

VILLAGE OF ORLAND PARK

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



Meeting Minutes

Wednesday, October 28, 2015

7:00 PM

SPECIAL MEETING - 2016 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 8:05 PM.

Trustee Dodge was present via audio conference - He stated he was traveling for businesses.

Staff Present: Village Manager Paul Grimes, Assistant Village Manager Joseph La Margo, Finance Director Annmarie Mampe, Assistant Finance Director Sarah Schueler, Infrastructure Maintenance Director John Ingram, Information System Administrator Norm Johnson, Deputy Clerk Casey Griffin

Present: 6 - Trustee Fenton, Trustee Dodge, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll and President McLaughlin

Absent: 1 - Trustee Gira

SPECIAL MEETING**2015-0518 2016 Budget - Operating Budget for Administration, Public Information Office, Clerk, Finance, MIS, and Public Works**

Village Manager Grimes stated that at tonight's Budget Hearing departmental budgets will be discussed for Public Works, MIS (IT), Finance, Village Manager's Office, Village Clerk's Office, and Officials.

Infrastructure Maintenance Director John Ingram reviewed the Public Works 2015 Department Accomplishments and 2016 Goals and Objectives (EXHIBIT A)

Director Ingram stated that there will not be and changes in Public Works Administration staffing, Streets staffing, Transportation staffing, Vehicle & Equipment staffing and Sewer & Water staffing.

Director Ingram reviewed his Personnel & Discretionary Requests in all the Divisions of Public Works.

This was for discussion only, NO ACTION was required.

ROLL CALL

Trustee Dodge lost the connection via audio conference calling and was no longer present in the meeting.

Present: 5 - Trustee Fenton, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll and President McLaughlin

Absent: 2 - Trustee Dodge and Trustee Gira

CONTINUE 2016 BUDGET

Village Manager Grimes commented that if the Board wishes to amend any discretionary requests that have been presented at the Budget Hearings an

amendment form is available to be completed and these amendment forms will be discussed and voted on at the November 4th Budget Hearing.

Information System Administrator Norm Johnson reviewed the Information Technology Division of Finance Department 2015 Accomplishments and 2016 Goals and Objectives (EXHIBIT B).

Information System Administrator Johnson stated that no new positions are being requested for IT.

President McLaughlin stated that the Village Website is very hard to navigate through and he hopes to see improvements.

President McLaughlin stated that he has read several articles that stated within large businesses and major organizations as much as 10 percent or more of the budget should be designated to technology. That would mean that \$3 to \$5 Million of the Villages budget should go to IT in order to keep up with technology.

President McLaughlin is requesting, before the budget discussions for next year, a meeting to report on a platform for improving and enhancing Village services that would benefit residents as well as staff through technology. These option could then be used to plan what amounts should be budgeted in the 2017 budget for technology.

Village Manager Grimes commented that in July during the Strategic Planning Workshop a fourth pillar was added and that was encouraging or becoming a higher performing organization through technology.

Village Manager Grimes stated that in the Personnel Request for IT a proposed new position is being requested for a Chief Technology Officer in order to achieve that fourth pillar.

Village Manager Grimes stated that Mr. Johnson, Ms. Klinger, and Ms. Kouba do an incredible job in IT, in some instances they all do heroic work, in keeping things working with all the different activities going on from a technology perspective and they are very good at that.

What is lacking as an organization is the strategic direction and leadership of a Chief Technology Officer that has the ability to integrate all the different technologies Village wide and then to move forward in a more unified fashion. So when the Board is requesting a grand technology plan that is what a Chief Technology Officer will do, not only to design and develop it but to see it through. This will make the Information Technology Department more of an internal consultant for departments Village wide.

Information System Administrator Johnson reviewed that under Personnel

Request there is also a reclassification from an Information Systems Support Specialist to an Information Systems Support Coordinator.

President McLaughlin requested that the Officials budget be presented at the next Budget Hearing meeting scheduled for November 4, 2015. He needed to review this budget further with staff.

Village Manager Grimes and Director Mampe stated that would be fine to present the Officials Budget on November 4th.

Village Manager Grimes reviewed the Village Manager's Office 2015 Accomplishments and 2016 Goals and Objectives (EXHIBIT C).

Village Manager Grimes stated that no new positions are being requested for Village Manager's Office.

He reviewed the Village Manager's Office Personnel & Discretionary requests with the Board (EXHIBIT C, page 6).

Trustee Carroll commented that when Assistant Village Manager Baer resigned from her full time position that she stated she would stay working on a part time basis to help with the transition until the end of the year. He questioned why there was a need now for a second Village Manager position, even though it was part time.

Village Manager Grimes stated that Assistant Village Manager Baer's institutional knowledge is a great help for him as well as the new full time Assistant Village Manager Joe La Margo. He stated that he would not want to replace this position if it was a "new" person rather to be able to keep Ms. Baer's in that position on a part time basis is a more inexpensive way to have two Assistant Village Managers. The work load is great in the Village Manager's Office and there is plenty for her to do.

President McLaughlin asked if things have improved with the communication of applicants who apply in the Village, thanking them for applying and letting them know if they did not receive the position.

Human Resources Director Stephana Pzybylski stated that yes, with full time applicants communication has improved. With part time it is being asked for the Supervisors that interview the part time positions to reach out. She is hoping with the new Innoprise system this be resolved. She stated Human Resources hopes to do a better job communicating in the future.

President McLaughlin stated this is common courtesy and professionalism to let applicants know their applications have been received and is being processed or the position has been filled. He stated he spoke about this at budget time last year and now speaking about this again he is hoping next year with the new

Innoprise system this will be resolved completely.

Assistant Village Manager and Public Information Officer Joe La Margo reviewed the 2015 Public Information and 2016 Goals and Objectives (EXHIBIT C, page 7).

Assistant Village Manager & PIO Officer La Margo stated that no new positions are being requested for Public Information.

He reviewed Public Information Offices Personnel & Discretionary Requests (EXHIBIT C, page 12).

President McLaughlin questioned why the printing for the Orland Park Public is not being bid-out with the Recreation Book.

Village Manager Grimes stated that the Orland Park Public was done electronically for a few years and when it was once again offered in a hard copy it was bid-out separately. This is something that will be looked into.

Deputy Clerk Casey Griffin reviewed the Village Clerk's Office 2015 Accomplishments and 2016 Goals and Objectives (EXHIBIT D).

Deputy Clerk Griffin stated that no new positions are being requested for Village Clerk's Office.

He reviewed the Clerk's Office Personnel & Discretionary requests with the Board (EXHIBIT D, page 6).

Finance Director Annmarie Mampe reviewed the Finance Departments 2015 Accomplishments and 2016 Goals and Objectives (EXHIBIT E).

Director Mampe stated that no new positions are being requested for the Finance Department except the change she is requesting in the discretionary section.

She reviewed the Finance Departments Discretionary Request which was to take two part time Meter Reader positions to one full time Account Technician II Position (EXHIBIT E, page 8). Now that the Flexnet program has begun, the water meter reading is now transmitted into the office and there is no longer a need for staff to ride in the car to read the meters.

Village Manager Grimes stated that this is a case where technology of the smartpoints and Flexnet combined allows the Village to reemploy existing talent.

Village Manager Grimes reviewed the Non-Departmental part of the budget. These are items that do not go into a Departments budget, for example Legal Services, Training and Education, Consulting Services, etc.

Director Mampe reminded the Board that any amendments forms that the Board would like to submit must be submitted by Monday, November 2nd.

The next Budget Hearing is November 4th at 6 PM.

ADJOURNMENT - 10:30 PM

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

Aye: 5 - Trustee Fenton, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll, and President McLaughlin

Nay: 0

Absent: 2 - Trustee Dodge and Trustee Gira

/nm

APPROVED:

Respectfully Submitted,

John C. Mehalek, Village Clerk

/s/ Casey Griffin
Casey Griffin, Deputy Village Clerk