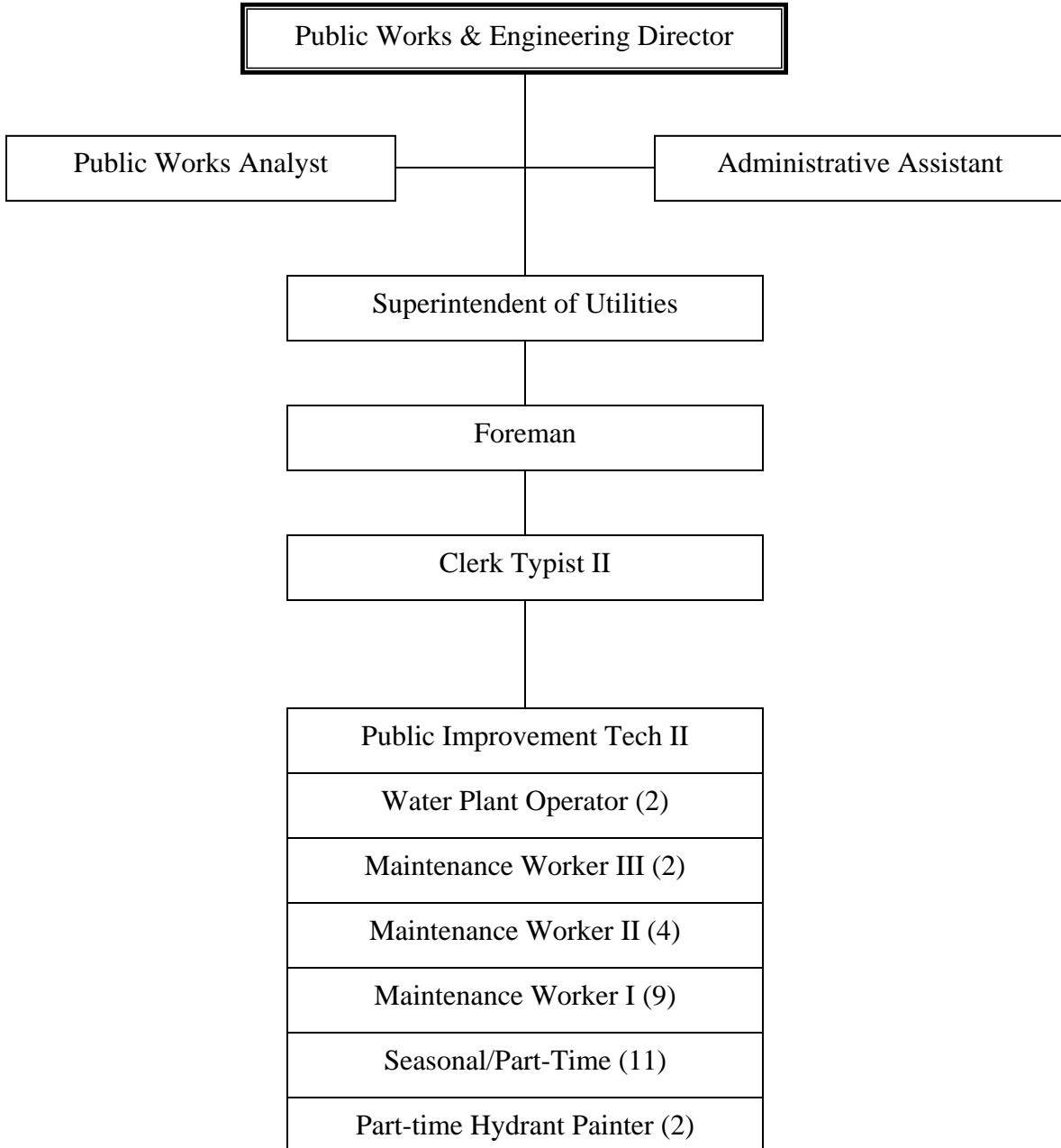
**VILLAGE OF ORLAND PARK, ILLINOIS**

**Enterprise Funds**

**Water and Sewer Fund (Administration Division) Organizational Chart**

**Fiscal Year 2012**

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**VILLAGE OF ORLAND PARK, ILLINOIS**

**Enterprise Funds**

**Water and Sewer Fund (Administration Division)**

**Fiscal Year 2012**

**WATER & SEWER (ADMINISTRATION DIVISION) BUDGETED POSITIONS**

<b>FULL TIME POSITION TITLE</b>	<b>FY2010 ACTUAL</b>	<b>FY2011 CURRENT</b>	<b>FY2012 BUDGET</b>
Public Works & Engineering Director	0.4	0.4	0.4
Superintendent of Utilities	1	1	1
Foreman	1	1	1
Public Works Analyst	0.45	0.45	0.45
Public Improvement Tech II	1	1	1
Water Plant Operator	2	2	2
Maintenance Worker I	9	9	9
Maintenance Worker II	4	4	4
Maintenance Worker III	2	2	2
Administrative Assistant	0.4	0.4	0.4
Clerk Typist II	1	1	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>22.25</b>	<b>22.25</b>	<b>22.25</b>
<b>PART TIME POSITION TITLE</b>			
Hydrant Painter	2	2	2
GIS Intern	1	0	0
Intern / Undergrad	0	1	1
Seasonal Part-Time	1	0	0
Six-Month Maintenance Worker	0	1	0
Seasonal Maintenance / Hydrant Painter	2	2	0
Seasonal Maintenance	7	7	11
<b>TOTAL PART TIME PERSONNEL</b>	<b>13</b>	<b>13</b>	<b>14</b>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Enterprise Funds - 6002**

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

**Fiscal Year 2012**

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**DIVISION FUNCTIONS:**

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

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

**STRATEGIC PLAN GOALS:**

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

- **OBJECTIVE** – Evaluate Mesh Network options for radio communication and data acquisition between all remote sites utilizing the Mesh Network developed by the Police Department. Efficiency will improve dramatically through the inter-connection of currently autonomous security systems.
  - **PURPOSE** – To provide access to current GIS, hydrant and valve information and JULIE (Irthnet) programs to reduce task completion times, and improve productivity by minimize the need to return to Public Works for new work orders.
- **OBJECTIVE** – In conjunction with the budgeting process, and following the annual adoption of the Village’s budget, prepare detailed procurement documents of the budgeted hardware or software that will provide an “In-Service” date no later than June 1<sup>st</sup> of each year.
  - **PURPOSE** – Equipment ages rapidly, and hardware costs continue to decline. Strategic replacement and upgrades ensure that equipment is reliable and suited for the intended environment and use to avoid premature or catastrophic failure.
- **OBJECTIVE** – Evaluate and update SCADA software security protocols, recommending changes or modifications by September 1, 2012 for inclusion in the annual budget preparation process.
  - **PURPOSE** – To provide an enhanced level of protection for the potable water distribution system to address continuing security threats.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Enterprise Funds - 6002**

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

**Fiscal Year 2012**

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**2. Improve distribution system efficiency and decrease the amount of unaccounted water loss.**

- **OBJECTIVE** – Establish leak survey program to canvas the entire distribution system every three (3) years beginning in FY2012.
  - **PURPOSE** – The leak survey will identify specific leaks within the system that are not visible on the surface.
  
- **OBJECTIVE** – Initiate large meter testing program to be completed over a four (4) year period beginning in FY2012.
  - **PURPOSE** – Meter inaccuracies for large water consumers can contribute to substantial revenue loss.
  
- **OBJECTIVE** – Study the hydraulic performance of the water distribution system. Provide redundancy and interconnectivity where opportunities may exist, and produce a report containing opportunities for phased improvements by September 15, 2012.
  - **PURPOSE** – To identify potential improvement locations for increased fire flow capacity and distribution system balance, and to minimize service interruptions.
  
- **OBJECTIVE** – Implement 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 by May 1, 2012. Coordinating this effort with the Village’s Public Information Officer, evaluate other social media options to determine the best and efficient means for communication.
  - **PURPOSE** – To provide a more comprehensive, robust means of notifying water users in advance of service interruptions, thereby freeing personnel to focus on the repair.
  
- **OBJECTIVE** – By December 2012, in conjunction with the Development Services Department, adopt a water conservation code and complete educational outreach to the community. Work with CMAP and Village staff to obtain public input from residents, businesses, plan commission and the Village Board regarding a new water conservation code sensitive to the unique needs of Orland Park.
  - **PURPOSE** – Educate builders, residents, property owners and the public at large on issues of sustainability. Guide the private sector toward a more sustainable future.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Enterprise Funds - 6002**

**Water and Sewer Fund (Water Division) Performance Measures**

**Fiscal Year 2012**

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<b>MEASURE</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>
Percent of Sensus work orders due to improper installation	4.00%	2.70%	3.00%
Percent of Sensus work orders to diagnose meter faults whose problems could not be duplicated	7.00%	3.50%	6.00%
Maximum daily pumpage in millions of gallons per day	14.386	15.223	16.000
Average daily pumpage per service connection (gallons/day/service connection)	298	284	275
Percent of bacteriological resampling required	0 %	0 %	0 %
Actual main breaks	39	38	40
Percent of total unaccounted water flow (from LMO-2)	5.12%	1.30%	5.00%



## **VILLAGE OF ORLAND PARK, ILLINOIS**

### ***Enterprise Funds - 6003***

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

### ***Fiscal Year 2012***

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#### **DIVISION FUNCTIONS:**

The Sewer Division handles operations and maintenance of 13 sanitary lift stations and one stormwater lift station. Routine cleaning of sanitary lines and response to emergency blockages are also included. Excavations and televising are performed to maintain the integrity of the system.

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

#### **STRATEGIC PLAN GOALS:**

##### **1. Evaluate the physical condition of existing remote facility structures by November 15, 2012.**

- **OBJECTIVE** – Complete consultant evaluation of remote facilities by September 1, 2012
  - **PURPOSE** – Obtain an independent, professional evaluation of the facilities to provide the necessary information and to establish a proactive maintenance and budgeting schedule.
- **OBJECTIVE** – Complete interior paint restorations of the 131<sup>st</sup> Street Lift Station and Parkwood Lift Station by September 30, 2012.
  - **PURPOSE** – Both stations were painted more than twelve years ago and are exhibiting signs of severe coating failure.
- **OBJECTIVE** – Implementing efficiencies where possible, paint the exterior of all remote facilities by August 30, 2012.
  - **PURPOSE** – Facilities were last painted more than ten years ago and look weathered along with showing signs of paint failure. A fresh coat of paint will enhance their appearance and extend the life of the building.
- **OBJECTIVE** – Sealcoat the asphalt driveways at all remote facilities by November 1, 2012.
  - **PURPOSE** – Pavement life is able to be significantly extended with proper periodic maintenance. Seal coating was last completed three years ago and should be performed regularly to extend the life of the pavement.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Enterprise Funds - 6003**

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

**Fiscal Year 2012**

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

**OBJECTIVE** – Conduct an initial I & I study within the Crystal Springs Lift Station tributary area by August 2012, and refine the criteria for further expanded system evaluation.

- **PURPOSE** – The Crystal Springs Lift Station often becomes inundated. This initial study will identify typical sources and establish evaluation criteria for an expanded comprehensive study of I and I.
  
- **OBJECTIVE** – Conduct pump flow tests by December 2012 to determine optimal pump performance so pumps regularly operate within their performance curve, thereby improving lift station efficiency.
  - **PURPOSE** – To understand pump performance with the goal to reduce operational costs and potential repairs or replacements. The testing has not been done for a long time.
  
- **OBJECTIVE** – Complete the annually budgeted large diameter sanitary sewer main televising program.
  - **PURPOSE** – Large diameter pipe is generally clay or concrete which are potential large I and I sources. Periodic cyclical televising will reveal minor correctible defects before they become large.

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Enterprise Funds - 6003***

***Water and Sewer Fund (Sewer Division) Performance Measures***

***Fiscal Year 2012***

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<b>MEASURE</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>
Actual sewer blockage reported by customers	18	4	10
Preventative maintenance sewer cleaning	139,174 ft.	100,023 ft.	200,000 ft.
Percent of time spent sewer cleaning	unknown	43%	70%
Total number of hydro-excavations completed	unknown	78	70
Percent of time spent hydro-excavating	unknown	7.90%	5.00%

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Enterprise Funds - 6007**

**Water and Sewer Fund (Stormwater Division) Functions/Strategic Plan Goals  
Fiscal Year 2012**

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**DIVISION FUNCTIONS:**

The Stormwater Division is responsible for the contracted mowing of 283 acres consisting of 150 pond sites 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 on 176 acres at 104 sites owned by the Village. The maintenance of tributary creeks and stormwater control structures is assigned to this Division. In addition, the maintenance of all storm lines and inlets on public easements and roadways is included.

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

**STRATEGIC PLAN GOALS:**

- 1. Develop and implement a maintenance program for selected Village stormwater sites, structures and piping as part of the Basin Best Practices Program.**
  - **OBJECTIVE** – Establish a naturalized and consistent stewardship plan to be modified for each site by October 2012.
    - **PURPOSE** – General plans allow for a variety of site conditions. As each site is evaluated and new sites are added the plan can be adjusted to meet conditions. The current Basin Best Management Practice Program provided a technical assessment and stewardship plan report for 24 of the 172 basins maintained by this Division.
  - **OBJECTIVE** – Establish general services pond stewardship contract to be used on an “as-needed” basis for a technical review of select pond (s) providing a report of pond condition, performance and recommended maintenance at any Village maintained pond by April 2012.
    - **PURPOSE** – To provide professional services to produce a technically-based report for select ponds as need arises at newly established, and well established, stormwater facility ponds.
  - **OBJECTIVE** – Working with a Village consultant, begin the design of the Catalina Subdivision storm water management system to move storm water storage to an off-site location by November 2012.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Enterprise Funds - 6007**

**Water and Sewer Fund (Stormwater Division) Functions/Strategic Plan Goals  
Fiscal Year 2012**

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- **PURPOSE** – To improve the stormwater for residents in this area by eliminating the use of streets and Cul de Sacs for the temporary storage of storm water.
- 2. Increase public education and awareness about the use of native vegetation.**
- **OBJECTIVE** – Generate Basin Best Practices information for the Village’s website describing the use and benefits of native vegetation around ponds semi-annually during FY2012.
    - **PURPOSE** – To further educate residents about the benefits provided by native landscaping on pond banks, including the reduction of phosphates in pond water, and for the care of native plantings. Resident education is a cost-effective means for residents to assist the Village as ponds are rehabilitated. This enhances the aesthetic appearance and functional use of select neighborhood ponds.
- 3. Increase public awareness of and continue to meet the National Pollutant Discharge Elimination System (NPDES) permit requirements for stormwater pollution of natural streams.**
- **OBJECTIVE** – Provide GIS-based mapping of stormwater facilities including structures, pipes, ponds and streams from point sources within the Village of Orland Park by 2015.
    - **PURPOSE** – Continue the use of consultants in obtaining geo-located data points for stormwater facilities, structures and pipes. Consultants have provided mapping and information for approximately 35% of the Village’s stormwater systems. The Village of Orland Park is required to have a stormwater atlas to meet one of the criteria of the NPDES permit.

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Enterprise Funds - 6007***

***Water and Sewer Fund (Stormwater Division) Performance Measures***

***Fiscal Year 2012***

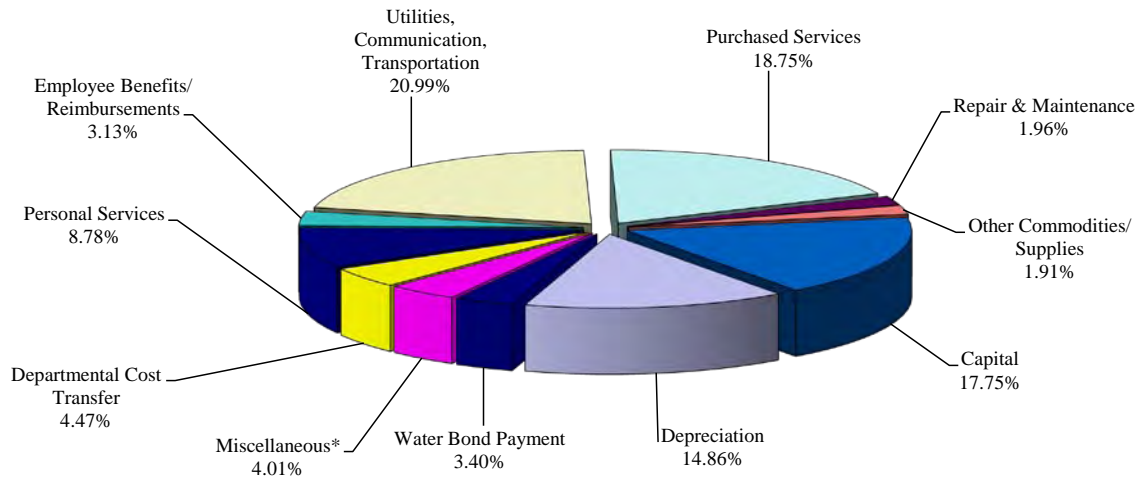
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<b>MEASURE</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>
Storm Sewer GIS Mapping Accomplished (% area of Village)	19%	35%	50%
Prepare and distribute NPDES and Basin Best Practices informational brochures	n/a	1	2
Completed Basin Best Practices recommended improvements	n/a	1	5
Completed stormwater management improvements to reduce or eliminate residential flooding	n/a	2	4

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Enterprise Funds  
Water and Sewer Fund Expenditure Summary  
Fiscal Year 2012**



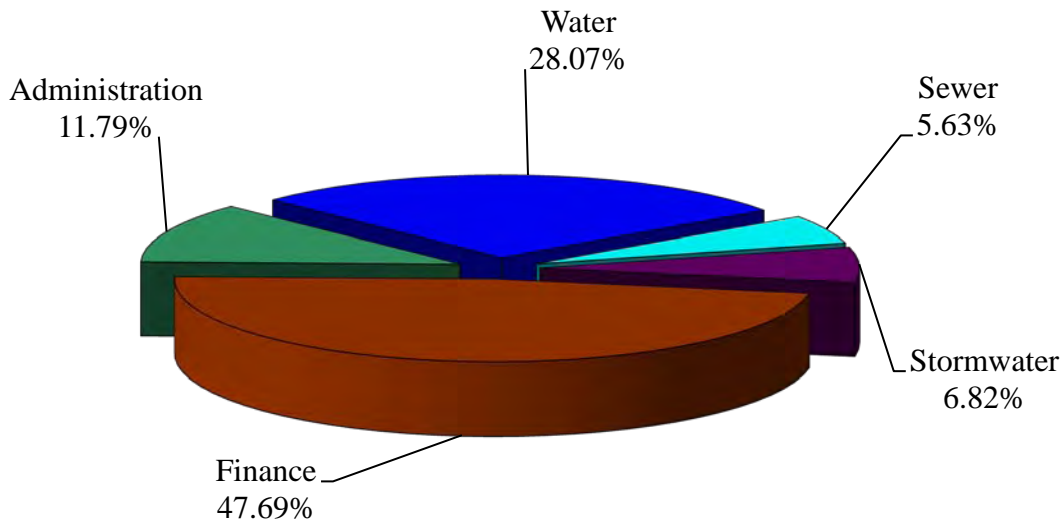
\*Miscellaneous category includes Credit, Collection and Bank, Professional Services, Rent, Insurance, and Miscellaneous Expenses.

	<b>FY2009** Actual</b>	<b>FY2010 Actual</b>	<b>FY2011 Amended Budget</b>	<b>FY2012 Budget</b>
Personal Services	\$ 2,195,468	\$ 1,818,673	\$ 2,084,258	\$ 2,454,009
Employee Benefits	815,643	741,664	801,026	855,866
Employee Reimbursements	12,212	8,810	18,085	20,285
Credit, Collection & Bank	63,283	66,568	62,169	66,008
Professional Services	291,241	329,153	441,720	549,200
Utilities, Communication, Transportat	6,206,742	5,787,875	5,765,640	5,866,335
Purchased Services	6,119,084	5,053,300	5,105,735	5,240,529
Repair & Maintenance	741,734	404,290	878,785	547,539
Rent	7,464	24,844	13,000	15,000
Insurance	488,394	380,741	375,008	373,045
Supplies - General	67,443	48,137	87,725	101,325
Supplies - Repair & Maintenance	37,519	44,097	111,136	64,550
Supplies - Operations	110,414	65,302	189,500	201,000
Other Commodities	48,352	84,226	143,600	167,000
Capital	-	-	7,197,034	4,962,265
Depreciation	4,434,289	3,701,617	4,555,000	4,155,000
Water Bond Payment	1,195,697	1,014,966	1,515,891	949,925
Miscellaneous Expenses	26,856	450	118,408	116,429
Departmental Cost Transfer	1,429,935	1,151,186	1,254,951	1,248,934
<b>Total Expenditures</b>	<b>\$ 24,291,770</b>	<b>\$ 20,725,899</b>	<b>\$ 30,718,671</b>	<b>\$ 27,954,244</b>

\*\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Enterprise Funds  
Water and Sewer Fund Expenditure Summary by Division  
Fiscal Year 2012**



	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Finance	\$ 14,950,293	\$ 13,034,216	\$ 13,636,402	\$ 13,331,003
Administration	3,469,824	2,909,581	3,291,880	3,297,035
Water	3,314,561	2,674,454	7,840,604	7,846,561
Sewer	1,170,328	932,578	1,642,271	1,573,130
Stormwater	1,386,764	1,175,071	4,307,514	1,906,515
<b>Total Expenditures</b>	<b>\$ 24,291,770</b>	<b>\$ 20,725,900</b>	<b>\$ 30,718,671</b>	<b>\$ 27,954,244</b>

\* FY2009 was 15 months



**VILLAGE OF ORLAND PARK, ILLINOIS**

***Enterprise Funds  
Commuter Parking Fund  
Fiscal Year 2012***

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The Commuter Parking Fund receives revenue from the daily and monthly permit fees from the three commuter parking lots located within the Village of Orland Park. Daily fees for the lots are \$1.00 and monthly permit fees are \$25.00. Automated systems for the collection of daily fees are installed at the 143<sup>rd</sup> Street, 153<sup>rd</sup> St., and 179<sup>th</sup> Street stations. Commuters can now register on-line and download a mobile application on their cellular phone and pay the daily parking fee each day using the mobile application.

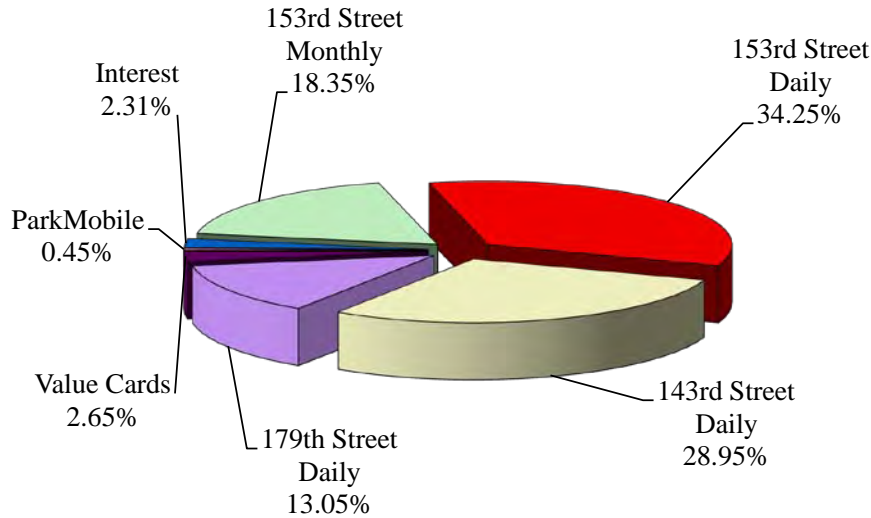
The 143rd Street commuter lot has a total of 168 monthly parking spaces in three separate locations: 144th Place and Second Avenue, 143rd Street and West Avenue, and 14415 Beacon Avenue. There are also 716 daily parking spaces available within the Main Street Triangle area at the 143<sup>rd</sup> Street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

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Enterprise Funds**

**Commuter Parking Fund Revenue Summary**

**Fiscal Year 2012**

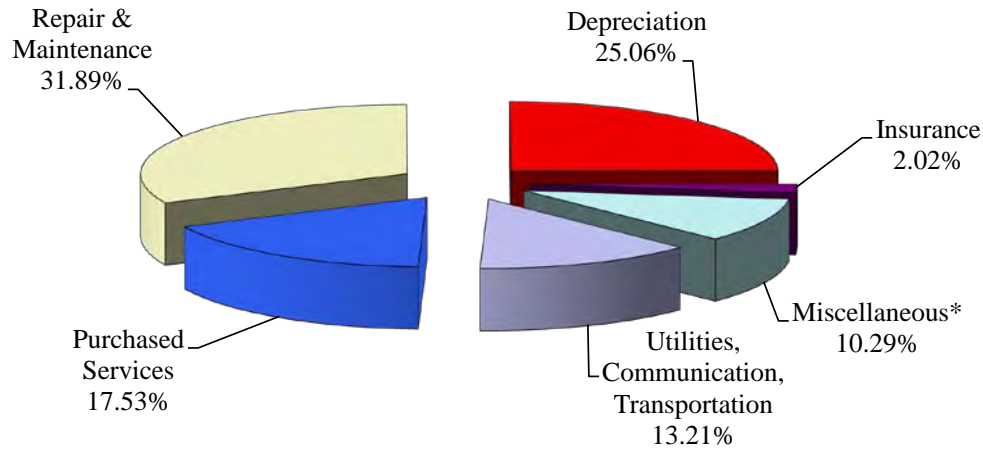


	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
153rd Street Monthly Commuter Parking	\$ 58,505	\$ 45,828	\$ 45,000	\$ 45,000
153rd Street Daily Commuter Parking	110,742	83,047	83,500	84,000
143rd Street Monthly Commuter Parking	725	325	300	-
143rd Street Daily Commuter Parking	87,803	71,891	70,000	71,000
179th Street Daily Commuter Parking	45,023	32,282	32,000	32,000
Value Cards	10,661	5,885	6,500	6,500
ParkMobile	-	-	-	1,100
Other Income	720	-	-	-
Interest	10,863	6,007	300	5,660
<b>Total Revenue</b>	<b>\$ 325,042</b>	<b>\$ 245,265</b>	<b>\$ 237,600</b>	<b>\$ 245,260</b>

\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Enterprise Funds  
Commuter Parking Fund Expenditure Summary  
Fiscal Year 2012**



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

	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Credit, Collection & Bank	\$ 1,172	\$ 616	\$ 922	\$ 240
Professional Services	-	300	500	500
Utilities, Communication, Transportation	65,402	55,817	54,000	63,269
Purchased Services	74,880	57,207	81,725	83,963
Repair & Maintenance	144,115	143,577	155,699	152,699
Rent	13,548	6,708	6,708	6,708
Insurance	12,673	9,126	10,475	9,674
Supplies - General	5,509	1,954	3,600	5,600
Supplies - Repair & Maintenance	4,225	5,214	26,711	18,211
Supplies - Operations	-	13,961	17,500	18,000
Depreciation	131,956	100,136	137,000	120,000
<b>Total Expenditures</b>	<b>\$ 453,480</b>	<b>\$ 394,616</b>	<b>\$ 494,840</b>	<b>\$ 478,864</b>

\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Debt Service Funds  
Long-Term Debt Requirements  
Fiscal Year 2012***

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The following pages contain a summary of outstanding general obligation debt as of January 1, 2012 (the beginning of the FY2012 budget year). The total outstanding amounts to:

Total Interest	\$18,800,702
Total Principal	<u>73,720,000</u>
Grand Total	<u>\$92,520,702</u>

Year Ending Amount:

2012	8,659,049	2021	4,467,044
2013	8,670,519	2022	4,029,073
2014	8,704,394	2023	3,129,731
2015	8,731,004	2024	3,130,998
2016	8,765,346	2025	3,140,215
2017	8,773,901	2026	2,193,225
2018	7,987,722	2027	702,750
2019	6,288,716	2028	704,531
2020	4,442,484		

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

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

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Obligation Bonded Debt  
(Principal and Interest)  
Fiscal Year 2012**

Fiscal Year (Due 6/1 & 12/1)	Outstanding			
	G.O. Series 2003	G.O. Series 2004	G.O. Series 2006	G.O. Series 2007
2012	482,438	1,008,945	960,668	1,379,806
2013	-	1,007,255	958,528	1,386,006
2014	-	1,014,715	955,568	1,390,806
2015	-	1,020,140	956,788	1,399,209
2016	-	1,024,340	956,983	1,411,006
2017	-	1,006,400	956,153	1,416,006
2018	-	1,019,200	954,298	1,429,406
2019	-	-	956,248	1,434,600
2020	-	-	956,428	1,441,675
2021	-	-	959,978	1,451,095
2022	-	-	961,653	1,458,150
2023	-	-	961,418	1,466,963
2024	-	-	959,660	1,473,150
2025	-	-	960,940	1,480,100
2026	-	-	-	1,489,125
2027	-	-	-	-
2028	-	-	-	-
<b>Total</b>	<b>\$ 482,438</b>	<b>\$ 7,100,995</b>	<b>\$ 13,415,311</b>	<b>\$ 21,507,103</b>

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

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Obligation Bonded Debt (Continued)**  
**(Principal and Interest)**  
**Fiscal Year 2012**

<b>Outstanding</b>				
G.O. Series 2008*	G.O. Series 2009	G.O. Series 2010	G.O. Series 2011	Total Outstanding
671,775	803,450	2,400,842	951,125	8,659,049
674,213	806,050	2,407,242	1,431,225	8,670,519
676,088	803,050	2,432,742	1,431,425	8,704,394
677,400	804,600	2,441,742	1,431,125	8,731,004
683,150	800,550	2,458,992	1,430,325	8,765,346
683,150	799,425	2,488,742	1,424,025	8,773,901
686,550	800,975	1,664,968	1,432,325	7,987,722
689,150	796,650	980,568	1,431,500	6,288,716
690,950	796,625	556,806	-	4,442,484
691,950	798,875	565,146	-	4,467,044
697,150	-	912,120	-	4,029,073
701,350	-	-	-	3,129,731
698,188	-	-	-	3,130,998
699,175	-	-	-	3,140,215
704,100	-	-	-	2,193,225
702,750	-	-	-	702,750
704,531	-	-	-	704,531
<u>\$ 11,731,620</u>	<u>\$ 8,010,250</u>	<u>\$ 19,309,910</u>	<u>\$ 10,963,075</u>	<u>\$ 92,520,702</u>

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Obligation Bonded Debt  
(Principal)  
Fiscal Year 2012**

Fiscal Year (Due 6/1 & 12/1)	Outstanding			
	G.O. Series 2003	G.O. Series 2004	G.O. Series 2006	G.O. Series 2007
2012	465,000	785,000	540,000	720,000
2013	-	810,000	560,000	755,000
2014	-	845,000	580,000	790,000
2015	-	880,000	605,000	830,000
2016	-	915,000	630,000	875,000
2017	-	930,000	655,000	915,000
2018	-	980,000	680,000	965,000
2019	-	-	710,000	1,010,000
2020	-	-	740,000	1,060,000
2021	-	-	775,000	1,115,000
2022	-	-	810,000	1,170,000
2023	-	-	845,000	1,230,000
2024	-	-	880,000	1,290,000
2025	-	-	920,000	1,355,000
2026	-	-	-	1,425,000
2027	-	-	-	-
2028	-	-	-	-
<b>Total</b>	<b>\$ 465,000</b>	<b>\$ 6,145,000</b>	<b>\$ 9,930,000</b>	<b>\$ 15,505,000</b>
Maturity Date	12/1/2012	12/1/2018	12/1/2025	12/1/2026

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

**VILLAGE OF ORLAND PARK, ILLINOIS**

**General Obligation Bonded Debt (Continued)**

**(Principal)**

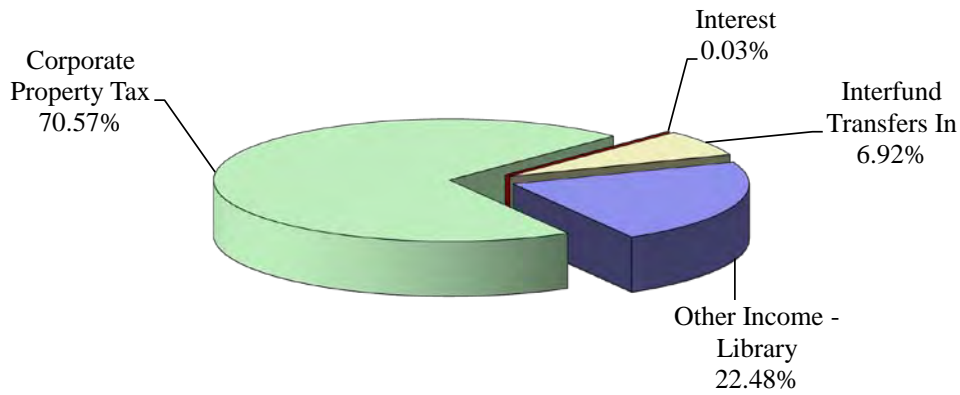
**Fiscal Year 2012**

<b>Outstanding</b>				
G.O. Series 2008*	G.O. Series 2009	G.O. Series 2010	G.O. Series 2011	Total Outstanding
335,000	580,000	1,930,000	745,000	6,100,000
350,000	600,000	1,975,000	1,240,000	6,290,000
365,000	615,000	2,040,000	1,265,000	6,500,000
380,000	635,000	2,100,000	1,290,000	6,720,000
400,000	650,000	2,175,000	1,315,000	6,960,000
415,000	670,000	2,270,000	1,335,000	7,190,000
435,000	695,000	1,520,000	1,370,000	6,645,000
455,000	715,000	885,000	1,400,000	5,175,000
475,000	740,000	490,000	-	3,505,000
495,000	770,000	515,000	-	3,670,000
520,000	-	880,000	-	3,380,000
545,000	-	-	-	2,620,000
565,000	-	-	-	2,735,000
590,000	-	-	-	2,865,000
620,000	-	-	-	2,045,000
645,000	-	-	-	645,000
675,000	-	-	-	675,000
<b>\$ 8,265,000</b>	<b>\$ 6,670,000</b>	<b>\$ 16,780,000</b>	<b>\$ 9,960,000</b>	<b>\$ 73,720,000</b>
12/1/2028	12/1/2021	12/1/2022	12/1/2018	



**VILLAGE OF ORLAND PARK, ILLINOIS**

**Debt Service Funds  
Revenue Summary  
Fiscal Year 2012**

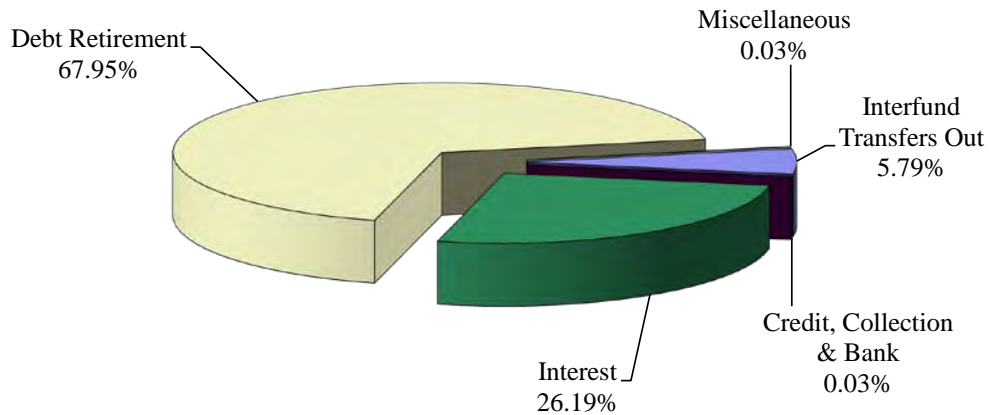


	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Corporate Property Tax	\$ 5,795,164	\$ 5,227,406	\$ 5,131,416	\$ 5,011,076
Interest	14,548	8,059	4,717	1,971
Other Income - Library	1,649,133	1,566,253	1,580,393	1,596,393
Interfund Transfers In	593,335	415,013	-	491,609
<b>Total Revenue</b>	<b>\$ 8,052,180</b>	<b>\$ 7,216,731</b>	<b>\$ 6,716,526</b>	<b>\$ 7,101,049</b>

\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Debt Service Funds  
Expenditure Summary  
Fiscal Year 2012**

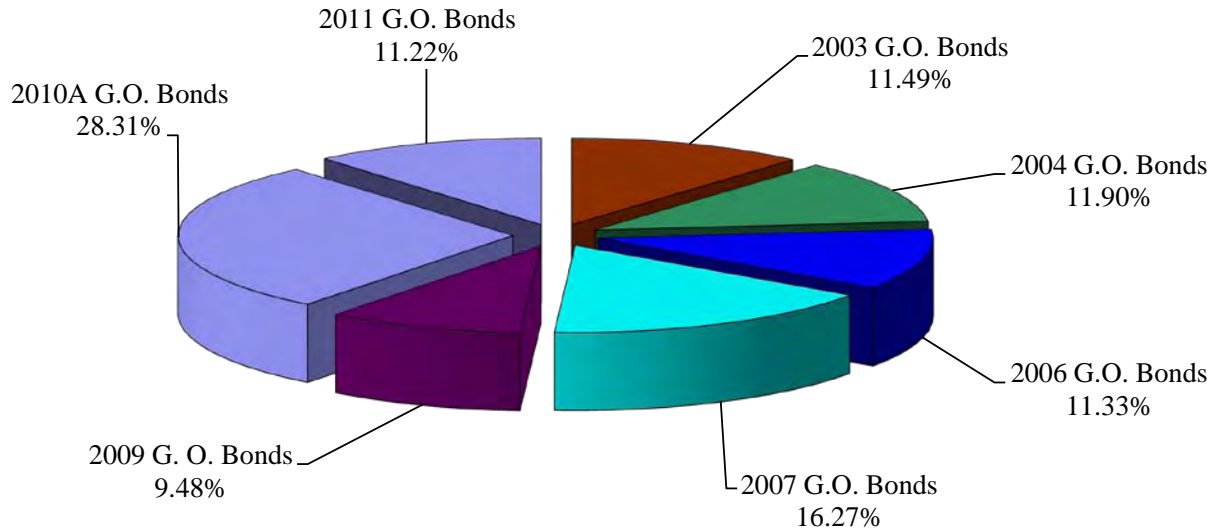


	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Credit, Collection & Bank	\$ 4,031	\$ 4,700	\$ 4,449	\$ 2,146
Interest	5,054,243	2,669,908	2,642,850	2,222,278
Debt Retirement	9,575,000	5,385,000	5,525,000	5,765,000
Miscellaneous	6,200	2,100	2,950	2,900
Interfund Transfers Out	545,106	378,683	-	491,609
<b>Total Expenditures</b>	<b>\$ 15,184,580</b>	<b>\$ 8,440,391</b>	<b>\$ 8,175,249</b>	<b>\$ 8,483,933</b>

\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Debt Service Funds  
Expenditure Summary by Fund  
Fiscal Year 2012**



	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
2000 G.O. Bonds	\$ 981,425	\$ -	\$ -	\$ -
2001 G.O. Bonds	1,721,374	249,557	-	-
2002A G.O. Bonds Library	2,938,399	1,061,075	-	-
2002B G.O. Bonds	1,555,060	763,535	-	-
2003 G.O. Bonds	2,008,778	1,554,706	1,553,705	975,051
2004 G.O. Bonds	1,840,625	1,002,612	1,006,280	1,009,754
2005 Library Note	-	2,753	-	-
2006 G.O. Bonds	1,679,160	963,550	963,627	961,419
2007 G.O. Bonds	2,329,409	1,363,406	1,372,611	1,380,206
2009 G. O. Bonds	130,350	807,549	805,850	804,227
2010A G.O. Bonds	-	671,648	2,388,892	2,401,498
2011 G.O. Bonds	-	-	84,284	951,778
<b>Total Expenditures</b>	<b>\$ 15,184,580</b>	<b>\$ 8,440,391</b>	<b>\$ 8,175,249</b>	<b>\$ 8,483,933</b>

\* FY2009 was 15 months

***VILLAGE OF ORLAND PARK, ILLINOIS***

***Capital Project Funds***

***Capital Project Funds Description***

***Fiscal Year 2012***

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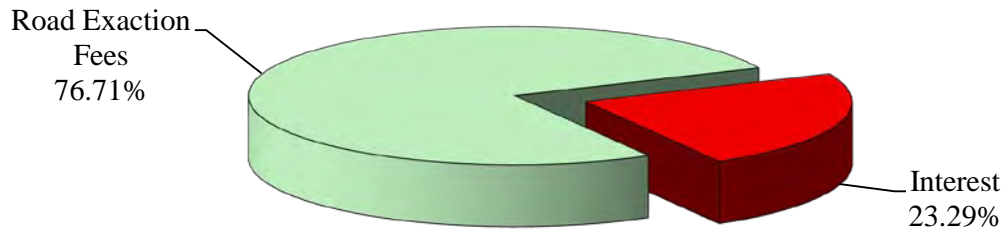
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The Village's capital project funds (non-enterprise) consist of the Road Exaction Fund, the Capital Improvement Fund and the Bond Funds, when applicable. Revenue sources of these funds consist of road impact fees assessed on all new construction within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

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

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Capital Project Funds  
Road Exaction Fund Revenue Summary  
Fiscal Year 2012**

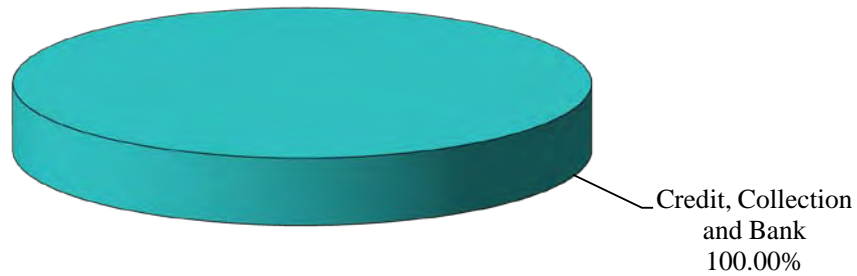


	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Miscellaneous Reimbursements	\$ 130,183	\$ 209,050	\$ -	\$ -
Road Exaction Fees	71,427	126,469	213,183	118,300
Interest	96,550	47,945	54,257	35,911
<b>Total Revenue</b>	<b>\$ 298,160</b>	<b>\$ 383,464</b>	<b>\$ 267,440</b>	<b>\$ 154,211</b>

\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Capital Project Funds  
Road Exaction Fund Expenditure Summary  
Fiscal Year 2012**

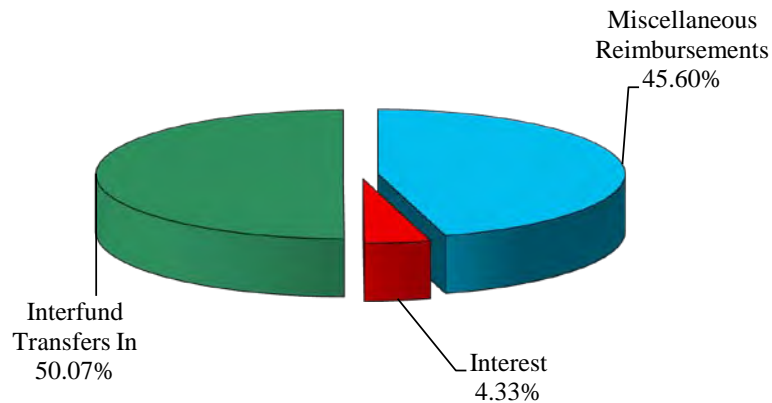


	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Professional Services	\$ 80,565	\$ 69,751	\$ 388,771	\$ -
Capital	-	230,819	28,546	-
Credit, Collection and Bank	791	90	391	32
Interfund Transfer Out	782,000	750,938	-	-
<b>Total Expenditures</b>	<b>\$ 863,356</b>	<b>\$ 1,051,598</b>	<b>\$ 417,708</b>	<b>\$ 32</b>

\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Capital Project Funds  
Capital Improvement Fund Revenue Summary  
Fiscal Year 2012**

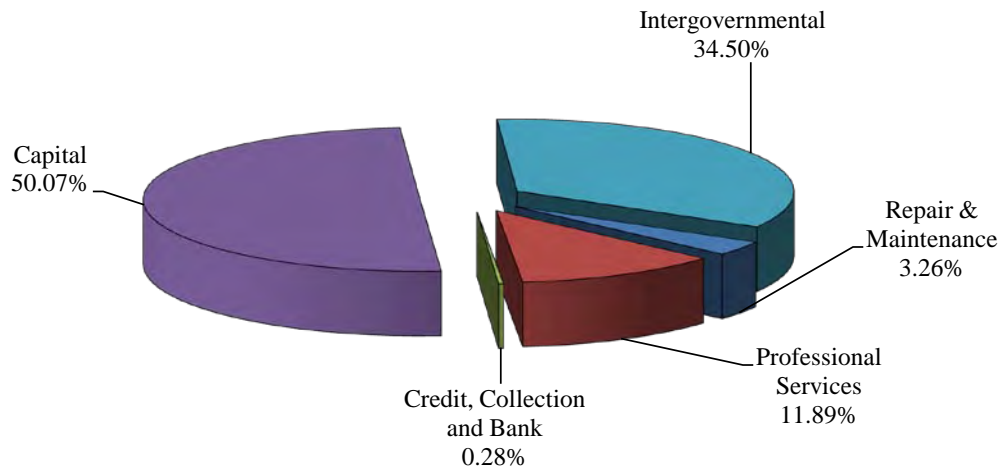


	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Miscellaneous Reimbursements	\$ 1,493,743	\$ 216,547	\$ 6,936,502	\$ 2,867,152
Interest	65,202	98,592	62,551	272,536
Gifts and Donations	8,260	-	-	-
Interfund Transfers In	9,032,000	9,607,136	7,500,000	3,148,008
<b>Total Revenue</b>	<b>\$ 10,599,205</b>	<b>\$ 9,922,275</b>	<b>\$ 14,499,053</b>	<b>\$ 6,287,696</b>

\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Capital Project Funds  
Capital Improvement Fund Expenditure Summary  
Fiscal Year 2012**



	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Repair & Maintenance	\$ 17,390	\$ 171,951	\$ 100,000	\$ 350,000
Professional Services	25,213	14,177	856,211	1,275,000
Credit, Collection and Bank	34,045	23,295	30,500	30,500
Capital	2,699,125	2,920,400	4,724,410	5,370,425
Intergovernmental	1,305,489	3,223,198	16,025,308	3,700,000
Interfund Transfer Out	5,904	-	-	-
<b>Total Expenditures</b>	<b>\$ 4,087,166</b>	<b>\$ 6,353,021</b>	<b>\$ 21,736,429</b>	<b>\$ 10,725,925</b>

\* FY2009 was 15 months



***VILLAGE OF ORLAND PARK, ILLINOIS***

***Internal Service Fund***

***Insurance Fund***

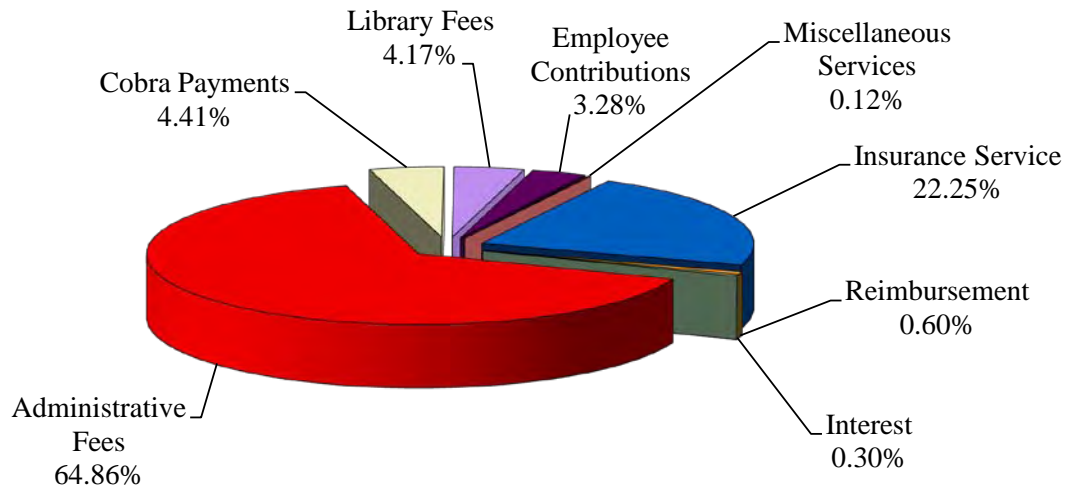
***Fiscal Year 2012***

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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 for which the Village utilizes the Insurance Fund, an internal service fund, to provide insurance through third party insurers as well as partial self insurance for workers' compensation, general liability and health. Premiums are paid into the Insurance Fund by other funds and are available to pay third party premiums, claims, claim reserves and administrative costs of the Village's insurance program.

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Internal Service Fund  
Insurance Fund Revenue Summary  
Fiscal Year 2012**

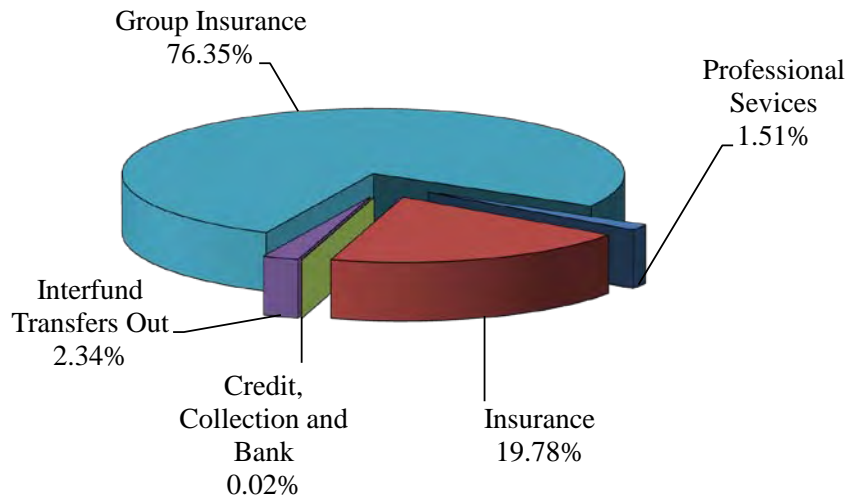


	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Interest	\$ 69,296	\$ 36,692	\$ 36,718	\$ 24,766
Administrative Fees	5,033,734	4,023,990	5,318,109	5,383,533
Cobra Payments	242,187	450,825	96,139	366,132
Library Fees	383,534	339,978	397,845	346,383
Employee Contributions	401,588	294,820	346,456	272,492
Other Income	138,547	-	-	-
Miscellaneous Services	71,447	4,284	10,000	10,000
Interfund Transfer In	-	428,494	-	-
Insurance Service	2,243,417	1,836,077	1,767,420	1,846,906
Reimbursement	114,365	40,223	154,874	50,000
<b>Total Revenue</b>	<b>\$ 8,698,115</b>	<b>\$ 7,455,383</b>	<b>\$ 8,127,561</b>	<b>\$ 8,300,212</b>

\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Internal Service Fund  
Insurance Fund Expenditure Summary  
Fiscal Year 2012***



	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Credit, Collection and Bank	\$ 7,336	\$ 3,131	\$ 5,330	\$ 1,323
Professional Services	153,047	125,519	126,453	128,760
Insurance	2,050,208	1,431,306	1,731,091	1,686,737
Group Insurance	6,549,162	6,342,493	6,195,348	6,512,034
Interfund Transfers Out	44,820	250,000	-	200,000
<b>Total Expenditures</b>	<b>\$ 8,804,573</b>	<b>\$ 8,152,449</b>	<b>\$ 8,058,222</b>	<b>\$ 8,528,854</b>

\* FY2009 was 15 months

***VILLAGE OF ORLAND PARK, ILLINOIS***

***Fiduciary Fund***

***Police Pension Fund***

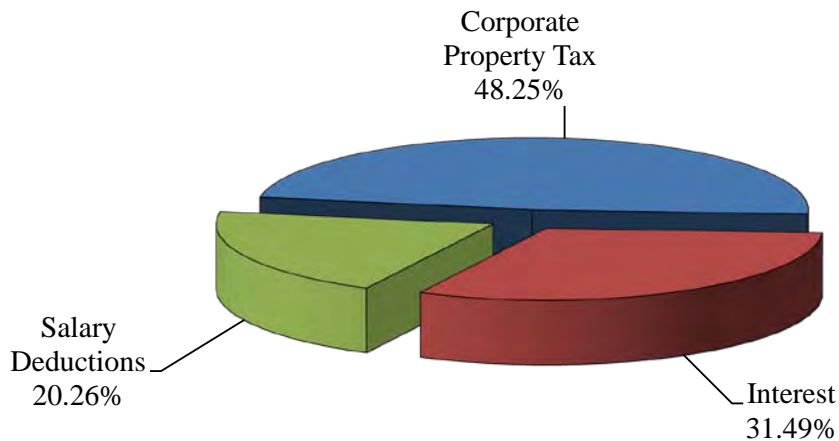
***Fiscal Year 2012***

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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 the contribution levels. Although it is legally separate from the Village, the PPERS is reported as if it were part of the primary government because its sole purpose is to provide retirement benefits for the Village's police employees. The PPERS is reported as a pension trust fund.

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Fiduciary Fund  
Police Pension Fund Revenue Summary  
Fiscal Year 2012***

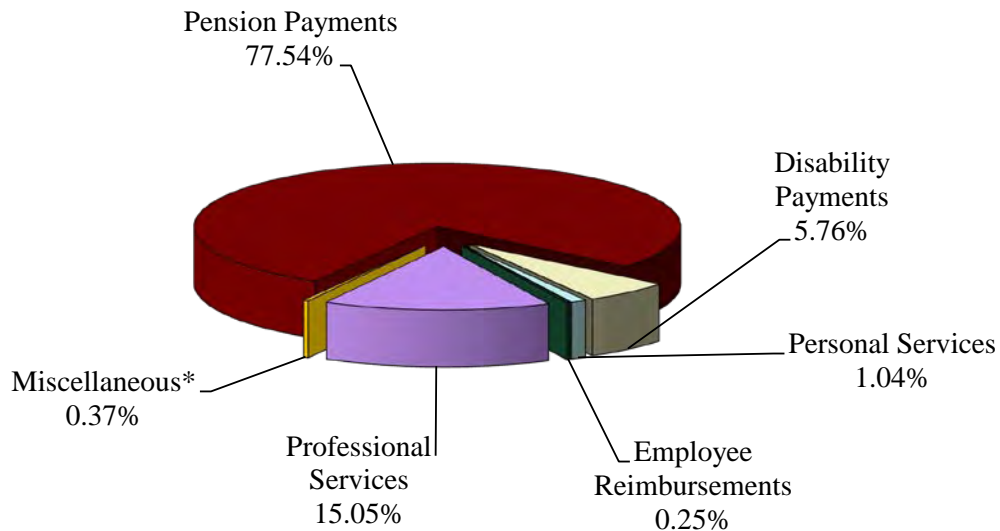


	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Miscellaneous Income	\$ 411	\$ 586	\$ -	\$ -
Corporate Property Tax	1,720,321	1,764,470	1,909,323	1,980,950
Investment Income-Interest	4,801,770	5,399,846	1,029,851	1,292,587
Salary Deductions	1,348,041	783,909	834,802	831,861
<b>Total Revenue</b>	<b>\$ 7,870,543</b>	<b>\$ 7,948,811</b>	<b>\$ 3,773,976</b>	<b>\$ 4,105,398</b>

\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Fiduciary Fund  
Police Pension Fund Expenditure Summary  
Fiscal Year 2012***



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

	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Pension Payments	\$ 1,648,071	\$ 1,677,065	\$ 1,713,020	\$ 1,870,030
Disability Payments	194,496	138,804	138,804	138,804
Personal Services	5,602	64,003	25,000	25,000
Employee Reimbursements	2,134	3,563	4,000	6,000
Credit, Collection & Bank	3,515	3,681	4,500	2,500
Professional Services	374,794	340,381	371,000	363,000
Purchased Services	2,225	2,188	2,500	3,000
Miscellaneous Expenses	2,262,809	(1,425,463)	4,346	3,371
<b>Total Expenditures</b>	<b>\$ 4,493,646</b>	<b>\$ 804,222</b>	<b>\$ 2,263,170</b>	<b>\$ 2,411,705</b>

\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Component Units***

***Component Units Description***

***Fiscal Year 2012***

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

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

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

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

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

Orland Park Metropolitan Exposition, Auditorium & Office Building Authority 14750 Ravinia Ave. Orland Park, IL 60462	Orland Park Open Lands Corporation/Orland Park Stellwagen Family Farm Foundation 14700 Ravinia Ave. Orland Park, IL 60462	Orland Park Public Library 14921 Ravinia Ave. Orland Park, IL 60462
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## ***VILLAGE OF ORLAND PARK, ILLINOIS***

### ***Component Units***

#### ***Civic Center Functions/Strategic Plan Goals***

#### ***Fiscal Year 2012***

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### **COMPONENT UNIT MISSION:**

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

### **COMPONENT UNIT FUNCTIONS:**

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

The Civic Center hosts a variety of events, including wedding receptions, private parties, training sessions, charitable and fundraising events, veteran and current members of the military events, civic and community group events, public medical testing and screenings, and trade and special interest shows and exhibits. In 2011, the Civic Center hosted over 500 events.

The Civic Center also provides space free-of-charge on occasion, which is referred to as community outreach. Community outreach hours also include space provided at discount rates. In 2011, the Civic Center provided approximately 600 community outreach hours.

### **STRATEGIC PLAN GOALS:**

- 1. Increase the utilization of the Civic Center - By developing partnerships with both the public and private sector organizations, provide the opportunity to attract and retain businesses and thus creating a competitive marketplace and enhancing the Civic Center's economic base.**
  - **OBJECTIVE** - By December of 2012, the Civic Center Board will have established two strategic business partnerships to leverage the pipeline and knowledge of potential joint ventures.
    - **PURPOSE** - By leveraging other entities, including potential competitors, this will enable the Civic Center to take advantage of the business relationships of others.
  - **OBJECTIVE** - By December 2012, the Civic Center Board will have developed a marketing partnership with two business entities.



## VILLAGE OF ORLAND PARK, ILLINOIS

### *Component Units*

#### *Civic Center Functions/Strategic Plan Goals*

#### *Fiscal Year 2012*

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- **PURPOSE** - To enable the Civic Center to offer products along with community restaurants, hotels and party planning.
  - **OBJECTIVE** - By December of 2012, the Civic Center Board will have established one new key program account.
    - **PURPOSE** - To identify and retain regular users whose rentals will help establish and maintain the Civic Center's revenue base.
  - **OBJECTIVE** - Continue to develop new advertising/marketing plans in 2012. The Civic Center Board now maintains a Facebook Page and advertises in the Orland Park Patch. Two new brochures are in progress; one for business, and one for private parties.
    - **PURPOSE** - To advertise in as many relevant forums as possible to showcase what the Civic Center offers.
- 2. Better the Community - The Civic Center is a vibrant facility that is a quality and affordable location to host events that will bring opportunities for both residents and businesses alike.**
- **OBJECTIVE** - The Civic Center Board will continue to offer affordable community outreach programs for residents, community groups and businesses in 2012.
    - **PURPOSE** - Enables the Civic Center to maintain and provide good will with the community, while showcasing its capabilities.
- 3. Maintain Facility - The Civic Center will continue to be a well maintained facility to meet the needs of both residents and businesses.**
- **OBJECTIVE** – In January of 2012, new bi-fold doors will be installed on the Exhibition Room storage closets. By December 2012, new tile will be installed in hallways to update the Civic Center appearance. Parking lot improvements are scheduled in spring of 2012 as well as a new roof.
    - **PURPOSE:** To provide an energy efficient, updated, appealing, and clean facility to attract businesses.
- 4. Operate Efficiently - The Civic Center will foster a cost-effective, cooperative approach to control expenditures.**
- **OBJECTIVE** - In 2012, one full time staff member will be eliminated and replaced with a part time employee.
    - **PURPOSE** – To align staffing with operational needs, thus reducing salary costs.

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Component Units***

***Civic Center Functions/Strategic Plan Goals***

***Fiscal Year 2012***

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- **OBJECTIVE** – Continue to conserve energy and reduce utility costs.
  - **PURPOSE** - To ensure the Civic Center is running at an efficient utility level.
  
- 5. Decrease Subsidy - The Civic Center will foster a cost-effective, cooperative approach to bring resources to the Orland Park region.**
  
- **OBJECTIVE** - Reduce subsidy from Village General Fund on an ongoing basis.
  - **PURPOSE** - To establish a clearly defined benchmark for the budget.

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Component Units***

***Civic Center Functions/Strategic Plan Goals***

***Fiscal Year 2012***

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<b>MEASURE</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Projected</b>
Bingo (dates booked)	51	51	51
Other events (dates booked)	184	202	225
Village usage (dates booked)	124	108	110
Community outreach hours provided	297	600	600
Revenue increase from previous year	+10%	+5%	+5%

**VILLAGE OF ORLAND PARK, ILLINOIS**

*Component Units*

*Civic Center*

*Fiscal Year 2012*

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**CIVIC CENTER BUDGETED POSITIONS**

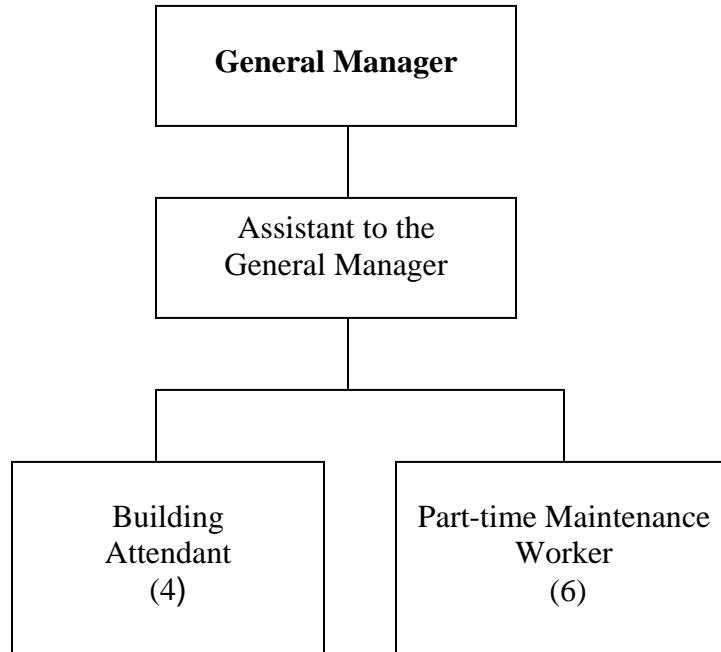
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<b>FULL TIME POSITION TITLE</b>	<b>FY2010 ACTUAL</b>	<b>FY2011 CURRENT</b>	<b>FY2012 BUDGET</b>
General Manager	1	1	1
Assistant to General Manager	1	1	1
<b>TOTAL FULL TIME PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>PART TIME POSITION TITLE</b>			
Part-Time Maintenance	6	6	6
Building Attendant	4	4	4
<b>TOTAL PART TIME PERSONNEL</b>	<b>10</b>	<b>10</b>	<b>10</b>

**VILLAGE OF ORLAND PARK**

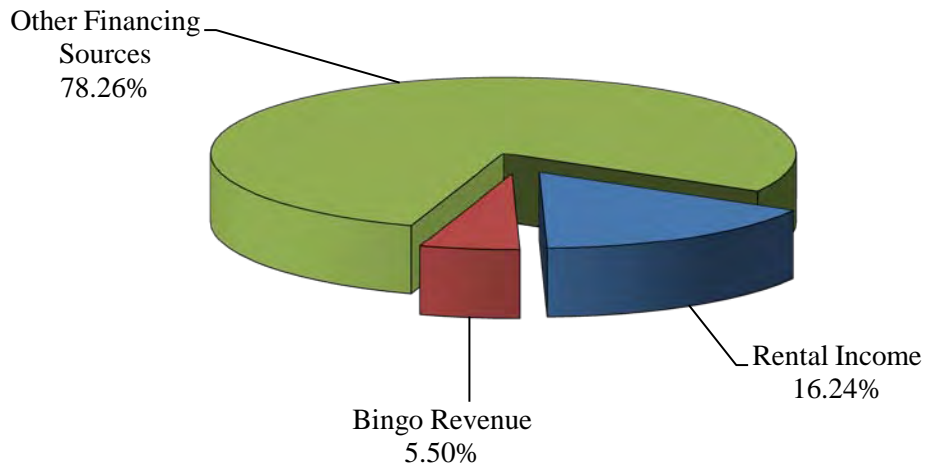
***Component Units  
Civic Center Organizational Chart  
Fiscal Year 2012***

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**VILLAGE OF ORLAND PARK, ILLINOIS**

**Component Units  
Civic Center Revenue Summary  
Fiscal Year 2012**

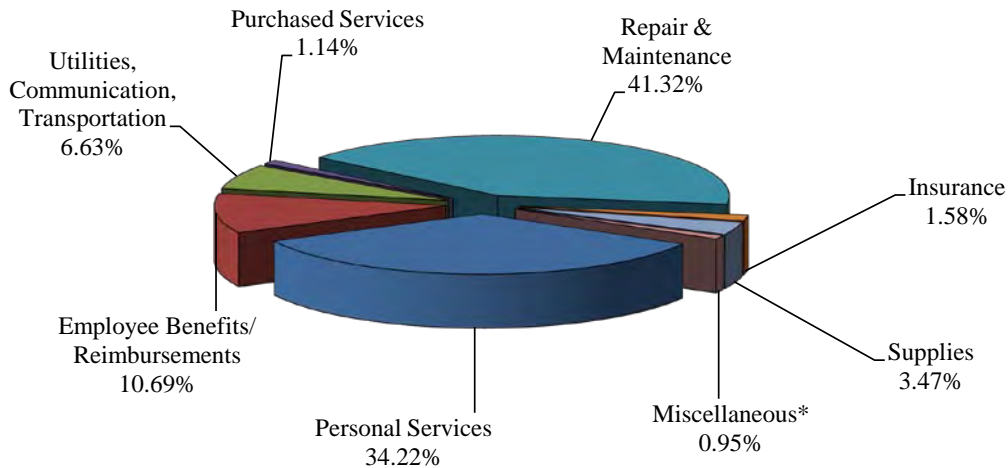


	<b>FY2008 Actual</b>	<b>FY2010 Actual</b>	<b>FY2011 Amended Budget</b>	<b>FY2012 Budget</b>
Grants/Intergovernmental	\$ -	\$ -	\$ 153,590	\$ -
Rental Income	97,329	92,891	83,000	93,000
Rental Income - Village	47,245	38,910	-	-
Bingo Revenue	36,575	32,610	32,760	31,500
Transfer from General Fund	242,405	167,943	91,601	448,070
<b>Total Revenue</b>	<b>\$ 423,554</b>	<b>\$ 332,354</b>	<b>\$ 360,951</b>	<b>\$ 572,570</b>

\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Component Units  
Civic Center Expenditure Summary  
Fiscal Year 2012**



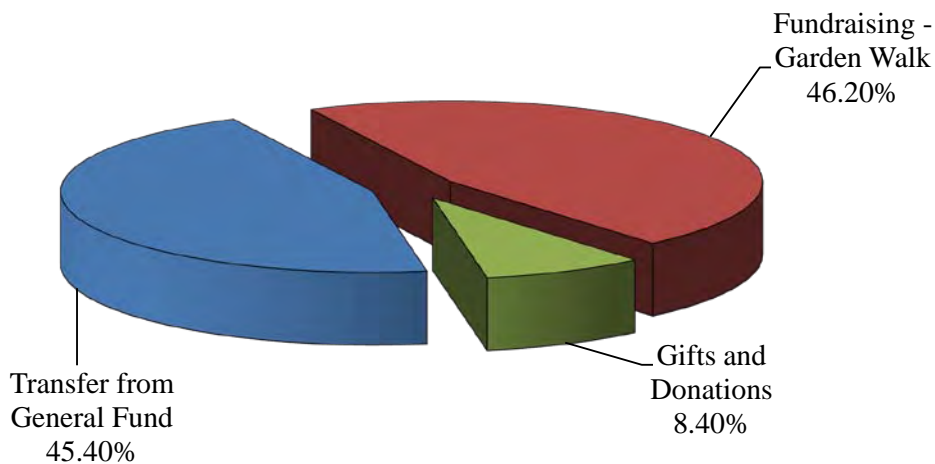
\*Miscellaneous category includes Miscellaneous Expenses and Professional Services.

	<b>FY2009**</b>	<b>FY2010</b>	<b>FY2011</b>	<b>FY2012</b>
	<b>Actual</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Budget</b>
Personal Services	\$ 228,717	\$ 178,415	\$ 198,918	\$ 195,928
Employee Benefits	68,364	64,299	74,901	60,149
Employee Reimbursements	912	962	1,045	1,045
Professional Services	4,529	4,060	4,900	4,826
Utilities, Communication, Transportation	48,496	35,649	41,324	37,983
Purchased Services	15,067	7,078	11,900	6,535
Repair & Maintenance	5,226	4,705	156,158	236,586
Insurance	7,294	6,694	8,789	9,047
Supplies - General	6,978	5,593	8,920	8,368
Supplies - Repair & Maintenance	3,274	5,248	7,126	11,493
Miscellaneous Expenses	450	450	560	610
<b>Total Expenditures</b>	<b>\$ 389,307</b>	<b>\$ 313,153</b>	<b>\$ 514,541</b>	<b>\$ 572,570</b>

\*\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

**Component Units  
Open Lands/Stellwagen Revenue Summary  
Fiscal Year 2012**



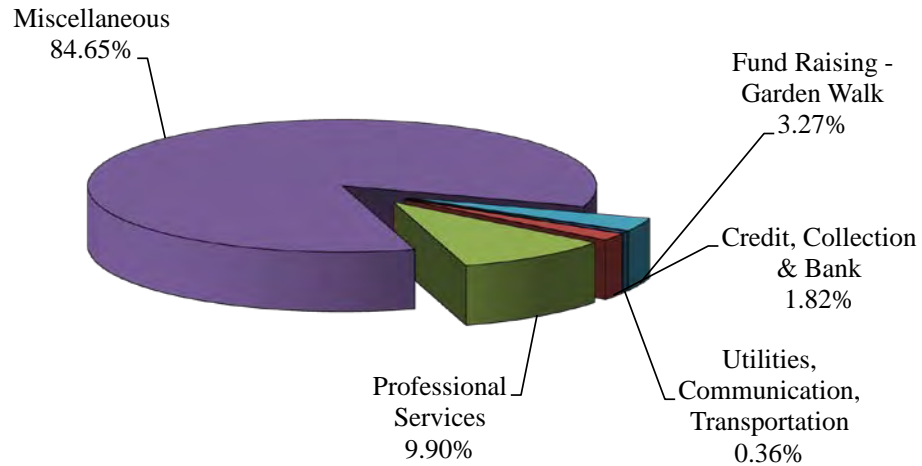
	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Interest	\$ 15,508	\$ 3,959	\$ 2,000	\$ -
Fundraising - Ride & Tie	4,060	-	-	-
Fundraising - Garden Walk	7,729	5,935	5,500	5,500
Fundraising - Rain Barrel Sales	5,430	434	480	-
Transfer from General Fund	6,264	6,930	-	5,404
Miscellaneous Reimbursements	-	4	-	-
Gifts and Donations	28,409	5,099	4,000	1,000
<b>Total Revenue</b>	<b>\$ 67,400</b>	<b>\$ 22,361</b>	<b>\$ 11,980</b>	<b>\$ 11,904</b>

\* FY2009 was 15 months



**VILLAGE OF ORLAND PARK, ILLINOIS**

**Component Units  
Open Lands/Stellwagen Expenditure Summary  
Fiscal Year 2012**



	<b>FY2009*</b> <b>Actual</b>	<b>FY2010</b> <b>Actual</b>	<b>FY2011</b> <b>Amended</b> <b>Budget</b>	<b>FY2012</b> <b>Budget</b>
Personal Services	\$ 2,184	\$ -	\$ -	\$ -
Employee Benefits	367	-	-	-
Employee Expense	73	-	-	-
Credit, Collection & Bank	4,605	4,232	4,500	2,500
Professional Services	10,597	5,647	10,415	13,615
Utilities, Communication, Transportation	656	228	500	500
Supplies - Repair & Maintenance	2,125	2,400	-	-
Rain Barrels	3,203	-	-	-
Fundraising - Ride 'n Tie	3,063	-	-	-
Fundraising - Garden Walk	4,308	2,716	4,500	4,500
Other Commodities	25,000	-	-	-
Miscellaneous Expenses	250,013	28	1,000,100	116,433
<b>Total Expenditures</b>	<b>\$ 306,194</b>	<b>\$ 15,251</b>	<b>\$ 1,020,015</b>	<b>\$ 137,548</b>

\* FY2009 was 15 months

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Appendix and Glossary  
About Orland Park  
Fiscal Year 2012***

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The Village of Orland Park was a small Midwest farm community from its beginning in the 1880's through the 1950's, when suburban residential development expanded from Chicago to the southwest and reached the LaGrange Road corridor. Located 25 miles southwest of Chicago's Loop, the Village has grown into a dynamic community of approximately 50,000 residents. The full build-out population is expected to peak at approximately 75,000 residents.

Orland Park has a unique quality that makes living and working enjoyable. Year-round recreational opportunities abound in the area, including thousands of acres of forest preserve with hiking trails, bridle paths, bike paths, and wildlife refuges; an excellent park system; and more than 20 area golf courses. Residents also enjoy a diverse array of housing, plentiful shopping, acclaimed schools, and close proximity to Chicago and all its attractions.

Date of Incorporation	May 31, 1892
Form of Government	President/Trustee/Village Manager
Geographic Location	Southwestern Cook County
Population (2010 Census)	56,767
Number of Households (2010 Census)	21,639
Number of Housing Units (2010 Census)	22,443
Equalized assessed valuation (2010)	\$2,768,799,933
Area in Square Miles	22.09 square miles
Miles of Streets	415
Miles of Curbs	384
Miles of Sidewalks	316
Municipal Water Utility:	
Average Daily Gallons Pumped	6,780,000
Miles of Mains	339 miles
Number of Metered Accounts	23,002

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Appendix and Glossary  
Population Statistics  
Fiscal Year 2012***

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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, ILLINOIS**

**Appendix and Glossary  
Principal Cook County Taxpayers  
Fiscal Year 2012**

<b>Taxpayers</b>	<b>Type of Business</b>	<b>2009 Assessed Valuation*</b>	<b>Percentage of Total Assessed Valuation</b>
Simon Property Group	Orland Square Mall (includes smaller stores)	\$147,798,930	5.48%
IRC	Lake View Plaza Shopping Center	67,754,054	2.51%
B & G Realty	One-story non-fire proof public garage	14,645,558	0.54%
Albertsons	Jewel Supermarkets and Osco Drugs	14,577,398	0.54%
J. C. Penney Co., Inc.	Department Store	14,037,188	0.52%
St. George Corp	Commercial building over three stories	12,405,958	0.46%
Sears	Department Store	11,534,467	0.43%
MCRIL LLC	Carson Pirie Scott & Co. (Department Store)	10,323,243	0.38%
Cambridge Reality Capital	One-story non-fire proof public garage	9,604,772	0.36%
Lifetime Fitness	Gym Space	8,165,082	0.30%
		<b>\$310,846,650</b>	<b>11.52%</b>

Note: Total 2009 Equalized Assessed Valuation for the Village of Orland Park was \$2,753,164,005.

\*This is the most current data available.

**VILLAGE OF ORLAND PARK, ILLINOIS**

***Appendix and Glossary  
Principal Employers  
Fiscal Year 2012***

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<b>Name</b>	<b>Type of Business</b>	<b>Approximate Number Employed</b>
School District #135	Elementary School	785
Jewel/Osco Food Store	Supermarket and Drug Store	540
Panduit Corporation	Manufactures communication and telecommunications products	382
High School District #230	High School	341
Carson Pirie Scott	Retail Department Store	320
J.C. Penney	Retail Department Store	305
Darvin Furniture	Retail Furniture Store	266
Palos Primary Care	Healthcare Services	235
Macy's	Retail Department Store	230
Target	Discount Store	210



# VILLAGE OF ORLAND PARK

## Certification

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

### STATE OF ILLINOIS COUNTIES OF COOK AND WILL

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

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

**Ordinance No. 4686**

I DO FURTHER CERTIFY that the original Ordinance of which the foregoing is a true copy is entrusted to my care for safekeeping and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village Of Orland Park aforesaid, at the said Village, in the Counties and State aforesaid, this 6th day of December 2011.



  
David P. Maher, Village Clerk

# VILLAGE OF ORLAND PARK

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

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Ordinance No: 4686

File Number: 2011-0756

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR  
COMMENCING ON JANUARY 1, 2012 AND ENDING ON DECEMBER 31, 2012 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 6th day of December, 2011 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: 4686

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING ON JANUARY 1, 2012 AND ENDING ON DECEMBER 31, 2012 FOR THE VILLAGE OF ORLAND PARK, COOK AND WILL COUNTIES, ILLINOIS

BE IT ORDAINED by the President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, as follows:

### SECTION 1

The annual budget for the Village of Orland Park, Cook and Will Counties, Illinois as set forth in tat certain document entitled

### VILLAGE OF ORLAND PARK ANNUAL BUDGET FOR FISCAL YEAR 2012

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, 2012.

### 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 5th day of December, 2011

/s/ David P. Maher

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**David P. Maher, Village Clerk**

**Aye:** 6 Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, and President McLaughlin  
**Nay:** 0  
**Absent:** 1 Trustee O'Halloran



# VILLAGE OF ORLAND PARK

**Ordinance No: 4686**

DEPOSITED in my office this 5th day of December, 2011

*/s/ David P. Maher*

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**David P. Maher, Village Clerk**

APPROVED this 5th day of December, 2011

*/s/ Daniel J. McLaughlin*

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**Daniel J. McLaughlin, Village President**

PUBLISHED this 6th day of December, 2011

*/s/ David P. Maher*

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**David P. Maher, Village Clerk**

## VILLAGE OF ORLAND PARK

### *Appendix and Glossary Glossary of Terms Fiscal Year 2012*

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

**VILLAGE OF ORLAND PARK**

***Appendix and Glossary  
Glossary of Terms  
Fiscal Year 2012***

	budget sets the legal spending limits of the Village. It is the primary means by which most of the expenditures and service levels of the Village are controlled.
BUDGET ADJUSTMENT	A legal procedure utilized by the Village staff and the Village board to revise a budget.
BUDGET DOCUMENT	The instrument used by the budget-making authority to present a comprehensive financial plan of operations of the Village Board.
BUDGET MESSAGE	A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body.
BUDGETARY CONTROL	The control of management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.
CAFR	Comprehensive Annual Financial Report. A governmental unit's official annual report prepared and published as a matter of public record, according to governmental accounting standards.
CAPITAL ASSETS	Assets of significant value and having a useful life of at least one year with a value over \$10,000. Capital assets are also called fixed assets.
CAPITAL BUDGET	A plan of proposed capital outlays and the means of financing them for the current fiscal period.
CAPITAL OUTLAY	Expenditures which result in the acquisition of or addition to fixed assets.
CAPITAL PROJECTS FUND	A fund created to account for financial resources to be used for the acquisition or the construction of major capital facilities or equipment.
CASH BASIS	A basis of accounting in which transactions are recognized only when cash is increased or decreased.
CBA	Collective Bargaining Agreements
CERTIFICATE OF EXCELLENCE IN FINANCIAL REPORTING	An award presented to Governmental units and public employee retirement systems whose comprehensive annual financial reports (CAFR's) are judged by the Government Finance Officer Association of the United States and Canada to substantially conform to certain program standards.
CHART OF ACCOUNTS	The classification system used by the Village to organize the accounting for various funds.
CIP	Capital Improvement Program. A plan of proposed capital expenditures and the means of financing them. Items in the capital budget are usually construction projects designed to

**VILLAGE OF ORLAND PARK**

***Appendix and Glossary  
Glossary of Terms  
Fiscal Year 2012***

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	improve the value of the government assets. The capital budget is usually enacted as part of the complete annual budget which includes both operating and capital outlays.
COMMODITIES	Consumable items used by Village departments. Examples include office supplies, replacement parts for equipment, and gasoline.
COMPONENT UNIT	A component unit is a legally separate organization that a primary government must include as part of its financial reporting entity for fair presentation in conformity with GAAP.
CONTINGENCY	A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.
CONTRACTUAL SERVICES	A fund established to finance and account for the accumulations of resources for, and the payment of, general long-term debt principal and interest.
DEBT SERVICE FUND	A fund established to finance and account for the accumulations of resources for, and the payment of, general long-term debt principal and interest.
DEBT SERVICE REQUIREMENTS	The amounts of revenue which must be provided for a debt service fund so that all principal and interest payments can be made in full on schedule.
DEFICIT	(1) The excess of an entity's liabilities over its assets (See Fund Balance). (2) The excess of expenditures or expenses over revenues during a single accounting period.
DEPARTMENT	A major administrative organizational unit of the Village which indicates overall management responsibility for one or more activities.
DEPRECIATION	(1) Expiration in service life of fixed assets, other than wasting assets, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or other physical or functional cause. (2) The portion of the cost of a fixed asset charged as an expense during a particular period. NOTE: The cost of such asset prorated over the estimated service life of such asset and each period is charged with part of such cost so that ultimately the entire cost of the asset is charged off as an expense.
DISBURSEMENT	Payments for goods and services in cash or by check.
EAV	The value of property resulting from the multiplication of the assessed value by an equalization factor to make all property in Illinois equal to one third of its market value.
ENCUMBRANCE	The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

**VILLAGE OF ORLAND PARK**

**Appendix and Glossary  
Glossary of Terms  
Fiscal Year 2012**

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ENTERPRISE FUND	A fund established to finance and account for operations (1) that are financed and operated in a manner similar to private business enterprises- where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purpose. Examples of enterprise funds are those for utilities.
ESTIMATED REVENUE	The amount of projected revenue to be collected during the fiscal year. The amount of revenue budgeted is the amount approved by the Village Board.
EXPENDITURES	If the accounts are kept on the accrual basis this term designates total charges incurred, whether paid or unpaid, including expenses, provision for retirement of debt not reported as a liability of the fund from which retired, and capital outlays. If they are kept on the cash basis, the term covers only actual disbursements for these purposes.
EXPENDITURE BY CLASSIFICATION	A basis for distinguishing types of expenditures; the major classifications used by the Village are: Personal Services, Contractual Services, Commodities, Other Charges and Capital Outlay.
EXPENSES	Charges incurred, whether paid or unpaid, for operation, maintenance, and interest, and other charges which are presumed to benefit the current fiscal period.
FIDUCIARY FUNDS	Funds that are used when a government holds or manages financial resources in an agent or fiduciary capacity.
FISCAL YEAR	A twelve-month period of time to which the annual budget applies and at the end of which a municipality determines its financial position and results of operations. The Village of Orland Park has specified January 1 to December 31 as its fiscal year.
FIXED ASSETS	Assets of a long-term character in which the intent is to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.
FULL FAITH & CREDIT	A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds.)
FUND	An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources,

**VILLAGE OF ORLAND PARK**

**Appendix and Glossary  
Glossary of Terms  
Fiscal Year 2012**

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	together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of following special regulations, restrictions, or limitations.
FUND ACCOUNTS	All accounts necessary to set forth the financial operations and financial condition of a fund.
FUND BALANCE	The excess of a fund's assets over its liabilities and reserves.
GAAFR	Governmental Accounting, Auditing and Financial Reporting. A Comprehensive practice-oriented guide to accounting and auditing in the public sector.
GAAP	Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.
GAAS	Generally Accepted Auditing Standards. A set of systematic guidelines used by auditors when conducting audits to ensure accuracy, consistency and verifiability of auditor's actions and reports.
GASB	Governmental Accounting Standards Board. An independent organization which has ultimate authority over the establishment of Generally Accepted Accounting Principals (GAAP) for state and local government. GASB members are appointed by the Financial Accounting Foundation (FAF); however the GASB enjoys complete autonomy from the FAF in all technical and standard-setting activities.
GENERAL FUND	The fund that is available for any legal authorized purpose and which is therefore used to account for all revenues and all activities except those required to be accounted for in another fund. NOTE: The General Fund is used to finance the ordinary operations of a government unit.
GENERAL OBLIGATION BONDS	Bonds for whose payments the full faith and credit of the issuing body are pledged. More commonly, but not necessarily, general obligation bonds are considered to be those payable from taxes and other general revenues.
GFOA	Government Finance Officers Association. An organization representing municipal finance officers and other individuals and organizations associated with public finance.
GOAL	A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given period.
GRANT	A contribution by one government unit to another. The

**VILLAGE OF ORLAND PARK**

**Appendix and Glossary  
Glossary of Terms  
Fiscal Year 2012**

	contribution is usually made to aid in the support of a specified function, but it is sometimes also for general purposes.
HOME RULE MUNICIPALITY	A home rule municipality may exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to regulate for the protection of public health, safety, morals and welfare; to license; to tax; and to incur debt, unless preempted by the State of Illinois. A municipality is designated as a home rule municipality if its population reached 25,000 or if the designation of home rule is approved by voters via a referendum.
IBEW	International Brotherhood of Electrical Workers
IDOT	Illinois Department of Transportation
INCOME	This term is used in accounting for governmental enterprises and represents the excess of the revenues earned over the expenses incurred in carrying on particular phases of an enterprise's activities. As indicated elsewhere, the excess of the TOTAL revenues over the TOTAL expenses of the utility for a particular accounting period is called the "net income."
INFRASTRUCTURE	The physical assets of a government (e.g., streets, water, sewer, public buildings and parks).
INTERFUND TRANSFERS	Amounts transferred from one fund to another fund.
INTERNAL SERVICE FUND	A fund established to finance and account for services and commodities furnished by a designated department or agency to other departments or agencies within a single governmental unit or to other governmental units. Amounts expended by the fund are reimbursed, either from operating earnings or by transfers from other funds, so that the original fund capital is kept intact.
IUOE	International Union of Operating Engineers
LIABILITIES	Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.
LONG TERM DEBT	Debt with a maturity of more than one year after the date of issuance.
MAP	Metropolitan Alliance of Police
MODIFIED ACCURAL ACCOUNTING	A basis of accounting used by Governmental Fund types in which revenues are recorded when collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period, and, expenditures are recognized when the related liability is incurred.
OBLIGATIONS	Amounts which a government may be legally required to meet

**VILLAGE OF ORLAND PARK**

**Appendix and Glossary  
Glossary of Terms  
Fiscal Year 2012**

	out of its resources. They include not only liabilities, but also encumbrances not yet paid.
OPERATING BUDGET	The portion of the budget that pertains to daily operations that provides the basic government services.
ORDINANCE	A formal legislative enactment by the governing board of a municipality.
PERSONAL SERVICES	Costs related to compensating Village employees, including salaries, wages, and benefits.
PPERS (Police Pension Employees Retirement System)	The PPERS is the retirement system for all of the Village's sworn police employees. PPERS functions for the benefit of these employees and is governed by a five-member pension board.
PRIOR YEAR ENCUMBRANCES	Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation are reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.
PROPERTY TAX	Property taxes are levied on real property according to the property's valuation and the tax rate
RFP (Request for Proposal)	Request for proposal is an invitation for providers of a product or service to bid on the right to supply that product or service to the entity that issued the proposal.
RIGHT OF WAY	Land dedicated to the public which affords primary access by pedestrians and vehicles to abutting properties.
RESERVE	An account used to indicate that a portion of a fund balance is restricted for a specific purpose.
RETAINED EARNINGS	An equity account used to indicate that a portion of a fund balance is restricted for a specific purpose.
REVENUES	Funds that the government receives as income.
SPECIAL REVENUE FUND	A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.
TAXES	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments.
TAX LEVY	The total amount to be raised by general property taxes for operating and debt services purposes specified in the Tax Levy Ordinance.
TAX LEVY ORDINANCE	An ordinance by means of which taxes are levied.



**VILLAGE OF ORLAND PARK**

***Appendix and Glossary  
Glossary of Terms  
Fiscal Year 2012***

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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.