

VILLAGE OF ORLAND PARK

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



Meeting Minutes

Monday, October 24, 2016

6:00 PM

SPECIAL MEETING - 2017 BUDGET

Village Hall

Board of Trustees

Village President Daniel J. McLaughlin

Village Clerk John C. Mehalek

*Trustees, Kathleen M. Fenton, James V. Dodge, Jr., Patricia Gira,
Carole Griffin Ruzich, Daniel T. Calandriello, and Michael F. Carroll*

CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:10 PM.

Staff Present: Interim Village Manager Tim McCarthy, Assistant Village Manager Joseph La Margo, Finance Director Annmarie Mampe, Assistant Finance Director Sarah Schueler, Director of Public Works John Ingram, Chief Technology Officer Frank Florentine, Deputy Clerk Casey Griffin, Human Resources Director Stephana Przybylski.

Present: 7 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll and President McLaughlin

SPECIAL MEETING

2016-0591 2017 Budget - Administration, Clerks, Finance, MIS, Officials, and Public Works (including Building Maintenance) Operating Budget

Interim Village Manager Tim McCarthy stated that tonight is Budget Hearing #5 and operating budgets will be presented by Administration, Clerk, Finance, MIS, and Public Works.

Public Works (Exhibit A)

Director of Public Works John Ingram reviewed their FY2016 department's accomplishments along with FY2017 achieving goals and objectives.

Director Ingram reviewed expenditure details, personnel and discretionary requests.

Public Works Water & Sewer Fund (Exhibit B)

Director Ingram reviewed the FY2016 Water and Sewer Funds accomplishments, along with achieving goals and objectives in FY2017.

Director Ingram reviewed personnel and discretionary requests.

President McLaughlin stated that John Diorio requested to speak before the Board.

Joe Diorio has been employed at Public Works for the past 33 years – He spoke before the Board requesting if he could be considered for a Worker Maintenance II reclassification from a Worker Maintenance I that he currently holds. He stated in the past he has trained others and they have received promotions, not him. He has snow plowed for his entire career and the past 10 years has been assigned to the Fairway Subdivision where there are never any complaints.

He is proud of his work ethic. When asked to stay, he is always available. He is

very happy working for the Village and is not looking for another job, but would really like this reclassification.

President McLaughlin stated that the Board does not decide personnel issues. The Board decides the budgets and staff decides positions and how much employees receive in raises and who receives promotions.

President McLaughlin requested that Interim Village Manager McCarthy speak with Public Works Director Ingram regarding Mr. Diorio's request after the meeting tonight. He thanked Mr. Diorio for coming before the Board with this request.

Finance Department (Exhibit C)

Finance Director Mampe reviewed the FY2016 department accomplishments along with achieving goals and objectives for FY2017.

Director Mampe reviewed the Finance staffing, expenditures details, and discretionary requests.

Departmental Budget Hearing (Exhibit D)

Director Mampe reviewed and explained the General Fund - Non-Departmental and Boards and Commissions; Motor Fuel Tax Fund, Home Rule Sales Tax Fund, Main Street Triangle Fund, Commuter Parking Fund, Debt Service Fund and Insurance Fund.

Business Information Services Budget (Exhibit E)

Chief Technology Officer Frank Florentine reviewed the departments FY2016 accomplishments along with achieving goals and objectives in FY2017.

He reviewed his departments staffing and expenditure details along with the discretionary requests.

Village Clerk's Office (Exhibit F)

Deputy Clerk Casey Griffin reviewed the FY2016 Clerk's Office accomplishments along with FY2017 goals and objectives quality of life. The expenditure details were also reviewed.

Village Manager's Office (Exhibit G)

Assistant Village Manager Joseph La Margo along with Human Resources Director Stephana Przybylski reviewed the FY2016 accomplishments and achieving goals and objectives for FY2017.

They reviewed office staffing and office expenditure details. Personnel and discretionary requests were reviewed.

Public Information Office (Exhibit H)

Assistant Village Manager Joseph La Margo reviewed FY2016 accomplishments and FY2017 goals and objectives along with office staffing. Expenditure details were reviewed.

Trustee Carroll stated that under the Public Information Office there were three discretionary requests and all three were not recommended by the Interim Village Manager.

Trustee Carroll is firmly in agreement with the hiring of the position of Communication Director. He believes that this position is not doable for this year, however, possibly for something in the future, especially with Mr. La Margo now being promoted upstairs to the Assistant Village Manager.

Trustee Carroll continued that because this third item will need to wait, items one and two should be considered to improve communication (Pages 137 and 138 in the Departmental Operating Expenditures Booklet located in Legistar).

Trustee Carroll stated that when Mr. La Margo was promoted upstairs the Communication Manager's responsibilities increased by overseeing the day to day operations.

Trustee Gira agreed with Trustee Carroll. She stated that in order to increase the quality of the production in Public Information that currently is exceptional; she believes there is a need for the reclassification of the part time Communication Specialist to full time.

President McLaughlin asked who is overseeing the Public Information Office.

Assistant Village Manager La Margo stated that he is overseeing the administrative oversight to this department; however, the Communication Manager oversees the day to day operations.

Director Mampe stated that if there is going to be an amendment to the budget to include these two requests a vote will need to take place.

Trustee Dodge stated that the budget can be amended to increase it to \$42,344, but another deeper conversation needs to take place with the Board about when and whom this will be spent on. He continued that if there is an increase in responsibilities and if there is additional productivity that more discussion will take place at a later date before the \$2,323 and the \$40,021 would be released. He is

okay to earmark the money, just don't immediately put it in place.

Director Mampe stated that in the past there is a stabilization fund that salary increases are held in due to the agreements were not yet settled. The same thing could be done with these funds. The dollars would be earmarked but would not be assigned to a person or a position.

Trustee Dodge agreed with that.

Trustee Carroll reviewed that the funds would be budgeted. The Technology, Innovation and Performance Improvement Committee would give direction to staff on what communication projects it would like implemented for 2017. Staff would then draw up the communication plan to match this request and when the plan is in place, staff would then review these funds to accomplish those goals.

Officials Budget (Exhibit I)

President McLaughlin reviewed the FY2016 Officials accomplishments and achieving goals and objectives in FY2017 along with the Official's staff.

Director Mampe stated that there will be no meeting on Thursday, November 3, 2016 as originally thought. At the regular Board of Trustees meeting on November 7, 2016, all the changes will be ready for review and discussion.

This was for discussion only, NO ACTION was required.

BUDGET AMENDMENT

I move to approve a budget amendment in the amount of \$42,344 to be set aside for potential employee compensation adjustments.

A motion was made by Trustee Dodge, seconded by Trustee Calandriello, that this matter be APPROVED. The motion carried by the following vote:

Aye: 6 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and Trustee Carroll

Nay: 0

Abstain: 1 - President McLaughlin

ADJOURNMENT - 9:35 PM

A motion was made by Trustee Fenton, seconded by Trustee Dodge, that this matter be ADJOURNED. The motion carried by the following vote:

Aye: 7 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll, and President McLaughlin

Nay: 0

/nm

APPROVED: November 7, 2016

Respectfully Submitted,

/s/ John C. Mehalek

John C. Mehalek, Village Clerk

/s/ Casey Griffin

Casey Griffin, Deputy Clerk