

**From:** [Neukirch, Ghida](#)  
**To:** [All Users](#)  
**Cc:** [Taub, Emily](#)  
**Subject:** From the City Manager  
**Date:** Monday, July 20, 2020 4:09:04 PM  
**Attachments:**

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Dear Colleagues,

I hope you and your families are doing well. As you likely know, the Illinois Department of Public Health reported more than 2 million tests administered in Illinois, and more than 150K reported cases of COVID-19. Sadly, more than 7,200 individuals have lost their lives to this virus. Overall, our region and our State have made improvements to help minimize the risk of spreading the virus. On Friday, Governor Pritzker introduced a new mitigation plan to help prevent a resurgence of COVID-19. [The Governor's mitigation plan is available via this link.](#) During his press briefing, the Governor announced that the state would be modifying its regional boundaries to largely follow IDPH's 11 Emergency Medical Services regions.

Our organization has done a stellar job responding to the community and supporting each other during this pandemic. Please continue to take everyday preventive actions to protect yourself, your family, colleagues and the public. The City's Workplace Policies, Reopening Plan and other important information for employees can be found via this link:  
[https://www.cityhpil.com/government/city\\_departments/city\\_manager\\_s\\_office/human\\_resources/covid-19\\_information\\_for\\_employees.php](https://www.cityhpil.com/government/city_departments/city_manager_s_office/human_resources/covid-19_information_for_employees.php)

On Friday, the Lake County Health Department recommended that individuals returning from an area with widespread community transmission self-quarantine for 14 days and monitor their symptoms daily. As of this date, this includes travel to the following states: Alabama, Arkansas, Arizona, California, Florida, Georgia, Idaho, Louisiana, Mississippi, North Carolina, Nevada, South Carolina, Tennessee, Texas, Utah, Ohio, and Oklahoma. The States are subject to change. We will sharing this information publicly and also continuing to issue regular communication to the public via the City's enews, web site and social media. All employees should be signed up for the enews; if you are not, you can register your email address from the front page, "Stay Connected". The recommendation to self-isolate is a recommendation only. Employees are urged to adhere to the City's workplace policies which includes self-checks before reporting to work and notification to your supervisor if you have been exposed to someone who has tested positive for COVID-19. Essential workers and those traveling for medical care or parental custody are exempt from the self-isolation recommendations. Essential workers include any state, local and federal officials and employees traveling in their official capacities in government business, including military service. Our organization has a comprehensive workplace policy to address COVID-19. Please review our organization and your department policies, and if you have any questions or reservations, please contact your supervisor, department director, Human Resources or me. As a reminder, free COVID-19 testing is widely available in Lake County, regardless of symptoms or travel history. The Illinois Department of Public Health operates daily testing sites in Waukegan and Rolling Meadows. For the week of July 19-26, IDPH and LCHD will operate several mobile testing sites throughout Lake County. Information is available at [dph.illinois.gov/testing](http://dph.illinois.gov/testing).

As you know, the pandemic has also had a significant impact on the economy. In March, our staff began an analysis of the financial impact of COVID-19 on the City's budget, and we will continue to review our finances regularly. We presented a comprehensive budget analysis to the City Council at two public meetings. The City is anticipating considerable decreases in revenue and fund balances as a result of Covid-19. Revenue for 2020 is estimated at \$8 million (10%) and \$10 million (12%) lower versus 2019 actual excluding sale of assets/investment gains and 2020 budget, respectively. The majority of the decline is in the General Fund. The General Fund decline is significantly sales tax, real estate transfer tax, business tax, other tax, payment in lieu of tax, and fees for services, net of an increase in property tax re-allocated from the capital fund. Part of the economic impact to City revenue is a Relief Package valued to residents and businesses at \$1.5 million. This included \$1.1 million due to discontinuation of vehicle sticker sales in 2020 and \$400,000 due to 3-month rent relief to the tenants operating in City owned buildings such as The Art Center and Morning Blend in the HP Metra Station depot. Other rent relief included no parking permits, dog license, yard waste sticker, and senior center sales until 1 month after end of stay at home order, and no fines or late payment fees until 2 months after end of stay at home order. I applaud our supervisors for the work that was undertaken to review every line item in the budget to reduce expenditures. Part of our expenditure reductions included a two-week furlough for senior staff and me, and a one-week furlough for professionals in salary grades above 14. The Mayor and City Council also offered to donate their salaries to the City from June through December, 2020. A significant portion of the expenditure cuts stem from \$5.1 million of reductions in capital expenditures. The budget amendment was presented to City Council and approved on July 13, 2020. We will continue to monitor our revenue and manage the City's expenditures. The FY2021 budget preparation process is currently underway. If you have any recommendations or questions, please contact me.

The City will continue to work with our neighboring communities, local government partners, County and State agencies as we explore opportunities to best manage our communities during the pandemic and keep our employees and the public healthy and safe. I welcome your feedback, questions and recommendations anytime.

**Ghida S. Neukirch, CM**  
City Manager



1707 St Johns Avenue  
Highland Park, Illinois 60035

847.926.1000  
[gneukirch@cityhpil.com](mailto:gneukirch@cityhpil.com)

