

Village of Orland Park
Fiscal Year 2016
Departmental Budget Hearing
Public Works Department
Water & Sewer Fund

October 28, 2015
7:00pm

FY2015 Department Accomplishments

- Completed the removal of all Village parkway ash trees (Ash Tree Removal Replacement Program)
- Completed repair of various roads through the Road Improvement Program
- Successful transfer of operations from the 153rd Street BMSF site to the new 108th Avenue Bulk Material Storage & Transfer Facility
- Successful implementation of AVL for contract snow removal
- Improved Residential Service Request Process
- Implementation of technology for more efficient field operations
- Initiated upgrades to security systems

Achieving Goals & Objectives in FY2016

Streets, V&E and PACE

Quality of life -

- Initiate Village-wide multi-year parkway tree trimming program
- Continue work to complete construction of 108th Street Bulk Material Transfer & Storage Facility
- Finalize ATRRP's Tree Replacement Program
- Continue expanded Road Improvement Program to improve Village-wide pavement conditions

High Performing Organization -

- Continued development and possible implementation of Innoprise Work Order Management System
- Implement Online Uniform Purchase and Management Program
- Expand departmental technology efficiencies to include department-wide use of email, mobile devices and other field apps
- Implement GIS Field App and additional apps to further increase efficiency
- Continue and expand the department's safety and skill training

FY 2016 Public Works – Administration Staffing

PUBLIC WORKS - ADMINISTRATION BUDGETED POSITIONS						
Full Time Position Title	FY2016 Proposed	Total Salary	FICA	IMRF	Insurance	FY2016 Total Salary & Benefits
Infrastructure Maintenance Director	0.6	73,843	5,614	8,210	17,370	105,037
Assistant to the Director	0.6	42,760	3,271	5,268	424	51,723
PW Improvement Project Coordinator	0.45	40,038	2,967	4,933	5,147	53,085
Management Analyst	0.6	37,093	2,715	4,570	15,554	59,932
Part Time Position Title						
PW Facility Attendant	1	11,905	911	-	-	12,816
Bus Driver	0.7	8,008	612	987	-	9,607
Grand Total		\$ 213,647	\$ 16,090	\$ 23,968	\$ 38,495	\$ 292,200

FY 2016 Public Works – Administration Expenditure Detail

- ✓ Total Departmental Budget - \$345,335
- ✓ Page 47 - 48

*Total Departmental Budget includes proposed Personnel and Discretionary Requests

FY 2016 Public Works – Streets Staffing

PUBLIC WORKS - STREETS BUDGETED POSITIONS						
Full Time Position Title	FY2016 Proposed	Total Salary	FICA	IMRF	Insurance	FY2016 Total Salary & Benefits
Superintendent of Streets	1	113,840	8,651	13,434	28,821	164,746
Foreman	1	87,275	6,619	10,752	28,821	133,467
Electrical Maintenance Tech	1	83,743	6,342	10,317	15,236	115,638
Maintenance Worker I	7	452,588	34,196	55,759	116,589	659,132
Maintenance Worker II	6	440,744	32,578	54,299	113,541	641,162
Maintenance Worker III	4	314,148	23,224	38,704	86,372	462,448
Public Improvement Tech II	1	88,974	6,749	10,962	28,821	135,506
Clerk Typist II	1	45,532	3,483	5,610	11,099	65,724
Part Time Position Title						
Sign Remover	1	12,844	982	-	-	13,826
Seasonal Maintenance	9	40,878	3,128	-	-	44,006
Overtime		77,800	5,952	9,585	-	93,337
Grand Total		\$ 1,758,366	\$ 131,904	\$ 209,422	\$ 429,300	\$ 2,528,992

FY 2016 Public Works – Streets Expenditure Detail

- ✓ Total Departmental Budget - \$3,527,603
- ✓ Page 50 - 51

*Total Departmental Budget includes proposed Personnel and Discretionary Requests

FY 2016 Public Works – Transportation Staffing

PUBLIC WORKS - TRANSPORTATION BUDGETED POSITIONS						
Full Time Position Title	FY2016 Proposed	Total Salary	FICA	IMRF	Insurance	FY2016 Total Salary & Benefits
Bus Driver	1	61,400	4,633	7,564	15,190	88,787
Part Time Position Title						
Bus Driver	3.3	35,004	2,678	4,314	-	41,996
Overtime		200	15	25	-	240
Grand Total		\$ 96,604	\$ 7,326	\$ 11,903	\$ 15,190	\$ 131,023

FY 2016 Public Works – Transportation Expenditure Detail

- ✓ Total Departmental Budget - \$151,968
- ✓ Page 53 - 54

*Total Departmental Budget includes proposed Personnel and Discretionary Requests

FY 2016 Public Works – Vehicle & Equipment Staffing

PUBLIC WORKS - VEHICLE & EQUIPMENT BUDGETED POSITIONS						
Full Time Position Title	FY2016 Proposed	Total Salary	FICA	IMRF	Insurance	FY2016 Total Salary & Benefits
V&E / Transportation Operations Manager	1	102,359	7,625	12,611	25,967	148,562
Maintenance Worker I	1	53,793	4,088	6,627	7,810	72,318
Clerk Typist II	1	44,392	3,396	5,469	11,096	64,353
Mechanic II	3	240,156	17,496	29,587	61,156	348,395
Inventory Control Technician	1	65,575	4,705	8,079	20,383	98,742
Part Time Position Title						
Overtime		12,000	918	1,478	-	14,396
Grand Total		\$ 518,275	\$ 38,228	\$ 63,851	\$ 126,412	\$ 746,766

FY 2016 Public Works – Vehicle & Equipment Expenditure Detail

- ✓ Total Departmental Budget - \$2,584,979
- ✓ Page 56 - 58

*Total Departmental Budget includes proposed Personnel and Discretionary Requests

FY2016 Public Works Department Personnel & Discretionary Requests

- Personnel Requests –
 - Administration –
 - Additional Steps – Management Analyst – \$4,260 (60%) (Page 172)
 - Streets –
 - Reclassification – Maintenance Worker I to Maintenance Worker II - \$5,030 (Page 174)
 - Additional Step – Maintenance Worker I - \$2,613 (Page 175)
 - Additional Step – Clerk Typist II - \$2,032 (Page 176)
 - Vehicle & Equipment –
 - Additional Step – Clerk Typist II - \$508 (Page 176)
- Discretionary Requests –
 - Administration -
 - On Site Training - \$3,000 (Page 211)
 - GIS Field App - \$15,000 (Page 212)
 - Streets -
 - Parkway Tree Trimming Contract Services - \$40,000 (Page 213)

FY2015 Water & Sewer Fund

Accomplishments

- Initiated Village-wide Water Meter SmartPoint Conversion Program
- Completed the Inflow/Infiltration (I/I) consultant selection process (Consultant approval scheduled for Nov. 2015)
- Completed the Village-wide Fiber Optic Installation Master Plan
- Implementation and Initiation of Flood Mitigation Improvements
 - Parkview Phase I Storm Water Improvement Project
 - 163rd Street Storm Water Improvement Project
 - Maycliff Stage I Improvement Project (completion anticipated by end of year 2015)
- Completed Initial Phase of Security Upgrades to Water and Sewer Facilities
- Completed Water Main Improvement Project (slip lining) in Maycliff Subdivision

Achieving Goals & Objectives in FY2016

Quality of Life -

- Completion of Orlan Brook Drive Culvert Replacement Project
- Implementation and initiation of various stormwater improvement projects
- Implement I/I improvements based on consultant findings and recommendation
- Complete evaluation of the Main Pumping Station's electrical system
- Continued implementation of security upgrades

High Performing Organization -

- Complete the (GIS) Storm Sewer Infrastructure Mapping Project
- Expanded use of department-wide mobile technology (addition and utilization of mobile devices and emails)
- Continue and expand the department's safety and skill training
- Initiate Residential Meter Testing Program

Water & Sewer Fund

FY 2016 Water & Sewer Fund- Administration Staffing

PUBLIC WORKS WATER & SEWER ADMIN BUDGETED POSITIONS						
Full Time Position Title	FY2016 Proposed	Total Salary	FICA	IMRF	Insurance	FY2016 Total Salary & Benefits
Infrastructure Maintenance Director	0.40	49,532	3,766	5,215	11,582	70,095
Assistant to the Director	0.40	28,507	2,180	3,512	284	34,483
PW Improvement Project Coordinator	0.55	50,717	3,802	6,248	4,264	65,031
Management Analyst	0.40	24,464	1,789	3,014	10,372	39,639
Foreman	1	75,527	5,263	9,305	25,967	116,062
Utility Operations Manager	1	102,359	7,316	12,611	17,761	140,047
Maintenance Worker I	8	471,777	35,794	58,124	134,305	700,000
Maintenance Worker II	5	361,561	27,416	44,544	116,760	550,281
Maintenance Worker III	2	155,774	11,328	19,192	55,806	242,100
Clerk Typist II	1	58,579	4,078	7,217	11,134	81,008
Water Plant Operator	2	155,770	11,765	19,191	52,170	238,896
						-
Part Time Position Title						
Hydrant Painter	2	25,194	1,927	-	-	27,121
Intern/Undergrad	1	9,824	751	-	-	10,575
Seasonal Maintenance	16	79,085	6,044	-	-	85,129
						-
Overtime		70,000	5,355	8,624	-	83,979
Grand Total		\$ 1,718,670	\$ 128,574	\$ 196,797	\$ 440,405	\$ 2,484,446

FY 2016 Water & Sewer Fund – Administration

Expenditure Detail

- ✓ Total Departmental Budget - \$3,371,766
- ✓ Page 129 - 132

*Total Departmental Budget includes proposed Personnel and Discretionary Requests

FY 2016 Water & Sewer Fund – Water Division

Expenditure Detail

- ✓ Total Departmental Budget - \$3,512,295
 - ✓ Includes \$376,000 in system maintenance and repair
- ✓ Pages 134 - 136

FY 2016 Water & Sewer Fund – Sewer Division

Expenditure Detail

- ✓ Total Departmental Budget - \$1,717,810
 - ✓ Includes \$500,000 for Infiltration & Inflow Improvements, \$100,000 for Lift Station Improvements, and \$100,000 for Sanitary Sewer Lining, Televising & Improvements.
- ✓ Pages 137 - 138

FY 2016 Water & Sewer Fund – Stormwater

Division Expenditure Detail

- ✓ Total Departmental Budget - \$3,768,217
 - ✓ Includes \$1,739,127 in flood study improvements, \$300,000 in storm sewer pipe replacements, \$300,000 in pond maintenance and improvements and \$250,000 in storm sewer infrastructure mapping
- ✓ Pages 139 - 140

FY2016 Water & Sewer Fund Personnel & Discretionary Requests

- Personnel Requests –
 - Admin -
 - Additional Steps – Management Analyst – \$3,158 (40%) (Page 172)
 - Additional Step – GIS Intern - \$359 (Page 187)
- Discretionary Requests –
 - Admin -
 - WaterCon Conference - \$1,400 (Pages 220 & 221)
 - On-Site Training – \$5,000 (Page 211)
 - GIS Field App - \$15,000 (Page 212)
 - Water -
 - Residential Meter Testing - \$20,000 (Page 222)
 - Additional Smart Point Upgrade MXU's - \$300,000 (Page 223)
 - Sewer -
 - Contracted Sewer Jetting - \$50,000 (Page 224)
 - Stormwater -
 - QuickView Camera System - \$19,000 (Page 225)

Village of Orland Park
Fiscal Year 2016
Departmental Budget Hearing
MIS

October 28, 2015
7:00pm

FY2015 Department Accomplishments

- Added and upgraded Wi-Fi services for residents in the Robert Davidson Center, Cultural Arts Center, Orland Park Museum and Sportsplex
- Upgraded Audio-Visual technologies in the Board Room, Village Hall Training Room and Conference Room A and the Civic Center
- Upgraded additional servers and storage space needs with a Virtualized Server environment
- Collaborated with departments to migrate several copper fire alarm circuits to wireless and replace a PLNC Police circuit yielding a \$17,700 annual savings
- Initiated a Security Audit of all Village IT related systems
- Implemented a high speed, low cost AirFiber wireless radio to upgrade computer speed to Sportsplex
- Implemented a new Lenel security server to control access to Village facilities
- Coordinated installation of three new Flexnet servers and software to wirelessly collect water meter reads
- Collaborated with Public Works to initiate a fiber optic network feasibility study
- Upgraded the Village internet connection to high speed 50M and up download speed
- Coordinated Phase I (planning and training) of the Class to ActiveNet migration
- Replaced over 50 new desktop computers for end users

Achieving Goals & Objectives in FY2016

- **Quality of Life -**
 - Village website redesign
 - Implement an On-line Vehicle Sticker Application system
 - Configuration of new secure credit card readers for Village facilities
 - Implement customer kiosks for ActiveNet in Sportsplex and Recreation Administration facilities
- **High Performing Organization -**
 - Configure and replace 35 desktop computer workstations with updated hardware and software
 - Implement a Video Management System for Village facilities with standardized software and network video recording storage
 - Migration of an on premise Class registration system to a cloud-based Active Network system, including implementation of new modules and departments
 - Upgrade Microsoft Active Directory to 2012 version
 - Implement redundant data link from Village Hall campus to Sportsplex
 - Continue implementation of Innoprise modules, including Work Management, Fixed Assets and Accounts Receivable

FY 2016 MIS Staffing

MIS BUDGETED POSITIONS									
Full Time Position Title	FY2016 Proposed	Total Salary	FICA	IMRF	Insurance	FY2016 Total Salary & Benefits			
Information System Administrator	1	\$ 98,165	\$ 7,471	\$ 12,094	\$ 20,191	\$ 137,921			
MIS Manager	1	102,359	7,812	12,611	10,054	132,836			
Information Systems Technician	1	75,080	5,705	9,250	20,176	110,211			
						-			
Part Time Position Title									
Information System Analyst	1	34,217	2,617	4,216	-	41,050			
Intern/Undergrad	2	22,270	1,703	-	-	23,973			
Overtime		500	38	-	-	538			
Grand Total		\$ 332,591	\$ 25,346	\$ 38,171	\$ 50,421	\$ 446,529			

FY2016 MIS Department Expenditure Detail

- ✓ Total Departmental Budget - \$1,113,476
- ✓ Page 24 - 26

*Total Departmental Budget reflected above includes proposed Personnel and Discretionary Requests

FY2016 MIS Department Personnel Requests

- Personnel Requests –
 - New Position – Chief Technology Officer - \$87,965 – assumes a July 1st start date (Page 162)
 - Reclassification – Information Systems Support Specialist to Information Systems Support Coordinator - \$5,250 (Page 163)

Village of Orland Park
Fiscal Year 2016
Departmental Budget Hearing
Village Manager's Office

October 28, 2015
7:00pm

FY2015 Village Manager's Office Accomplishments

- Negotiated 2015 - 2018 Collective Bargaining Agreements with IBEW, IUOE, and MAP
- Continued residential energy savings with the Energy Aggregation Renewal Program
- Implemented Health Benefit selections: Choice, Consumerism, Wellness
 - Stabilized medical insurance costs over a three-year period
 - 92 participants enrolled in HDHP/HSA (80 current employees)
 - 309 Health Screening participants (263 employees & 46 spouses)
- Processed new hire and rehire on-boarding
 - New hires: 11 full-time, 72 part-time, 148 seasonal as of October 2015
 - Rehires: 4 part-time, 177 seasonal as of October 2015
- Assisted with the implementation of Payroll/HR Innoprise Application
- Implemented a new Occupational Health Provider and a new Short-Term Disability Benefit Administrator using an ASO Platform

Achieving Goals & Objectives in FY2016

- **Economic Development** -
 - Launching of STAR Communities Program - Sustainability Tools for Assessing & Rating Communities
 - I-80 Corridor – complete re-zoning
- **Downtown Development** -
 - UCMC Development
 - Next phases of downtown redevelopment
- **Quality of Life** -
 - Provide strategic direction and oversight of regional water system improvements
 - Reach Bargaining Agreements with AFSCME, OPPSA
 - Continued innovative approaches by Public Information function
- **High Performing Organization** -
 - Integrate the functions of Chief Technology Officer organization-wide
 - Roll Out Lean Six Sigma Training Program for staff
 - Continue Performance Measurement Program

FY 2016 Village Manager's Office Current Staffing

VILLAGE MANAGER'S OFFICE BUDGETED POSITIONS

Full Time Position Title	FY2016 Proposed	Total Salary	FICA	IMRF	Insurance	FY2016 Total Salary & Benefits
Village Manager	1	\$ 170,067	\$ 12,952	\$ 20,065	\$ 28,821	\$ 231,905
Assistant Village Manager	1	125,555	9,568	14,581	20,158	169,862
Human Resources Director	1	112,379	8,540	13,845	28,821	163,585
Human Resources Generalist	1	90,543	6,869	11,155	28,821	137,388
Management Analyst	1	62,060	4,579	7,646	21,718	96,003
Executive Assistant to Village Manager	1	68,899	5,213	8,488	28,799	111,399
Clerk Typist I	1	48,323	3,697	5,953	11,109	69,082
Part Time Position Title						
Human Resources Coordinator	1	27,772	2,125	3,422	-	33,319
Clerk/Typist/Floater	1	9,000	689	-	-	9,689
Human Resources Assistant	1	21,233	1,624	2,616	-	25,473
Grand Total		\$ 735,831	\$ 55,856	\$ 87,771	\$ 168,247	\$ 1,047,705

FY2016 Village Manager's Office Expenditure Detail

- ✓ Total Departmental Budget - \$1,298,887
- ✓ Page 7 - 9

*Total Departmental Budget reflected above includes proposed Personnel and Discretionary Requests

FY2016 Village Manager's Office Personnel & Discretionary Requests

- Personnel Requests –
 - New Position – Part Time Assistant Village Manager - \$68,623 (Page 158)
 - New Position – Intern – STAR Communities - \$18,206 (Page 159)
 - Additional Step – Management Analyst - \$3,839 (Page 160)
 - Additional Step – Human Resources Coordinator - \$1,809 (Page 161)
- Discretionary Requests –
 - HR Training & Professional Development - \$600 (Page 193)
 - Additional New Hire Exams & Lifeguard Vision Screening - \$1,500 (Page 194)

Village of Orland Park
Fiscal Year 2016
Departmental Budget Hearing
Public Information Office

October 28, 2015
7:00pm

FY2015 Public Information Office Accomplishments

- Expanded the Village's social media outlets to five - Twitter, Facebook, Pinterest, Instagram and YouTube
- Produced hundreds of Orlando Park related cable TV segments for airing on OP-TV, the Village's YouTube channel with links on the Village's website and social media outlets
- Orchestrated the Village's inaugural Telephone Town Hall Meeting with more than 2500 participants
- Facilitated the "In Our Community" civic engagement program in Orlando Park, serving as a pilot for other towns
- Coordinated the development of Orlando Park's first mobile application, providing centralized Village information
- Coordinated winning campaign for The Mix 101.9's "Battle of the Burbs"
- Organized local aspects of WGN Radio's Live Broadcast from The Vietnam Veterans Moving Wall
- Generated hundreds of positive placed news stories in all media - print, online and social

Achieving Goals & Objectives in FY2016

- **Quality of Life -**

- Use e-communication to maximize the Village's opportunities to communicate to a worldwide audience
- Expand the Village's presence on social media by increasing the number of social media outlets used by the Village, as well as the number of subscribers for all outlets
- Develop and implement methods to identify the Public Information Office as the primary source of Village information
- Continue with the creation and distribution of Village newsletters
- Identify target audiences for the Village's community outreach purposes
- Coordinate the Village's Telephone Town Hall Meeting
- Manage the 2016 Community Wide Survey process
- Assist with the State of the Village Address

FY 2016 Public Information Office Staffing

PUBLIC INFORMATION BUDGETED POSITIONS						
Full Time Position Title	FY2016 Proposed	Total Salary	FICA	IMRF	Insurance	FY2016 Total Salary & Benefits
Communication Manager	1	80,839	6,184	9,959	1,868	98,850
Secretary I	0.25	12,908	987	1,590	2,782	18,267
Part Time Position Title						
Communication Specialist	1	29,969	2,293	3,692	-	35,954
Media Assistant	1	16,293	1,246	2,007	-	19,546
Grand Total		\$ 140,009	\$ 10,710	\$ 17,248	\$ 4,650	\$ 172,617

FY2016 Public Information Office Expenditure Detail

- ✓ Total Departmental Budget - \$318,782
- ✓ Page 14 - 15

*Total Departmental Budget reflected above includes proposed Personnel and Discretionary Requests

FY2016 Public Information Office Personnel & Discretionary Requests

- Personnel Request –
 - New Position – Seasonal Intern - \$5,773 (Page 167)
- Discretionary Requests –
 - Graphic Designer for Orland Park Public, Annual Report and Other Printed Materials - \$4,506 (Page 196)
 - Telephone Town Hall Meetings (2) - \$5,700 (Page 197)
 - Additional Printing Costs Due to Increased Size of Orland Park Public and Annual Report - \$5,000 (Page 200)
 - Additional Postage for Orland Park Public Increased Weight and Size - \$7,819 (Page 198)
 - Peak Democracy – Subscription to Cloud Based Town Hall Meeting - \$7,000 (Page 199)

Village of Orland Park
Fiscal Year 2016
Departmental Budget Hearing
Village Clerk's Office

October 28, 2015
7:00 pm

FY2015 Village Clerk's Office Accomplishments

- Received 100% transparency rating from the Illinois Policy Institute for the Citizen's Information Center on the Village's website
- Received A+ rating from Sunshine Review (Ballotpedia) for website transparency
- Complied with guidelines set forth by the Secretary of State and Local Records Commission of Cook County to ensure all Village records are intact
- Received and processed 1,175 Freedom of Information Act Requests to date
- Redesigned the Commission's page on the Village website to incorporate all Village Commissions
- Hosting Mayor McLaughlin's Senior Coffee to assist seniors in completing their 2014 property tax rebate applications
- Prepared over 100 agendas for the Board of Trustees and Committee meetings which contain approximately 4,500 separate items
- Provided eco-friendly paperless agendas and attachments which appear on the iPads for easy viewing
- Transcribed over 100 sets of minutes from the Board of Trustees and Committee meetings

Achieving Goals & Objectives in FY2016

- **Quality of Life –**
 - Citizen Information – perform monthly audits of the Village website's Citizen Information Center to ensure a score of 100% for transparency according to the Illinois Policy Institute grading rubric
 - Support residents' needs by providing excellent Village services
 - Continue to ensure that Village records are intact and comply with the guidelines set forth by the Secretary of State Local Records Commission of Cook County
 - Continue working towards making the Clerk's Office the central library for all Village records
 - Implement a new open records (FOIA) management database that will provide a more efficient system for processing and archiving FOIA request received by the village

FY 2016 Village Clerk's Office Staffing

VILLAGE CLERK BUDGETED POSITIONS						
Full Time Position Title	FY2016 Proposed	Total Salary	FICA	IMRF	Insurance	FY2016 Total Salary & Benefits
Deputy Village Clerk	1.00	\$ 91,211	\$ 6,920	\$ 11,237	\$ 28,821	\$ 138,189
Secretary I	0.75	38,566	2,950	4,751	8,338	54,605
Facility Coordinator/Database Admin	1	78,962	6,041	9,728	11,196	105,927
Part Time Position Title						
Program Assistant	1	16,983	1,299	-	-	18,282
Seasonal	1	5,579	427	-	-	6,006
Grand Total		\$ 231,301	\$ 17,637	\$ 25,716	\$ 48,355	\$ 323,009

FY 2016 Village Clerk's Office Expenditure Detail

✓ Total Departmental Budget - \$346,073

✓ Page 11 - 12

*Total Departmental Budget includes proposed Personnel and Discretionary Requests

FY2016 Personnel and Discretionary Requests

- Personnel Request –
 - Reclassification – Secretary I to Secretary II - \$2,471 (Page 166)
- Discretionary Request –
 - Codification – Village Code and Land Development Code - \$3,000 (Page 195)

Village of Orland Park
Fiscal Year 2016
Departmental Budget Hearing
Finance

October 28, 2015
7:00pm

FY2015 Department Accomplishments

- FY2015 to date –
 - Issued 34 Bids/RFPs
 - Processed more than 135 contracts
 - Issued 111,078 water bills
 - Issued 14,688 payroll checks/direct deposits (22 of 27 pay periods)
 - Issued 2,908 purchase orders
 - Processed approximately 9,200 vendor invoices
 - Issued approximately 14,800 property tax rebates
 - Issued approximately 40,350 vehicle stickers
- Implemented Innoprise Employee Self Service Portal, including electronic timesheets and leave requests
- Continued configuration of and training on the Innoprise Work Orders module
- Implemented the Flexnet Fixed Network Meter Reading System
- Refunded remaining 2007 GO Bonds, including oversight of the S&P and Moody's rating process - realized savings of approximately \$194,000
- Established Lines of Credit for capital funding with BMO Harris Bank, saving approximately \$150,000 in FY2015 interest carry costs

FY2015 Department Accomplishments

- Issued complete, audited financial statements within six months of FY14 fiscal year end
- Managed the compilation of the FY2016 Budget
- Received the GFOA CAFR and Budget Awards
- Implemented a quarterly budget review process
- Assisted the Orland Park Police Pension Board with the selection on a new Investment Consultant
- Continued to manage the financial aspects of the 9750 on the Park project
- Managed a successful Property Tax Rebate Program
- Managed a successful Village vehicle sticker renewal process
- Managed the property/liability insurance renewal process
- Transitioned to a new banking services provider
- Managing the on-going water and sewer rate study

Achieving Goals & Objectives in FY2016

- **Economic Development** -
 - Assist with the redesign of the Economic Development Loan Program and continue to manage outstanding loans
 - Assist with the development of financial incentive tools and programs to support business development
 - Analyze development-specific financial effects on the Village's tax base, revenue sources and operating budget
- **Downtown Development** -
 - Track and analyze the financial impact of the Ninety 7 Fifty on the Park and University of Chicago Medical Center redevelopment projects, as well as any future developments
 - Determine property tax increment to be received from current and future developments

Achieving Goals & Objectives in FY2016

- **Quality of Life -**
 - Develop transparent, easy-to-read snapshots of the Village's finances
 - Assist with the redesign of the Village's website
 - Implement an enhancement to Innoprise Citizen Access to provide online purchasing of Village vehicle stickers, as well as online functionality for Community Development licenses, permits and inspection requests
- **High Performing Organization -**
 - Update the Village's purchasing rules and guidelines; provide refresher training and a Purchasing Guide to all users
 - Implement Innoprise Work Management, Fixed Assets, Accounts Receivable and Mobile App for Water Billing module
 - Continue implementation of the Innoprise Employee Self Service Portal, including PAF processing and other HR related functionalities
 - Complete implementation of the Flexnet Fixed Network Meter Reading System

FY 2016 Finance Staffing

FINANCE BUDGETED POSITIONS						
Full Time Position Title	FY2016 Proposed	Total Salary	FICA	IMRF	Insurance	FY2016 Total Salary & Benefits
Finance Director	1	\$ 139,717	\$ 10,631	\$ 16,326	\$ 28,821	\$ 195,495
Assistant Finance Director	1	120,712	9,176	14,872	28,821	173,581
Contract Administrator	1	100,359	7,620	12,364	28,821	149,164
Purchasing Administrator	1	75,739	5,794	9,331	25,967	116,831
Financial Analyst	1	81,989	6,103	10,101	21,762	119,955
Payroll Administrator	1	79,014	6,045	9,735	11,190	105,984
Accounts Payable Coordinator	1	77,462	5,926	9,543	11,190	104,121
Office Support Supervisor	1	67,561	5,169	8,324	322	81,376
Accountant	1	73,162	5,597	9,014	11,178	98,951
Accounting Technician II	1	52,284	4,000	6,441	11,121	73,846
Accounting Technician II**	2	113,765	8,703	14,016	22,267	158,751
Part Time Position Title						
Water Meter Reader**	2	97,305	7,443	6,851	-	111,599
Clerical/Cashier	4	69,064	5,283	7,586	-	81,933
Finance Assistant	1	10,483	802	-	-	11,285
Seasonal Part Time	1	5,363	411	-	-	5,774
Grand Total		\$ 1,163,979	\$ 88,703	\$ 134,504	\$ 201,460	\$ 1,588,646

**Reflected in Water & Sewer Fund budget

FY2016 Finance Department Expenditure Detail

General Fund -

✓ Total Departmental Budget - \$1,379,657

✓ Page 17 – 18

Water and Sewer Fund -

✓ Total Departmental Budget - \$17,138,676

✓ Page 127 - 128

*Total Departmental Budget includes proposed Personnel and Discretionary Requests

FY2016 Finance Department Discretionary Requests

- Discretionary Request –
 - Position Reclassification – Two (2) Part Time Meter Reader Positions to One (1) Full Time Account Technician II Position -\$(26,353) - (Page 213)