

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