

VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orlandpark.org



Meeting Minutes

Monday, October 22, 2018

6:00 PM

**SPECIAL MEETING
FY2019 BUDGET HEARING**

Village Hall

Board of Trustees

*Village President Keith Pekau
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

Present: 5 - Trustee Fenton, Trustee Gira, Trustee Calandriello, Trustee Carroll and Village President Pekau

Absent: 2 - Trustee Dodge and Trustee Griffin Ruzich

FY2019 BUDGET HEARING - DISCUSSION**2018-0383 FY2019 Budget Hearing - Department Hearings**

Village Manager Joseph La Margo reported that tonight's Budget Hearing will cover all the Department Operating Budgets. (refer to audio file)

Director of Finance Annmarie Mampe began explaining changes to the original proposed budget and started the power point presentation EXHIBIT A. (refer to audio file)

Each Department Director explained their budget to the Board EXHIBIT A. (refer to audio file)

Trustee Ruzich joined the meeting at 6:19 PM. (refer to audio file)

The Board had questions/comments. (refer to audio file)

Questions were answered by staff. (refer to audio file)

During the Recreation Budgets, discussion took place on having a larger scaled concert at Centennial West. (refer to audio file)

Trustees Gira, Carroll, Fenton, Ruzich, Calandriello and President Pekau had comments and questions. (refer to audio file)

A consensus was taken to have one concert in 2019 at Centennial West. (refer to audio file)

No – Trustees Gira, Carroll and Fenton (refer to audio file)

Yes – Trustees Ruzich, Dodge (per Village Manager La Margo's phone conversation with him), President Pekau (refer to audio file)

Needs more information – Trustee Calandriello (refer to audio file)

Staff will provide at the November 7th Budget Hearing more financial details on one concert. (refer to audio file)

The next Department Director explained his department's budget. (refer to audio file)

Park equipment was discussed. (refer to audio file)

The Board discussed the Commissioners Dinner. (refer to audio file)

A consensus was taken to keep the Commissioners Dinner. (refer to audio file)

Yes - The Board voted to keep the Commissioners Dinner. (refer to audio file)

Director Mampe continued to explain other Board and Commissions, Non-Departmental and other funds in the budget. (refer to audio file)

Director Mampe reviewed the Budget amendment requests forms and requested that the Board return those requests to Finance no later than Monday, October 29th. (refer to audio file)

The next Budget Hearing will be on Wednesday, November 7, 2018 at 6:00 PM in the Board Room.

NO ACTION

ADJOURNMENT

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

Aye: 6 - Trustee Fenton, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll, and Village President Pekau

Nay: 0

Absent: 1 - Trustee Dodge

2018-0743 Audio Recording for October 22, 2018 Special Meeting - 2019 Budget Hearing

/nm

APPROVED: November 7, 2018

Respectfully Submitted,

/s/ John C. Mehalek

John C. Mehalek, Village Clerk

FY2019 Budget Hearing

Presentation of Final Proposed Annual Budget



Changes to Original Proposed Budget

☐ Sales and Home Rule Sales Tax

☐ Increased 2018 projected and 2019 forecast based on receipt of July 2018 collections –

✓ Sales Tax - 2018 - \$112,143, 2019 - \$77,804

✓ Home Rule Sales Tax – 2018 - \$39,232, 2019 - \$23,219

☐ Cell Tower Lease Revenue

☐ Open Lands Fund – 2018 - \$3,171, 2019 - \$9,702

☐ Theater Program

☐ Revenue - \$39,505, Expenditures - \$37,919

Changes to Original Proposed Budget

☐ ERI Costs

- ☐ 2019 – \$75,679

- ☐ Performance Management Consultant - \$30,000

☐ Additional Pool Maintenance

- ☐ 2019 - \$45,800

☐ Water & Sewer Fund discretionary items

- ☐ Elevated Tank Exterior Washing - \$16,000

- ☐ Hydrant Markers - \$5,000

- ☐ Smart Point Upgrade MXUs - \$120,000

Village Manager/HR, PIO

- Total Budget - \$1,204,940, p 15 – 16
 - Significant changes as compared to FY2018
 - ✓ Transfer for Management Analyst position to BIS
 - ✓ Reorganization of reception function/area, with elimination of one full-time position

- PIO – Total Budget \$180,287, p 20 – 21
 - Significant changes as compared to FY2018
 - ✓ Elimination of Deputy Public Information Officer position

Finance, Finance - Water

- ❑ Total Budget - Finance - \$1,519,106, p 22 - 23
 - ❑ No major changes as compared to FY2018 budget
- ❑ Total Budget – Finance Water - \$20,617,874, p 109 - 110
 - ❑ Revenue based on rates reflected in current Village code are sufficient to cover budgeted expenses
 - ❑ Major changes as compared to FY2018 budget
 - ✓ Includes approximately \$1.2 million for RWS debt service payments
 - ✓ Increased Waste Management costs
 - ✓ Decreased staffing costs – elimination of Account Tech II position

Business Information Systems (BIS)

- ❑ Total Budget - \$2,498,248, p 26 - 28
 - ❑ Significant changes as compared to FY2018
 - ✓ Implementation of new software tools, including Tyler Technologies Community Development suite, a human capital management system (provider TBD), LaserFische EDM and DocuSign
 - ✓ Increased outsourcing based on 75% reduction in full-time staff

Development Services

- ❑ Total Budget - \$3,299,732, p 29 - 36
 - ❑ Includes Administration, Building, Planning and Transportation/Engineering
 - ❑ Significant changes as compared to FY2018
 - ✓ Outsourced Field Construction Engineering
 - ✓ Reduced two full-time positions to two part-time positions, discontinued two other part-time positions
 - ✓ Budget does not include allowance for miscellaneous engineering or traffic count consulting services (included on discretionary request list)
- ❑ Open Lands - \$29,370, p 130 – 131
- ❑ History Museum - \$49,460, p 132 - 133

Public Works and Building Maintenance

- ❑ Total Budget - \$9,504,111 – p 39 – 52
 - ❑ Includes Building Maintenance, PW Administration, Street and Vehicles & Equipment
 - ❑ Significant changes as compared to FY2018
 - ✓ Efficiency cost savings –
 - ✓ LED Street Light Conversion
 - ✓ Facility Lighting Upgrades
 - ✓ Bidnet Direct implementation
 - ✓ Discontinued PACE Bus program (includes reduction in force of one FT and two PT positions)
 - ✓ Reduction in force – two Streets MWI positions and one Project Manager position
 - ✓ Reclassification of Building Maintenance Operations Manager position of Foreman position

Water & Sewer Fund

- ❑ Total Budget - \$17,342,879 (w/o Water – Finance), page 111 – 122
- ❑ Significant changes as compared to FY2018
 - ✓ Continued implementation of SmartPoint transmitters to allow for radio read of meters
 - ✓ Cleaning two water towers to extend useful life

Police, ESDA

- ❑ Total Budget – Police - \$21,223,841, p 53 - 58
 - ❑ Significant changes as compared to FY2018
 - ✓ Increased grant proceeds of approximately \$60,000 – ILACP, Orland Park Mazda, Orland Funeral Home
 - ✓ Discontinued Court Smart training

- ❑ Total Budget – ESDA - \$71,825, p 59 - 60
 - ❑ No significant changes as compared to FY2018

Recreation

- ❑ Total Budget - \$14,055,498, pages 71 – 79, 85 - 97
 - ❑ Includes Administration, Programs, CPAC, OPHFC, Sportsplex and Special Recreation
 - ❑ Significant changes as compared to FY2018
 - ✓ Reorganization of registration operations, including reduction in force of two positions
 - ✓ Outsourcing of Theater Director position
 - ✓ Modification of open hours at CPAC, Ice Rink and Sportsplex, additional services at CPAC
 - ✓ Restructuring of Green Program

Special Events, Taste of Orland

- ❑ Total Budget – Taste of Orland - \$210,000, p 65 - 66
 - ❑ Significant changes as compared to FY2018
 - ✓ Reduced Village subsidy due to additional sponsorships

- ❑ Total Budget – Special Events - \$159,255 pages 67 - 70
 - ❑ Significant changes as compared to FY2018
 - ✓ Reduced Village subsidy due to additional sponsorships
 - ✓ Includes Fall Event

Parks, Grounds Maintenance

- Total Budget - Parks - \$3,692,756, p 80 – 84
Grounds Maintenance - \$137,135, p 37 - 38
- Significant changes as compared to FY2018
 - ✓ Outsourcing of landscape maintenance w/reduced part-time and seasonal positions
 - ✓ Outsourcing of playground safety surfacing

Civic Center

- Total Budget - \$267,438, p 98 – 100
- No significant changes as compared to FY2018

Village Officials, Village Clerk

- ❑ Officials - Total Budget - \$456,680, p 24 - 25
 - ❑ Significant changes as compared to FY2018
 - ✓ Discontinued US Conference of Mayors membership

- ❑ Village Clerk – Total Budget \$374,543, p 18 – 19
 - ✓ Potential reorganization based on ERI participation

Veterans Commission

- Total Budget - \$77,232, p 63 - 64
 - Removed from Village Officials budget, reflected as separate department in FY2019 budget
 - No significant changes as compared to FY2018

Other Board & Commissions

- ❑ Total Budget - \$47,825, p 61 - 62
 - ❑ Includes expenditures for Planning Commission, Fire/Police Board and Zoning Commission
 - ❑ No significant changes as compared to FY2018

Non-Departmental

- ❑ Total Budget - \$11,093,473, p 13 – 14
 - ❑ Significant changes as compared to FY2018
 - ✓ Increased transfer to Capital Improvement Fund
 - ✓ Reduction in Recreation & Parks operating subsidy
 - ✓ Discontinuation of Appearance Improvement Grant Program
 - ✓ Reduction in Open Lands funding
 - ✓ Reduced spending on holiday decorations

Other Funds

❑ Special Revenue Funds

- ❑ Motor Fuel Tax - \$1,433,367, p 101 - 102

- ❑ Park Development - \$665,100, p 103 - 104

- ❑ Home Rule Sales Tax - \$9,110,762, p 105 - 106

- ❑ Main Street Triangle - \$1,524,004, p 107 - 108

❑ Enterprise Funds

- ❑ Commuter Parking - \$426,158, p 123 - 124

❑ Construction Funds

- ❑ Capital Improvement - \$10,808,148, p 126 - 127

Other Funds

☐ Internal Service Funds

- ☐ Insurance - \$7,613,067, p 128 - 129

☐ Debt Services Funds

- ☐ Debt Service - \$7,543,074, p 134 - 136

☐ Trust Funds

- ☐ Retiree Medical & OPEB - \$609,720, p 137 - 138

- ☐ Police Pension - \$4,967,443, p 139 - 140

Next Steps

- Budget Amendment Requests
 - Submit to Finance by *Monday, October 29th*
- Wrap Up Meeting
 - Wednesday, November 7, 2019*