

**MINUTES**  
**WINNETKA VILLAGE COUNCIL BUDGT MEETING**

**October 20, 2016**

(Approved: December 6, 2016)

A record of a legally convened meeting of the Council of the Village of Winnetka, which was held in the Village Hall Council Chambers on Tuesday, October 20, 2016, 2016 at 7:00 p.m.

1) Call to Order. President Greable called the meeting to order at 7:00 p.m. Present: Trustees Andrew Cripe, William Krucks, Penny Lanphier, Scott Myers, Christopher Rintz and Kristin Ziv. Absent: None. Also in attendance: Village Manager Robert Bahan, Assistant Village Manager Megan Pierce, Finance Director Tim Sloth, Assistant Finance Director Nick Mostardo, Deputy Fire Chief John Ripka, and no persons in the audience.

2) Budget Review Topic (2017 Budget previously distributed):

a) Budget Overview/2016 (payable in 2017) Tax Levy. Mr. Sloth presented the proposed FY 2017 Budget, beginning with a review of the budget process and explained the 2017 operating budget is balanced, with routine expenditures funded by routine operating revenue. He noted that 2017 Village expenses are expected to increase 2.3% for a typical homeowner. He reviewed the proposed Capital Improvement Plan, which includes funding for: stormwater improvements; Police communications; road, sidewalk, bridge and parking repairs; water main replacements; and Downtown Master Plan implementation projects.

Mr. Sloth noted that Winnetka continues to honor the 2005 Home Rule pledge to maintain tax levies below state caps. He concluded that the proposed 2017 budget is fiscally sound, with appropriate reserves and adequate staffing to provide core services while continuing to invest in infrastructure. Challenges that lie ahead include funding for infrastructure improvements and public safety pensions.

Responding to a question about pension funding assumptions, Manager Bahan said there will be follow-up discussions regarding the Village's rate of investment. He added that the pension boards and investment managers can provide input on the issue.

b) Public Affairs/Village Manager's Office. Ms. Pierce reviewed 2016 accomplishments for the Public Affairs/Manager's division, and listed objectives for 2017:

(i) **Communications**: develop web-based customer efficiencies, conduct a communications assessment, draft a communication plan; (ii) **Strategic Planning**: customer service training, sponsor and facilitate special events, begin sesquicentennial celebration planning; (iii) **Business Development**: hire a full-time economic development coordinator, facilitate Downtown Master Plan implementation, recruit new businesses, promote Winnetka's brand; (iv) **Human Resources**: conduct a compensation study, design a high-deductible health insurance plan, expand human resources software capacity, support succession planning; and (v) **Village Facilities**: install storm windows at Village Hall, implement security improvements.

Ms. Pierce explained the major financial drivers are salary and benefit costs, along with continued workforce transition planning and investment in systems and processes.

- c) Finance Department. Mr. Mostardo gave an overview of Finance Department functions and reviewed the proposed 2017 budget. He explained that the Department is a service department, serving both internal and external stakeholders. After a review of 2016 accomplishments, he outlined goals for 2017, including: (i) improvements in the utility billing function; (ii) financial reporting and purchasing procedure enhancements; (iii) utility rate study; and (iv) qualifying for the Government Finance Officers Association's Distinguished Budget Award.
  - d) Fire Department. Deputy Chief Ripka reviewed the Fire Department's organization and duties of administrative officers which include covering shifts when the need arises, to cut down on overtime costs. He reviewed 2016 accomplishments and 2017 goals, which include: (i) inspect all transmitters in the wireless fire alarm network; (ii) provide pediatric advance life support training for all Department staff; (iii) implement a program to improve survival rates for cardiac arrest patients; (iv) update all Standard Operating Procedures; and (v) develop a new mobile call center to help manage large volumes of calls for assistance resulting from an emergency incident.
- 3) Public Comment. None.
- 4) Adjournment. Trustee Myers, seconded by Trustee Ziv, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 9:00 p.m.

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Deputy Clerk