

Village of Orland Park  
Fiscal Year 2017  
Departmental Budget Hearing  
Finance

October 24, 2016  
6:00pm

# FY2016 Department Accomplishments

- \* FY2016 to date –
  - \* Issued 32 Bids/RFPs and 2,869 purchase orders; processed more than 100 contracts and 8,400 invoices
  - \* Issued approximately 103,000 water bills thru September billing
  - \* Issued 13,547 payroll checks/direct deposits (20 of 27 pay periods)
  - \* Issued approximately 14,900 property tax rebates
- \* Implemented Innoprise PAF process on Employee Self Service Portal, as well as the Fixed Assets and Accounts Receivable modules
- \* Five staff members participated in Lean Six Sigma Yellow Belt training; three Finance staff members participated in Green Belt training
- \* Participated in Lean Six Sigma training and on Green Belt project teams
- \* Four staff members participated in HPO training
- \* Three staff members will attend the annual Innoprise User Group Conference
- \* MBTI rolled out to entire department

# FY2016 Department Accomplishments

- \* Participated in the Orland Park Health and Fitness Center transition process
- \* Issued complete, audited financial statements within six months of FY15 fiscal year end
- \* Managed the compilation of the FY2017 Budget
- \* Refunded 2008 GO Bonds, including oversight of the S&P and Moody's rating process - realized savings of approximately \$803,000
- \* Received the GFOA CAFR and Budget Awards
- \* Continued to manage the financial aspects of the 9750 on the Park project
- \* Managed a successful Property Tax Rebate Program
- \* Managed the property/liability insurance renewal process

# Achieving Goals & Objectives in FY2017

## \* *Economic Development -*

- \* Continue to manage outstanding economic development loans and sales tax rebate agreements
- \* 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 -*

- \* Continue to 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 FY2017

- *Quality of Life* -
  - Implement an online option for the purchase of vehicle stickers
  - Implement the Innoprise CIS Mobile App
- *High Performing Organization* -
  - Continue to implement available enhancements to all Innoprise modules, including financials, cash receipts, payroll/HR, water billing and accounts receivable (CIS), fixed assets, Citizen Access and the employee portal (ESSP)
  - Implement BMO Harris E-Payables module
  - Integrate Orland Park Health and Fitness Center activity into the Village's banking and financial systems
  - Provide refresher training on the Village's purchasing and accounts payable and time entry and PAF submission processes
  - Issue an RFP for audit services
  - Continue as a member of the Innoprise Executive Steering Committee and attend annual Innoprise User Group Conference
  - Continue Lean Six Sigma and HPO staff training

# Finance Department Staffing

- \* Total Salaries & Benefits
  - \* General Fund - \$1,362,517
  - \* Water & Sewer Fund - \$253,956
  - \* Home Rule Sales Tax Fund (Tax Rebate) - \$24,933
  
- \* Employees
  - \* 13 Full Time
  - \* 5 Part Time
  - \* 4 Seasonal

# FY2017 Finance Department Expenditure Detail

\*Total Departmental Budget - \$1,456,368

\*Does not include personnel costs reflected in Water & Sewer – Finance budget or Home Rule Sales Tax Fund budget

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\*Amount reflected above does not include Discretionary Requests

# FY2017 Finance Department Discretionary Requests

- \* Personnel Requests –
  - \* Reclassification – Purchasing Administrator to Purchasing Coordinator - \$(23,916)
  - \* Reclassification – Contract Administrator to Purchasing/Contract Administrator - \$7,072
  - \* Additional Step – Office Support Supervisor - \$3,931
  - \* Grade Change – Financial Analyst - \$4,142
  - \* Eliminate Position – P/T Clerical/Cashier - \$(30,909)
  - \* Increase Hours – P/T Finance Assistant - \$20,283
    - \* All reflected on page 140