

Winnetka Village Council
REGULAR VIRTUAL MEETING

Zoom
September 1, 2020
7:00 PM

AGENDA

In accordance with social distancing requirements and Governor Pritzker’s Executive Orders 2020-43 and 2020-44, and Section 7(e) of the Illinois Open Meetings Act, the Winnetka Village Council meeting on Tuesday, September 1, 2020 will be held virtually. The meeting will be livestreamed via the Zoom platform. At least one representative from the Village will be present at Village Hall in compliance with Section 7(e) of the Illinois Open Meetings Act, and the virtual meeting will be simulcast at Village Hall for members of the public who do not wish to view the virtual meeting from another location. Pursuant to Executive Orders 2020-43 and 2020-44 issued by the Governor, the number of people who may gather at Village Hall for the meeting is limited due to the mandated social distancing guidelines. Accordingly, the opportunity to view the virtual meeting at Village Hall is available on a “first come, first-served” basis.

The public has two options for observing and participating in this virtual Village Council meeting including the ability to provide oral comments during the meeting. To facilitate an efficient meeting, public comments submitted in advance are encouraged.

- 1) Telephone (audio only Call 312-626-6799), when prompted enter the Meeting ID – 97434747087 (Please note there is no additional password or attendee ID required)
- 2) Livestream (both audio and video feed) Download the Zoom meetings app to your smartphone, tablet or computer and then join Meeting ID:97434747087. Event Password: VC09012020

Public comments should be emailed to contactcouncil@winnetka.org. Public comments received by 6:45 p.m. on Tuesday, September 1, 2020 will be read at the appropriate time during the meeting. General comments for matters not on the agenda will be read at the beginning of the meeting under the Public Comment agenda item. Comments specific to a particular agenda item will be read during the discussion of that agenda item. The Village will attempt to have comments received after the meeting has started read at the end of the meeting. Public comment is limited to 200 words or less. Public comments should contain the following information:

- In the subject line – “Village Council Meeting Public Comment”
- Name
- Address (optional)
- Phone (optional)
- Organization or agency representing, if applicable
- General comment or comment on topic of specific agenda item number

All emails received will be acknowledged either during or after the meeting, depending on when they are received. If you do not have access to email, you may leave a message with your public comment at the Village Manager’s office at 847-716-3541 or mail to Village Clerk, Village of Winnetka, 510 Green Bay Road, Winnetka, IL 60093.

Winnetka Village Council
REGULAR VIRTUAL MEETING
September 1, 2020
7:00 p.m.

AGENDA

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Quorum
 - a) September 8, 2020 Study Session
 - b) September 15, 2020 Regular Meeting
 - c) October 6, 2020 Regular Meeting
- 4) Public Comment
- 5) Reports
- 6) Approval of Agenda
- 7) Consent Agenda
 - a) Approval of Village Council Minutes
 - i) August 4, 2020 Regular Virtual Meeting Minutes.....3
 - ii) August 11, 2020 Virtual Study Session Minutes9
 - b) Approval of Warrant List dated August 14 – 27, 2020.....13
 - c) Resolution No. R-57-2020: Streetscape Phase I & II Change Order No. 1 (Adoption).....14
- 8) Ordinances and Resolutions
 - a) Resolution No. R-50-2020: Shared Principles (Adoption).....18
 - b) Resolution No. R-58-2020: Approving an Intergovernmental Agreement with Cook County – CARES Funding (Adoption).....22
 - c) Resolution No. R-55-2020: North Shore Country Day School Temporary Tent Approvals (Adoption).....44
- 9) Old Business: None.
- 10) New Business:
 - a) Covid-19 Financial Update60

- 11) Appointments
- 12) Closed Session
- 13) Adjournment

NOTICE

All agenda materials are available at villageofwinnetka.org (Governance > Agendas & Minutes); the Reference Desk at the Winnetka Library; or in the Manager's Office at Village Hall (2nd floor). Webcasts of the meeting may be viewed on the Internet via a link on the Village's web site: <https://www.villageofwinnetka.org/AgendaCenter>.

The Village of Winnetka, in compliance with the Americans with Disabilities Act, requests that all persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the Village ADA Coordinator, 510 Green Bay Road, Winnetka, Illinois 60093, 847-716-3545; T.D.D. 847-501-6041.

**MINUTES
WINNETKA VILLAGE COUNCIL
REGULAR MEETING
August 4, 2020**

(Approved: xx)

A record of a legally convened regular meeting of the Council of the Village of Winnetka, which was held virtually on the WebEx videoconference platform on Tuesday, August 4, 2020, at 7:00 PM.

- 1) Call to Order. President Rintz called the meeting to order at 7:00 PM. Present: Trustees Robert Apatoff, Jack Coladarci, Andrew Cripe, Robert Dearborn, Penfield Lanphier, and John Swierk. Absent: None. Also present: Village Manager Robert Bahan, Assistant Village Manager Kristin Kazenas, Village Attorney Peter Friedman, Public Works Director Steve Saunders, and approximately 24 persons in the audience.
- 2) Pledge of Allegiance. President Rintz led the group in the Pledge of Allegiance.
- 3) Quorum.
 - a) August 11, 2020 Study Session. All of the Council members present said they expect to attend. President Rintz noted that all of the Trustees are needed at this meeting to discuss potential assistance to Winnetka businesses.
 - b) August 18, 2020 Regular Meeting. All of the Council members present said they expect to attend.
 - c) September 1, 2020 Regular Meeting. All of the Council members present said they expect to attend.
- 4) Public Comment.

Ms. Kazenas read an email from Liz Kunkle, Winnetka resident, urging the Council to approve the liquor license for Guanajuato.
- 5) Reports:
 - a) Trustees.
 - i) Trustee Swierk commented that the recent Streetscape project has led to an increase in people cycling to the downtown area.
 - b) Attorney. None.
 - c) Manager. None.
 - d) Village President. None.
- 6) Approval of the Agenda. Trustee Cripe, seconded by Trustee Dearborn, moved to approve the Agenda. By roll call vote, the motion carried. Ayes: Trustees Apatoff, Coladarci, Cripe, Dearborn, Lanphier, and Swierk. Nays: None. Absent: None.

7) Consent Agenda

- a) Approval of Warrant List dated July 17 - 30, 2020, in the amount of \$1,262,196.08.
- b) Resolution No. R-49-2020: Approving a Class A-1 Liquor License for Salsalito Inc. d/b/a Guanajuato (Adoption).

Trustee Cripe, seconded by Trustee Swierk, moved to approve the foregoing items on the Consent Agenda by omnibus vote. By roll call vote, the motion carried. Ayes: Trustees Apatoff, Coladarci, Cripe, Dearborn, Lanphier, and Swierk. Nays: None. Absent: None.

8) Ordinances and Resolutions.

- a) Ordinance No. MC-3-2020: An Ordinance Amending Sign Regulations to Allow Display Case Signs (Introduction & Adoption). [Before addressing this item, the Council Item 8(d), after which the Agenda resumed its regular order.]

Mr. Schoon reviewed amendments to the Subject Ordinance that were requested pursuant to Council concerns when it was discussed at the July 21 Council meeting. Based upon those concerns, the following provisions were added to the ordinance: (i) businesses eligible to install display case signs shall be limited to retail and food/beverage related businesses; (ii) a sign permit shall be issued based upon staff review and approval of display case sign applications; (iii) lighting for the signs is required to be located, shielded, and directed so as to light the display contents only – no backlit signs will be permitted; (iv) the signs shall be maintained to eliminate faded, worn, or illegible content; and (v) the maximum size for the signs is limited to six square feet.

Trustee Apatoff expressed concerns about clutter caused by too many signs in the Village and questioned the benefits of such signs.

Trustee Dearborn did not see a reason to allow general retail businesses to install such signs.

Trustee Swierk asked that the permit process include the building owner's permission to install the signs.

Trustee Lanphier preferred only allowing the signs for food related businesses, to eliminate sign clutter. She asked for regulations that the mounting of the signs should cause minimal damage to the wall, and strict maintenance enforcement.

President Rintz asked Trustee Cripe to temporarily take over as chair of the meeting as he could not hear the audio.

President Pro Tem Cripe polled the Council for their preferences on sign size and allowed uses for the signs. There was consensus that reducing the display case size to 18 by 24 inches was preferred; and limiting the sign usage to food and beverage related business – eliminating general retail.

President Pro Tem Cripe called for public comment.

Theresa Lukas, Good Grapes. Ms. Lukas had the following comments: (i) she expressed surprise that retail businesses were not contacted for their opinions on the sign proposal; (ii) sandwich boards are much more intrusive than display cases, which are designed

specifically for pedestrians; (iii) why would the Village care how many times a sign is changed and who will monitor the issue; (iv) a staff review of the display case sign permit is overreach, as the business owner has these provisions in their lease; (v) the display case signs should be treated like awnings, which are permitted to display the business' logo colors; (vi) the Village should commit to a short permit approval process and give clear examples of unacceptable signs; (vii) please raise the permitted level of the signs; and (viii) be careful when restricting free speech in the signs.

President Pro Tem Cripe suggested amending the Ordinance to eliminate retail businesses and reduce the size to 18 by 24 inches (three square feet). After a brief discussion, the Council agreed with the suggested amendments.

Trustee Apatoff, seconded by Trustee Swierk, moved to introduce Ordinance No. MC-3-2020 as amended eliminating retail businesses and reducing the sign size to three square feet. By roll call vote, the motion carried. Ayes: Trustees Apatoff, Coladarci, Cripe, Dearborn, Lanphier, and Swierk. Nays: None. Absent: None.

b) Temporary Tents Zoning Amendment and Application Approval: President Rintz resumed as chair of the meeting.

i) Public Hearing on Text Amendment for Temporary Tents. President Rintz opened the public hearing at 7:55 PM.

Mr. Schoon reviewed the amendments to the Zoning Ordinance to allow outdoor tents for educational purposes during the Covid-19 pandemic. The proposed amendments would allow the Village Manager to approve the tents on a temporary basis for a limited amount of time. The tents would be exempt from lot, space, and bulk standards, but would observe setback provisions unless Council approval is granted.

After Mr. Schoon reviewed the various proposals of the schools, President Rintz called for public testimony.

Ms. Kazenas read the email public comments:

- Liz Kunkle, Holly Lane. Ms. Kunkle urged approval of regulations to allow temporary tents for schools, noting that spending time outdoors is good for students in general, including better academic performance, reduced behavioral problems and better overall health.
- Howard Hess, 300 Woodland Avenue. Mr. Hess supported the outdoor tents for the wellbeing of students and staff.
- Anne Wilder, Barbara Williams, and Colleen Danstrom. The group, calling themselves Spruce Street Neighbors, expressed their support for the use of tents by the schools during the pandemic crisis.

Brad Goldstein, Trish Kocanda, and Dawn Livingston, representing the schools, described their proposals for using the tents and thanked the Council for its support.

After the Council briefly discussed the zoning amendments, there was consensus to allow the tents on a temporary basis as proposed.

President Rintz closed the public hearing at 8:12 PM.

(1) Ordinance No. MC-4-2020: Amending Regulations to Allow Outdoor Tents for Schools (Introduction and Adoption).

Trustee Swierk, seconded by Trustee Lanphier, moved to waive introduction of Ordinance No. MC-4-2020. By roll call vote, the motion carried. Ayes: Trustees Apatoff, Coladarci, Cripe, Dearborn, Lanphier, and Swierk. Nays: None. Absent: None.

Trustee Apatoff, seconded by Trustee Lanphier, moved to adopt Ordinance No. MC-4-2020. By roll call vote, the motion carried. Ayes: Trustees Apatoff, Coladarci, Cripe, Dearborn, Lanphier, and Swierk. Nays: None. Absent: None.

ii) Resolution No. R-53-2020: Approving Application for Outdoor Tents – School District 36 (Adoption).

Trustee Lanphier, seconded by Trustee Apatoff, moved to adopt Resolution No. R-53-2020. By roll call vote, the motion carried. Ayes: Trustees Apatoff, Coladarci, Cripe, Dearborn, Lanphier, and Swierk. Nays: None. Absent: None.

c) Ordinance No. M-11-2020: 1405 Scott Avenue Annexation & Rezoning (Public Hearing, Introduction, & Adoption). President Rintz opened the public hearing at 8:15 PM.

Mr. Schoon explained that several lots at Winnetka’s border with Glencoe are “split lots” located partially in Winnetka and partially in Glencoe. The two Villages have an agreement in place that outlines the process for annexing and rezoning those properties whose owners desire to be located wholly in Winnetka. The Village of Glencoe approved this request in July, in accordance with the established process; once the Winnetka Council adopts the Subject Ordinance, the transaction will be completed.

President Rintz called for public testimony. Tadd Chessen, the applicant, said he looked forward to locating his property completely in Winnetka.

There being no further public comment, the Council expressed unanimous support of the annexation.

President Rintz closed the public hearing at 8:20 PM.

Trustee Dearborn, seconded by Trustee Lanphier, moved to waive introduction of Ordinance No. Ordinance No. M-11-2020. By roll call vote, the motion carried. Ayes: Trustees Apatoff, Coladarci, Cripe, Dearborn, Lanphier, and Swierk. Nays: None. Absent: None.

Trustee Apatoff, seconded by Trustee Lanphier, moved to adopt Ordinance No. M-11-2020. By roll call vote, the motion carried. Ayes: Trustees Apatoff, Coladarci, Cripe, Dearborn, Lanphier, and Swierk. Nays: None. Absent: None.

d) Ordinance No. M-12-2020: Delos Therapy Special Use - 547 Lincoln Avenue (Introduction & Adoption). [This item was discussed immediately after approval of the Consent Agenda.]

Mr. Schoon explained that after this item was discussed at the July 21 Council meeting, the Council directed Staff to draft an approval Ordinance.

There being no Council or public comment, Trustee Swierk, seconded by Trustee Coladarci, moved to waive introduction of Ordinance No. M-12-2020. By roll call vote, the motion carried. Ayes: Trustees Apatoff, Coladarci, Cripe, Dearborn, Lanphier, and Swierk. Nays: None. Absent: None.

Trustee Swierk, seconded by Trustee Apatoff, moved to adopt Ordinance No. M-12-2020. By roll call vote, the motion carried. Ayes: Trustees Apatoff, Coladarci, Cripe, Dearborn, Lanphier, and Swierk. Nays: None. Absent: None.

e) Resolution No. R-51-2020: Stormwater Wetland Engineering Services (Adoption).

President Rintz explained that the Village was careful to spend as little money as possible on the proposed stormwater wetland project until it was sure that the project could be completed. Now that agreements with the schools and parks are finalized, it is time to develop plans and specifications to submit to the Forest Preserve Board to procure a licensing agreement to use Forest Preserve land for the stormwater detention project. The engineering work will also help the Village to develop reliable cost estimates for the project.

Mr. Saunders reviewed the timeline of Winnetka's stormwater vision, which began in September 2015 with the engagement of Strand Associates to develop meaningful flood relief for southwestern Winnetka. In 2017, the Village signed a Memorandum of Understanding (MOU) with the Forest Preserves to use land owned by the Preserves for the detention project. Intergovernmental agreements have been signed with the Park District, District 36, and New Trier High School, pursuant to requirements in the MOU that require the Village to use available open space in Winnetka for some of its stormwater detention requirements.

After Mr. Saunders reviewed technical aspects of the wetland detention project, he explained that no further action can be taken until additional engineering is performed. This detailed engineering will be used in permit applications for the Forest Preserve District, Army Corps of Engineers, and Metropolitan Water Reclamation District. The project proposal includes additional services that may be approved by the Council on an as-needed basis.

President Rintz noted that State Senator Laura Fine and State Representative Robyn Gabel pledged three allocations to Winnetka during the spring legislative session: \$16 million for stormwater improvements; \$12 million for a regional project with the Forest Preserves; and \$300,000 for downtown infrastructure improvements.

The Council discussed the project in more detail, and Mr. Saunders confirmed that the engineering costs are in line with estimates that were developed in 2017. Asked about next steps to get the final cost of the wetland project, Mr. Saunders explained that the Village is working to get cost estimates for the construction and to verify the engineering estimates. Approval for this project is expected to be brought to the Council for its approval in the fall. The construction estimate/engineering verification project would be undertaken in tandem with the Strand stormwater engineering project, resulting in more reliable cost estimates.

President Rintz commented that the Council is expected to hold financing discussions in the fall once dependable cost estimates have been received. He cautioned, however, that the real cost can't be known until the project is actually bid.

After another brief discussion, the Council agreed to approve this next step in the interest of advancing the wetlands detention project.

There being no public comment, Trustee Cripe, seconded by Trustee Lanphier, moved to adopt Resolution No. R-51-2020. By roll call vote, the motion carried. Ayes: Trustees Apatoff, Coladarci, Cripe, Dearborn, Lanphier, and Swierk. Nays: None. Absent: None.

9) Old Business.

- a) Resolution No. R-47-2020: Amendment to Development Agreement and Restrictive Covenants - 630 Pine Lane (Adoption). President Rintz announced that this item will be deferred to the August 18 Council meeting at the request of the applicant.

10) New Business. None.

11) Appointments: None.

12) Closed Session. None.

13) Adjournment. Trustee Dearborn, seconded by Trustee Cripe, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 9:03 PM.

Recording Secretary

**MINUTES
WINNETKA VILLAGE COUNCIL
VIRTUAL STUDY SESSION
August 11, 2020**

(Approved: xx)

A record of a legally convened regular meeting of the Council of the Village of Winnetka, which was held virtually on the WebEx videoconference platform on Tuesday, August 11, 2020 at 7:00 PM.

- 1) Call to Order. President Rintz called the meeting to order at 7:00 PM. Present: Trustees Robert Apatoff, Jack Coladarci, Andrew Cripe, Robert Dearborn, Penfield Lanphier, and John Swierk. Absent: None. Also present: Village Manager Robert Bahan, Assistant Village Manager Kristin Kazenas, Economic Development Coordinator Liz Dechant, Village Attorney Benjamin Schuster, Finance Director Tim Sloth, and approximately six persons in the audience.
- 2) Public Comment. None.
- 3) Winnetka Local Business Sales Tax Rebate Economic Relief Program. President Rintz explained that he has received many requests from local businesses for sales tax relief. Although the Village – unlike neighboring communities – does not charge a local sales tax, he has requested Village staff to develop a sales tax rebate program for the Council to consider.

Ms. Dechant reviewed the pandemic's economic impact on Winnetka businesses, which lost significant revenue during the March-May Stay at Home order. Typical small businesses are already financially fragile; and the pandemic has slashed sales precipitously. Meeting rent and employee payroll obligations are the biggest challenges faced by the businesses, along with loan and inventory expenses. The Village has been helping merchants with marketing/promotional programs, utility bill deferrals, and technical assistance such as loan/grant applications and website development.

Ms. Kazenas said the Village has been carefully monitoring the economic impact of the pandemic alongside assessments of the impacts to the Village's budget. In light of the projected \$4 million decline in revenues, Village expenses have been cut and several capital projects are deferred. Thanks to the Village's historically conservative fiscal management, the 2019 audit results show a surplus in the General Fund, which could provide funding for a program to aid local businesses.

Ms. Kazenas explained that the proposed sales tax rebate program aims to provide financial assistance to local businesses suffering economic losses during the Covid-19 pandemic. The program would rebate 50% of the Village's share of the municipal sales tax received in 2019 to eligible local businesses. The total program would not exceed the General Fund surplus of \$400,000; and approximately 90 Winnetka businesses would qualify for the program. Eligible requirements include: (i) the business must have a physical location in Winnetka; (ii) the business must have generated sales tax revenue in 2019; (iii) eligible sales tax revenue generated cannot exceed \$4 million; (iv) and the business must currently be in operation. No franchises, private clubs, home occupations, or local government organizations would qualify for the rebate.

Ms. Kazenas said the program would be administered by the Economic Development and Finance departments, based upon applications approved by the Village Manager. The Council will formally approve the rebate checks on the Warrant List at each Regular Council meeting. Staff recommends a December 1, 2020 deadline for applying for the funds, since the disbursements will occur in the 2020 Budget year. The program aims to benefit Winnetka's businesses, since a strong local economy is beneficial to the Village as a whole.

President Rintz called for Council questions.

Trustee Lanphier asked if there is a requirement to demonstrate that the funds are used in the funding of business operations. Ms. Kazenas said there are no plans to do an audit of the funds; however, an agreement will be signed by the business stating that the funds will be used for the business. Manager Bahan explained that the Village does not have the administrative capacity to do such a follow-up with the businesses.

Trustee Apatoff asked: (i) how many businesses in the Village received substantial Paycheck Protection Program (PPP) funds; and (ii) do more businesses need assistance from the Village in applying for the funds. Ms. Dechant noted that PPP information on individual businesses is not available, and businesses are sometimes reluctant to disclose their loan/grant information. However, most businesses did apply for funding, and the Village assisted those businesses that were lacking an online presence.

President Rintz explained that some businesses were cautious about applying for PPP loans, as businesses are reluctant to take on additional debt in the current economic climate. Businesses that do not have the benefit of expert accounting and legal advice did not fare as well in applying for Federal assistance as those businesses that did. Trustee Cripe noted that the PPP loan forgiveness procedure is murky and tends to pay mostly for personnel costs vs. rent; in Winnetka most businesses struggle more with high rents rather than personnel expenses.

Trustee Swierk noted it seems that the Village collected more sales taxes in 2020 than in 2019, meaning some businesses might not be suffering from the pandemic. He suggested that the application process apply only to those businesses that generated less in sales taxes this year than in 2019.

Mr. Sloth explained that the June 2020 sales tax report is skewed due to: (i) pre-Covid months (January/February) were very good sales tax months so the impact is being buffered by these first few months of the year; (ii) the remittance to the Village lags behind the time the taxes are actually collected by several months; and (iii) the impact from the March-May shutdown is not yet known.

Ms. Dechant noted that when the rebate program was in development, staff discussed the pandemic impact with local businesses, and all of them said they were very hard hit by the Shelter in Place order. Ms. Kazenas added that the \$4 million ceiling on sales is being proposed to target those businesses that really are locally-owned and small, because these businesses are the hardest hit by the pandemic response. A large operation like Grand Foods would not qualify for the economic relief.

Trustee Dearborn asked what the range of the rebate amounts might be. Ms. Kazenas explained that range would be from \$100 – to approximately \$20,000, since the program is based on half of the 1% tax generated by the business.

Trustee Apatoff suggested finding out which businesses have received Federal grant relief.

Trustee Lanphier asked for more information on how many of Winnetka's businesses were services businesses.

Trustee Coladarci encouraged the Village to be more generous in its offer of financial aid and he expressed dissatisfaction with the PPP program.

Manager Bahan explained that the Village's reserves would be the only other account that could fund additional financial assistance. He estimated that the reserves are approximately \$22 million; of that amount, bond rating agencies like to see a minimum of six months' operating revenue kept in reserve. In addition, the Village has historically kept the reserves to help fund significant infrastructure projects to offset the impact on taxpayers.

President Rintz called for public comment,

Terry Dason, Chamber of Commerce Director. Ms. Dason commended the Council and Village staff for all of the assistance that has been offered to the business community, especially the restaurants; and she expressed appreciation for the proposed sales tax rebate program. She explained any businesses that received PPP funds have spent them due to the protracted nature of the pandemic and its economic impacts. Although restaurants are making money, most retail businesses are not making the sales they need to stay solvent. Shoppers are understandably cautious about visiting stores; in addition, many of Winnetka's retail establishments sell clothing, which is an expendable purchase in these days of working from home and limited social engagements. She urged the Council to go as far as possible to provide financial assistance to the businesses.

Ms. Kazenas read a written comment from Theresa Lukas, owner of Good Grapes.

Ms. Lukas was not in favor of publicly sharing the revenue amounts given to each business and asked for clarification on the matter. Ms. Kazenas explained the businesses will not be named on a public agenda; warrants are approved in aggregate during the public meeting.

President Rintz explained that PPP is intended for the expense side of a business such as rent and employee costs.

Trustee Dearborn said he would approve the program as presented by staff, possibly increasing the minimum amount rebated to smaller businesses, as creating a tiered system could get complicated. He cautioned against thinking that the Village can keep all of its businesses solvent; the pandemic looks to last a long time, and some businesses are unfortunately not going to survive.

President Rintz asked for Trustee Dearborn's thoughts on a flat grant amount; Trustee Dearborn responded that some of the bigger businesses are likely struggling too, and it would be difficult to make that call. He was in favor of a program as staff has described, with a higher floor for the rebates.

Trustee Lanphier asked if there was a logical path to tier the benefits in some way.

Ms. Dechant said staff hadn't examined the sales tax data in that particular way to see if businesses fell into groups, but staff could perform this analysis.

Manager Bahan explained that staff had developed the program as a rebate program vs. a grant program, which is why tiering didn't make sense. In the interest of simplicity of administering the program, a cap for the rebates was developed instead of setting a floor.

Trustee Lanphier asked if the other 50% of the sales tax money could be offered to businesses later in the year if the pandemic takes a dire turn.

Manager Bahan explained that municipalities can't save businesses; however, they can try to financially supplement. State and Federal governments are better positioned to take on a larger role; however, the Council should keep its options open, and could use this framework for further rebates if needed.

Trustee Swierk said a true rebate is derived from the actual taxes paid, and the proposed program makes sense in that regard.

Trustee Cripe agreed that a rebate options is a clean and simple option, as the Village is returning money already paid by the business. Any different kind of program aimed at helping all businesses would necessarily have to use public money, which needs a different kind of analysis. He commended the simplicity of the plan, and cautioned the Council to keep in mind that the pandemic is nowhere near over; and other bodies such as parks and school might need to expend extra funds in order to serve their missions. The Council needs to be thinking about how it will cut its budget, not create extra expense programs; and there is the option to offer more when the Council discusses the 2021 budget.

The Council generally agreed that the proposed rebate program is a good start; Trustee Coladarci said he would favor trying to keep as many local businesses running as possible.

President Rintz sympathized with Trustee Coladarci, but he pointed out that the Council serves two masters: the community and the businesses. He noted that residents have been waiting for years for flood relief; and have been paying into the stormwater utility with the understanding that reserves will eventually be used for stormwater programs. He commended staff for creating a program that uses a surplus to good effect.

Manager Bahan explained that the long-term accumulation of reserves are generally understood to be funding for long-term assets. The Village's 2021 Budget process will be a very difficult one, and needs to be kept in mind.

During a discussion about creating a floor for the program to bring up the amount of the rebates it was explained that the smaller rebates would go to businesses that are primarily services businesses that sell a small amount of retail.

President Rintz explained that the Illinois Municipal League is working to get amendments through the Department of Commerce and Economic Opportunity that would allow funding from the CARES program to trickle down to municipalities who could use that money in support of local initiatives.

The Council was in favor of further discussion of the proposed program and continuing to look for meaningful opportunities to help local businesses.

- 4) Adjournment. Trustee Lanphier, seconded by Trustee Cripe, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 8:40 PM.

Recording Secretary



Agenda Item Executive Summary

Title: Approval of Warrant List Dated August 14-27, 2020

Presenter: Robert M. Bahan, Village Manager

Agenda Date: 09/01/2020

Consent: YES NO

- Ordinance
- Resolution
- Bid Authorization/Award
- Policy Direction
- Informational Only

Item History:

None.

Executive Summary:

The Warrant List dated August 14-27, 2020 was emailed to each Village Council member.

Recommendation:

Consider approving the Warrant List dated August 14-27, 2020.

Attachments:

None.



Agenda Item Executive Summary

Title: Resolution No. R-57-2020: Streetscape Phase I & II Change Order No. 1 (Adoption)

Presenter: James J. Bernahl, Assistant Director of Public Works and Engineering

Agenda Date: 09/01/2020

- Ordinance
- Resolution
- Bid Authorization/Award
- Policy Direction
- Informational Only

Consent: YES NO

Item History:

On June 18, 2019 the Village Council adopted Resolution No. R-61-2019, awarding a contract in the amount of \$1,806,372.04 for Phase I of the Downtown Streetscape program (Spruce Street and Chestnut Street). On January 21, 2020 the Village Council adopted Resolution No. R-6-2020, extending that contract to an amount not to exceed \$2,526,607.00, and added Phase II of the program (Elm Street).

The Village has budgeted \$3,192,340 in the 2019 and 2020 Budgets for Phase I and II of the Downtown Streetscape program. The 2019 Budget contained \$2,074,340 for the Spruce and Chestnut Streetscape Project, and the 2020 Budget contained \$1,118,000 for the Elm Street Streetscape Project.

Executive Summary:

Construction of both Streetscape phases is now complete. During construction, the contractor encountered unforeseen field conditions; there were some project scope modifications requested by the Village; and there were some minor pay quantity and material changes. During Phase I, the major scope change was at the intersection of Elm & Chestnut. The design originally anticipated asphalt resurfacing of the intersection; however, due to an unanticipated water main break near a large excavation, and the desire to complete the intersection work as quickly as possible, the intersection was reconstructed using a quick-setting concrete. This change alone produced an increase of \$46,620. Additional changes included the purchase of additional holiday lighting decor, modification to the intersection bollards near Starbucks, and other minor changes to plan quantities.

During Phase II, the majority of the cost increase focused on changes to the electrical design, including changes to the wiring and conduit installation for the new pedestrian lights, electrical receptacles, and tree lighting. Along with the changes, was the need to encase these items in concrete. These changes totaled about \$26,700. The remaining minor changes related to increases in quantities for additional storm sewer, public sidewalk, and curbing replacement.

The changes in the work outlined above for Phase I & II of the Streetscape project resulted in a net increase over the awarded contract of \$73,887.12, or approximately 2.9% above the contract amount. Resolution No. R-57-2020 authorizes an increase to the total contract amount to \$2,603,494.16 to account for Change Order #1 and close out the contract.

It should be noted that the favorable construction pricing in the initial bidding and the continuation of those costs savings offered by the contractor resulted in completion of both Phase I and II of the Streetscape Project for \$393,845 - below the originally anticipated budgeted amounts after adding in separate Village purchase for lights, bollards, and the lighting controllers.

Recommendation:

Consider adopting Resolution No. R-57-2020, increasing the contract with A Lamp Concrete Contractors to \$2,603,494.16 and approving Change Order No. 1 for both Phase I & II of the Village's Downtown Streetscape program.

Attachments:

Resolution No. R-57-2020
Streetscape Cost Worksheet

A RESOLUTION APPROVING A CHANGE ORDER TO THE CONTRACT WITH A. LAMP CONCRETE, INC FOR THE COMPLETION OF PHASE II ENGINEERING SERVICES FOR THE ELM STREET STREETScape PROJECT

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution authorizes the Village of Winnetka (“*Village*”) to contract with individuals, associations, and corporations in any manner not prohibited by law or ordinance; and

WHEREAS, on January 21, 2020, the Village Council approved Resolution R-61-2019 authorizing the Village to enter into a contract (“*Contract*”) with the A Lamp Contractors, Inc. (“*Contractor*”) for the provision of engineering services related to the Village’s Downtown Streetscape program on Spruce Street and Chestnut Street (“*Phase I Engineering Work*”); and

WHEREAS, after the completion of the Phase I Engineering Work, the Village amended the Contract to include Phase II engineering work for the Elm Street Streetscape Project (“*Phase II Engineering Work*”); and

WHEREAS, during its completion of the Phase II Engineering Work, the Contractor identified the need to encase certain electrical wirings and conduit in concrete and increase the overall quantities of concrete needed to complete the Phase II Engineering Work (“*Additional Work*”); and

WHEREAS, pursuant to Sections 4.12.010.A and 4.12.010.C of the Village Code the bidding requirements may be waived for contracts which by their nature are not adaptable to competitive bidding; and

WHEREAS, due to the nature of the Additional Work, the Village does not have sufficient time to put the Additional Work out for bid; and

WHEREAS, the Contractor has offered to perform the Additional Work while performing the Phase II Engineering Work for an amount not to exceed \$73,887.12 pursuant to a change order to its current contract with the Village (“*Change Order*”); and

WHEREAS, the Village Council has determined that it is in the best interests of the Village and its residents to enter into the Change Order with the Contractor;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Village of Winnetka, Cook County, Illinois, as follows:

SECTION 1: RECITALS. The Village Council hereby adopts the foregoing recitals as its findings, as if fully set forth herein.

SECTION 2: APPROVAL OF CHANGE ORDER. The Village Council approves the Change Order in substantially the form attached to this Resolution as **Exhibit A** and in a final form approved by the Village Attorney.

SECTION 3: AUTHORIZATION TO EXECUTE CHANGE ORDER. The Village Council authorizes and directs the Village President and the Village Clerk to execute and attest, respectively, on behalf of the Village, the final Change Order after receipt by the Village Manager of two executed copies of the final Change Order from the Contractor; provided, however, that if the Village Manager does not receive two executed copies of the final Change Order from the Contractor within 60 days after the date of adoption of this Resolution, then this authority to execute and seal the Change Order will, at the option of the Village Council, be null and void.

SECTION 4: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law by two-thirds of the Trustees.

ADOPTED this ___ day of August, 2020, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Signed

Village President

Countersigned:

Village Clerk



Agenda Item Executive Summary

Title: Resolution No. R-50-2020: Shared Principles (Adoption)

Presenter: Marc Hornstein, Chief of Police

Agenda Date: 09/01/20

Consent: YES NO

- Ordinance
- Resolution
- Bid Authorization/Award
- Policy Direction
- Informational Only

Item History:

None

Executive Summary:

In 2018, the Illinois Association of Chiefs of Police (ILACP) and the National Association for the Advancement of Colored People (NAACP) announced a resolution of shared principals that were designed to foster and build trust between law enforcement and the communities they serve. Both the ILACP and the NAACP share a mutual passion for defending and protecting the civil rights of all citizens. The principals are as follows:

1. We value the life of every person and consider life to be the highest value.
2. All persons should be treated with dignity and respect. This is another foundational value.
3. We reject discrimination toward any person that is based on race, ethnicity, religion, color, nationality, immigrant status, sexual orientation, gender, disability, or familial status.
4. We endorse the six pillars in the report of the President's Task Force on 21st Century Policing. The first pillar is to build and rebuild trust through procedural justice, transparency, accountability, and honest recognition of past and present obstacles.
5. We endorse the four pillars of procedural justice, which are fairness, voice (i.e., an opportunity for citizens and police to believe they are heard), transparency, and impartiality.
6. We endorse the values inherent in community policing, which includes community partnerships involving law enforcement, engagement of police officers with residents outside of interaction specific to enforcement of laws, and problem-solving that is collaborative, not one-sided.
7. We believe that developing strong ongoing relationships between law enforcement and communities of color at the leadership level and street level will be the keys to diminishing and eliminating racial tension.

Executive Summary (continued):

8. We believe that law enforcement and community leaders have a mutual responsibility to encourage all citizens to gain a better understanding and knowledge of the law to assist them in their interactions with law enforcement officers.

9. We support diversity in police departments and in the law enforcement profession. Law enforcement and communities have a mutual responsibility and should work together to make a concerted effort to recruit diverse police departments.

10. We believe de-escalation training should be required to ensure the safety of community members and officers. We endorse using de-escalation tactics to reduce the potential for confrontations that endanger law enforcement officers and community members; and the principle that human life should be taken only as a last resort; and we vow by mutual affirmation to work together and stand together in our communities and at the state level to implement these values and principles, and to replace mistrust with mutual trust wherever, whenever, and however we can.

The values, culture, and mission of the Winnetka Police Department align with the aforementioned principals. The men and women of the department understand the importance of continually maintaining and building trust with the community. Public trust can never be taken for granted. To that end, the Winnetka Police Department is reaffirming its commitment to our core values and guardianship of the community. On July 1st, and under the authority of the Chief of Police the department declared support of the shared principals.

The Chief of Police is seeking support of Village Council to affirm the departments adoption of the shared principals as agreed upon by the ILACP and NAACP.

Recommendation:

Consider adoption of Resolution No. R-50-2020

Attachments:

Resolution No. R-50-2020

RESOLUTION NO. R-50-2020

A RESOLUTION AFFIRMING THE LIST OF SHARED PRINCIPLES BETWEEN THE ILLINOIS ASSOCIATION OF CHIEFS OF POLICE AND THE NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

WHEREAS, the Illinois Association of Chiefs of Police (“*ILACP*”) is a nonprofit membership organization providing training, education, and leadership development of Chiefs of Police and other leaders of police; and

WHEREAS, the ILACP and the Illinois Conference of the National Association for the Advancement of Colored People (“*NAACP*”) share a mutual passion for defending and protecting the civil rights of all citizens; and

WHEREAS, on March 22, 2018, the ILACP and the NAACP agreed to a list of shared principles designed to foster and build trust between law enforcement and the communities they serve (“*Shared Principles*”); and

WHEREAS, the Village Council has determined that it is in the best interests of the Village and its residents to affirm and support the Village’s commitment to the Shared Principles;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Village of Winnetka, Cook County, Illinois, as follows:

SECTION 1: RECITALS. The Village Council hereby adopts the foregoing recitals as its findings, as if fully set forth herein.

SECTION 2: AFFIRMATION AND SUPPORT. The Village Council affirms and supports the Village’s commitment to the Shared Principles as follows:

1. We value the life of every person and consider life to be the highest value.
2. All persons should be treated with dignity and respect. This is another foundational value.
3. We reject discrimination toward any person that is based on race, ethnicity, religion, color, nationality, immigrant status, sexual orientation, gender, disability, or familial status.
4. We endorse the six pillars in the report of the President’s Task Force on 21st Century Policing. The first pillar is to build and rebuild trust through procedural justice, transparency, accountability, and honest recognition of past and present obstacles.
5. We endorse the four pillars of procedural justice, which are fairness, voice (i.e., an opportunity for citizens and police to believe they are heard), transparency, and impartiality.

6. We endorse the values inherent in community policing, which includes community partnerships involving law enforcement, engagement of police officers with residents outside of interaction specific to enforcement of laws, and problem-solving that is collaborative, not one-sided.

7. We believe that developing strong ongoing relationships between law enforcement and communities of color at the leadership level and street level will be the keys to diminishing and eliminating racial tension.

8. We believe that law enforcement and community leaders have a mutual responsibility to encourage all citizens to gain a better understanding and knowledge of the law to assist them in their interactions with law enforcement officers.

9. We support diversity in police departments and in the law enforcement profession. Law enforcement and communities have a mutual responsibility and should work together to make a concerted effort to recruit diverse police departments.

10. We believe de-escalation training should be required to ensure the safety of community members and officers. We endorse using de-escalation tactics to reduce the potential for confrontations that endanger law enforcement officers and community members; and the principle that human life should be taken only as a last resort; and we vow by mutual affirmation to work together and stand together in our communities and at the state level to implement these values and principles, and to replace mistrust with mutual trust wherever, whenever, and however we can.

SECTION 3: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law.

ADOPTED this 1st day of September 2020, pursuant to the following roll call vote:

AYES: _____
NAYS: _____
ABSENT: _____
ABSTAIN: _____

Signed

Village President

Countersigned:

Village Clerk



Agenda Item Executive Summary

Title: Resolution No. R-58-2020: Approving an Intergovernmental Agreement with Cook County – CARES Funding (Adoption)

Presenter: Timothy J. Sloth, Director of Finance

Agenda Date: 09/01/20

Consent: YES NO

- Ordinance
- Resolution
- Bid Authorization/Award
- Policy Direction
- Informational Only

Item History:

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law by the President on March 27, 2020. The act provided for payments to State, Local and Tribal governments through the establishment of the \$150 billion Coronavirus Relief Fund (CRF). On April 24, 2020 Cook County received \$429 million in Coronavirus relief funding of which \$51 million is being allocated to 134 municipalities within the County. On June 30, Winnetka was informed that the Village's allocation of Cook County CRF funds is \$94,966.73.

Executive Summary:

Municipalities may apply to Cook County for funding and reimbursement to cover necessary eligible expenditures related to Covid-19 from the amounts allocated to them under the Cook County Covid-19 Funding Response Plan. Cook County has assigned \$51,000,000 to fund the Cook County Covid-19 Funding Response Plan for suburban municipalities. Allocations for each municipality were determined with consideration given to the following factors: immediate needs of the Municipality to respond to the Pandemic, municipal population, municipal median income, and municipal public health statistics. Specifically, Cook County is allocating to each Suburban Municipality \$5.90 per person plus an additional allocation based on a weighted calculation of four Suburban Municipality demographic and public health metrics: 1) percent population in disinvested areas; 2) median income; 3) COVID-19 deaths per 100,000 residents; and 4) tax base per capita. Applying the County's formula Winnetka's allocation totals \$94,966.73.

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (Covid-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Executive Summary (continued):

Examples of expenses that may be eligible for reimbursement include:

- Personal Protective Equipment (PPE) including facemasks, gloves, eye protection etc.
- Cleaning/Disinfection of stations, apparatus and equipment.
- Medical supplies (ex. paramedic supplies)
- Technology to facilitate communications and remote work.
- Limited eligible payroll expenses.

Winnetka's additional costs related to Covid-19 have been concentrated on personal protective equipment for staff, enhanced cleaning supplies, disinfecting services, and technology expenses to enable virtual communications. Since the pandemic began, the Village has been tracking all expenses that could be eligible for reimbursement. The Village also intends to seek reimbursement for costs through the FEMA Public Assistance Program and intends to maximize reimbursement with each funding opportunity. To be able to receive Coronavirus relief funds from the County, we must first approve an intergovernmental agreement prior to submitting the Village's application.

Recommendation:

Consider adoption of Resolution No. R-58-2020, which would authorize an intergovernmental agreement between the Village of Winnetka and Cook County

Attachments:

Attachment 1: Resolution No. R-58-2020

Attachment 2: Notification Letter

Attachment 1

R-58-2020

**A RESOLUTION
AUTHORIZING AN INTERGOVERNMENTAL
AGREEMENT BY AND BETWEEN THE VILLAGE
OF WINNETKA AND THE COUNTY OF COOK**

WHEREAS, the Coronavirus Aid, Relief, and Economic Security Act (“*CARES Act*”) provides for payments from the Federal government to local governments to reimburse certain expenses incurred due to the public health emergency created by the COVID-19 pandemic; and

WHEREAS, the CARES Act provides that the Federal government will provide an initial disbursement of fund to units of local government with over 500,000 residents, who may then determine how to distribute CARES Act funds to other qualifying entities to reimburse eligible expenses; and

WHEREAS, the County of Cook, Illinois, is an eligible recipient of CARES Act funding and has established a program to distribute CARES Act funds to other units of local government in Cook County, such as the Village, for eligible expenses; and

WHEREAS, the County of Cook (“*County*”) and the Village desire to enter into an intergovernmental agreement regarding the disbursement of CARES Act funds in the form attached as Exhibit A (“*Agreement*”); and

WHEREAS, the Village and the County are authorized to enter into the Agreement pursuant to the Illinois Constitution and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.; and

WHEREAS, the Village Council has determined that it is in the best interests of the Village and its residents to approve the Agreement with the County in accordance with this Resolution.

NOW, THEREFORE, be it resolved by the Council of the Village of Winnetka as follows:

SECTION 1: RECITALS. The Village Council hereby adopts the foregoing recitals as its findings, as if fully set forth herein.

SECTION 2: APPROVAL OF AGREEMENT. The Agreement by and between the County and the Village regarding CARES Act reimbursements is hereby approved in substantially the form attached as **Exhibit A** and in a final form approved by the Village Attorney.

SECTION 3: AUTHORIZATION AND EXECUTION OF THE AGREEMENT. The Village Council hereby authorizes and directs the Village President and the Village Clerk to execute and attest, respectively, on behalf of the Village, the final Agreement.

SECTION 4: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law.

ADOPTED this 1st day of September, 2020, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Signed

Village President

Countersigned:

Village Clerk

Exhibit A

**INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT
FOR CORONAVIRUS RELIEF FUNDS**

**INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT
FOR
CORONAVIRUS RELIEF FUNDS**



Between

COUNTY OF COOK, ILLINOIS

And

Village of Winnetka

(Cook County, Illinois Suburban Municipality, Township or Fire Protection District (Subrecipient))

Entered into this 1st day of September, 2020

SUBAWARD INFORMATION

The following information is provided pursuant to 2 C.F.R. 200.331(a)(1):

- Subrecipient's name (must match the name associated with its unique entity identifier):
Village of Winnetka
- Subrecipient's unique entity identifier (DUNS): 010590784
- Subaward Period of Performance Start and End Date: July 1, 2020, through December 30, 2020.
- Total Amount of Federal Funds allocated to the Subrecipient: \$94,966.73
- Federal Award Program Description:

Cook County has received Coronavirus Relief Funds pursuant to the CARES Act, a portion of which it has chosen to allocate in the spirit of intergovernmental cooperation to suburban municipalities in Cook County. Suburban municipalities which for the purposes of this agreement include municipalities, townships and fire protection districts in suburban Cook County may apply for County awarded Coronavirus Relief Funds pursuant to the following procedures and consistent with eligibility guidance. Requests will be reviewed by the Cook County Bureau of Finance Program Management Office (PMO) of the COVID-19 Financial Response Plan. Available funds will be distributed to suburban municipalities consistent with their respective allocations and based on the type of expenditure, the volume of requests, and the balance of funds available.

- Name of Federal Awarding Agency: U.S. Department of the Treasury
- Name of pass-through entity: Cook County, IL
- Contact Information for pass-through entity: Ammar M. Rizki, Chief Financial Officer, Cook County Bureau of Finance, 118 N. Clark Street, Suite 1127. Chicago, Illinois 60602. Email Info: SuburbanCovidFundingRequest@cookcountyil.gov
- Award is for Research & Development (R&D): NO

THIS AGREEMENT entered this 1st day of September, 2020, by and between the County of Cook, Illinois, a body politic and corporate of the State of Illinois, through the Office of the Chief Financial Officer and Bureau of Finance (herein called “Cook County”), and the Village of Winnetka, an Illinois home rule municipality (herein called “Subrecipient”). Cook County and Subrecipient shall sometimes be referred to herein individually as the “Party” and collectively as the “Parties.”

WHEREAS, on March 13, 2020, the President of the United States issued a Proclamation on Declaring a National Public Health Emergency as a result of the COVID-19 outbreak; and

WHEREAS, on March 27, 2020, the President of the United States signed into law the Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”); and

WHEREAS, the CARES Act established the Coronavirus Relief Fund (“CRF”), which provides aid to certain eligible local governments to address necessary expenditures due to the COVID-19 Public Health Emergency; and

WHEREAS, Cook County qualified as an eligible local government and received CRF funding from the U.S. Department of Treasury; and

WHEREAS, federal guidance issued by the U.S. Department of Treasury indicates that a unit of local government may transfer a portion of its CRF funding to a smaller unit of local government provided that such transfer qualifies as a “necessary expenditure” to the Public Health Emergency and meets the criteria of Section 601 (d) of the Social Security Act as added by Section 5001 of the CARES Act; and

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and other applicable law permit and encourage units of local government to cooperate with and support each other in the exercise of their authority and the performance of their responsibilities; and

WHEREAS, the Illinois Intergovernmental Cooperation Act authorizes units of local government to combine, transfer or jointly exercise any power, privilege, function, or authority which either of them may exercise, and to enter into agreements for the performance of governmental services, activities, or undertakings, and

WHEREAS, Cook County acknowledges that there are local municipalities within Cook County that were not eligible to receive a portion of CRF and Cook County, through the spirit of intergovernmental cooperation, desires to provide a portion of its CRF funding to aid such local municipalities in addressing the impacts of the COVID-19 Public Health Emergency; and

WHEREAS, Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act requires that units of local government use the funds received to cover only those costs that (1) are necessary expenditures incurred due to the public health emergency with respect to the COVID-19; (2) were not accounted for in the budget most recently approved as of March 27, 2020, (the date of enactment of the CARES Act) for the state or local government; and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and

WHEREAS, in order to provide funds for Subrecipient to pay necessary expenditures it has or will incur due to the COVID-19 public health emergency, the Parties have agreed that Cook County, in its sole and absolute discretion, may reimburse Subrecipient for eligible expenses as provided herein.

NOW, THEREFORE, the Parties mutually agree as follows:

I. AGREEMENT TERM

- A. This Agreement shall become effective on the date of execution, and end on December 30, 2020 (the “Initial Term”).
- B. This Agreement may be extended beyond the Initial Term only upon the written approval of both Parties; provided, however, that all terms and conditions of this Agreement shall remain in full force and effect unless this Agreement is specifically amended.
- C. Cook County, in its sole and absolute discretion, may terminate this Agreement at any time.

II. ACTIVITIES & ELIGIBLE EXPENSES

A. Activities

Subrecipient shall be responsible for administering all COVID-19 response activities in a manner satisfactory to Cook County and consistent with any standards required as a condition of providing these funds. Allowable activities must be directly tied to response and recovery efforts related to COVID-19 and must be allowable pursuant to the CRF requirements.

B. Eligible Expenses

Cook County, in its sole and absolute discretion, may reimburse and/or provide funding to Subrecipient for “Eligible Expenses” as described on Attachment A of this Agreement. Notwithstanding anything herein to the contrary, “Eligible Expenses” shall not include lost revenue. Failure of Subrecipient to comply with the provisions of this Agreement, including non-compliance with 2 C.F.R. 200, may result in expenses being disallowed, withholding of federal funds, and/or termination of this Agreement.

III. NOTICES

Notices to Cook County as required by this Agreement shall be delivered in writing, via email and addressed to Cook County as set forth below. Notices to Subrecipient as required by this Agreement shall be in writing, via email and addressed to Subrecipient as set forth below. All such notices shall also be deemed duly given if personally delivered, or if deposited in the United States mail, registered or certified return receipt requested.

Ammar M. Rizki
Chief Financial Officer
Cook County Bureau of Finance
118 N. Clark Street, Suite 1127
Chicago, IL 60602
SuburbanCovidFundingRequest@cookcountyil.gov

Name of Subrecipient: Village of Winnetka

Address: 510 Green Bay Road

Email: tsloth@winnetka.org

IV. TERMS & CONDITIONS

The following requirements are applicable to all activities undertaken with CRF funds.

A. Compliance with State and Local Requirements

Subrecipient acknowledges that this Agreement requires compliance with the regulations of the State of Illinois and with all applicable state and local orders, laws, regulations, rules, policies, and certifications governing any activities undertaken during the performance of this Agreement.

B. Compliance with Federal Requirements

Subrecipient acknowledges that Eligible Expenses funded or reimbursed by Cook County to Subrecipient are not considered to be grants but are “other financial assistance” under 2 C.F.R. 200.40. This Agreement requires compliance with certain provisions of Title 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards. Subrecipient agrees to comply with all applicable federal laws, regulations, and policies governing the funds provided under this Agreement. Subrecipient further agrees to utilize available funds under this Agreement to supplement rather than supplant funds otherwise available.

During the performance of this Agreement, the Subrecipient shall comply with all applicable federal laws and regulations, including, including, but not limited to, the following:

- Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. 7501-7507).
- Subrecipients are subject to a single audit or program specific audit pursuant to 2 C.F.R. 200.501(a) when Subrecipient spends \$750,000 or more in federal awards during their fiscal year.
- Fund payments are subject to 2 C.F.R. 200.303 regarding internal controls.
- Fund payments are subject to 2 C.F.R. 200.330 through 200.332 regarding subrecipient monitoring and management.
- Fund payments are subject to Subpart F regarding audit requirements.

Subcontracts, if any, shall contain a provision making them subject to all of the provisions stipulated in this Agreement, including but not limited to 2 C.F.R. 200.303, 2 C.F.R. 200.330-332, 2 C.F.R. 200.501(a), and 2 C.F.R. Part 200 Subpart F.

With respect to any conflict between such federal requirements and the terms of this Agreement and/or the provisions of state law and except as otherwise required under federal law or regulation, the more stringent requirement shall control.

C. Hold Harmless

Subrecipient shall hold harmless, release, and defend Cook County from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient’s performance or nonperformance of the services or subject matter called for in this Agreement.

D. Indemnification

Subrecipient shall indemnify Cook County, its officers, agents, employees, and the federal awarding agency, from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by Subrecipient and/or its agents, employees or sub-contractors, excepting only loss, injury or damage determined to be solely caused by the gross negligence or willful misconduct of personnel employed by Cook County. It is the intent of the Parties to this Agreement to provide the broadest possible indemnification for Cook County. Subrecipient shall reimburse Cook County for all costs, attorneys' fees,

expenses and liabilities incurred with respect to any litigation in which Subrecipient is obligated to indemnify, defend and hold harmless Cook County under this Agreement.

E. Misrepresentations & Noncompliance

Subrecipient hereby asserts, certifies and reaffirms that all representations and other information contained in Subrecipient's application, request for funding, or request for reimbursement are true, correct and complete, to the best of Subrecipient's knowledge, as of the date of this Agreement. Subrecipient acknowledges that all such representations and information have been relied on by Cook County to provide the funding under this Agreement.

Subrecipient shall promptly notify Cook County, in writing, of the occurrence of any event or any material change in circumstances which would make any Subrecipient representation or information untrue or incorrect or otherwise impair Subrecipient's ability to fulfill Subrecipient's obligations under this Agreement.

F. Workers' Compensation

Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employee involved in the performance of this Agreement.

G. Insurance

Subrecipient shall carry sufficient insurance coverage to protect any funds provided to Subrecipient under this Agreement from loss due to theft, fraud and/or undue physical damage. Subrecipients that are self-insured shall maintain excess coverage over and above its self-insured retention limits.

H. Amendments

This Agreement may be amended at any time only by a written instrument signed by both Parties. Such amendments shall not invalidate this Agreement, nor relieve or release either Party from its obligations under this Agreement. Cook County may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Parties.

I. Suspension or Termination

Cook County may suspend or terminate this Agreement if Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to), the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and Federal awarding agency guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Subrecipient to Cook County reports that are incorrect or incomplete in any material respect.

J. Program Fraud & False or Fraudulent Statements or Related Acts

Subrecipient and any subcontractors must comply with 31 U.S.C. Chapter 38, Administrative Remedies for False Claims and Statements, which shall apply to the activities and actions of Subrecipient and any

subcontractors pertaining to any matter resulting from a contract.

K. Debarment / Suspension and Voluntary Exclusion

1. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security’s regulations at 2 C.F.R. Part 3000 (Nonprocurement Debarment and Suspension).
2. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. A contract award must not be made to parties listed in the Systems of Award Management (“SAM”) Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at www.sam.gov.

L. Governing Law and Venue. This Agreement shall be interpreted under, and governed by, the laws of the State of Illinois, without regard to conflicts of laws principles. Any claim, suit, action, or proceeding brought in connection with this Agreement shall be in the Circuit Court of Cook County and each party hereby irrevocably consents to the personal and subject matter jurisdiction of such court and waives any claim that such court does not constitute a convenient and appropriate venue for such claims, suits, actions, or proceedings.

V. ADMINISTRATIVE REQUIREMENTS

A. Financial Management

Subrecipient agrees to comply with and agrees to adhere to appropriate accounting principles and procedures, utilize adequate internal controls, and maintain necessary source documentation for all Eligible Expenses.

B. Duplication of Benefits; Subrogation

Subrecipient shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155) and in accordance with Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115–254; 132 Stat. 3442), which amended section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155).

If Subrecipient receives duplicate benefits from another source, Subrecipient must refund the benefits provided by Cook County to Cook County.

Subrecipient must execute and deliver a Duplication of Benefits and Subrogation Agreement (“Duplication of Benefits Certification”), in the form attached hereto as Attachment B. Subrecipient shall comply with all terms and conditions of the Duplication of Benefits Certification, including, without limitation, Subrecipient’s obligation to promptly notify Cook County of any disaster assistance received from any other source.

C. Documentation & Recordkeeping

As required by 2 C.F.R. 200.331(a)(5), Cook County, or any duly authorized representative of Cook County, shall have the right of access to any records, documents, financial statements, papers, or other records of Subrecipient that are pertinent to this Agreement, in order to comply with any audits pertaining to funds

allocated to Subrecipient under this Agreement. The right of access also includes timely and reasonable access to Subrecipient's personnel for the purpose of interview and discussion related to such documents. The right of access is not limited to the required retention period, as set forth in paragraph D below, but lasts as long as the records are retained.

D. Record Retention

Subrecipient shall retain sufficient records, which may include, but are not limited to financial records, supporting documents, statistical records, and all other Subrecipient records pertinent to the Agreement to show its compliance with the terms of this Agreement, as well as the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of three (3) years from the date of submission of the final expenditure report.

E. Internal Controls

Subrecipient must comply with 2 C.F.R. 200.303 and establish and maintain effective internal control over the funds allocated under this Agreement and provide reasonable assurance that the Subrecipient is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission.

F. Personally Identifiable Information

Subrecipient must comply with 2 C.F.R. 200.303(e) and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 C.F.R. 200.82, and other information designated as sensitive or the Subrecipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

G. Monitoring & Compliance

Cook County shall evaluate the Subrecipient’s risk of noncompliance and monitor the activities of Subrecipient as necessary to ensure that the CRF funds are used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of this Agreement. Monitoring of Subrecipient shall include reviewing invoices for eligible expenses, reviewing payroll logs, applicable contracts and other documentation that may be requested by the County to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

Cook County shall verify that Subrecipient is audited as required by 2 C.F.R. Part 200 Subpart F—Audit Requirements. Cook County may take enforcement action against noncompliant Subrecipient as described in 2 C.F.R. 200.338 Remedies for noncompliance of this part and in program regulations

H. Close-Outs

Subrecipient shall close-out its use of funds under this Agreement by complying with the closeout procedures set forth in 2 C.F.R. 200.343 and the procedures described below. Subrecipient's obligation to Cook County will not terminate until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to:

Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that Subrecipient has control over funding provided under this Agreement.

I. Audits & Inspections

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to Cook County, the Federal awarding agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be resolved by Subrecipient within 30 days after notice of such deficiencies by the Subrecipient. Failure of Subrecipient to comply with the audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments.

If Subrecipient expends \$750,000 or more in total federal assistance (all programs) in a single year, must have an audit conducted of Coronavirus Relief Funds in accordance with 2 C.F.R. Part 200, Subpart F—Audit Requirements. Subrecipient shall submit a copy of that audit to Cook County.

Subrecipients who do not meet the Single Audit threshold are required to have a program-specific Coronavirus Relief Funds audit conducted in accordance with § 200.507 - Program-Specific Audits and may be required to submit such copy of that audit to Cook County.

Issues arising out of noncompliance identified in a Single or Program-Specific Coronavirus Relief Funds audit are to receive priority status of remediation or possible return of all funds to Cook County.

J. Payment & Reporting Procedures

1. Payment Procedures

Cook County will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with the allocations and disbursement policies established by Cook County. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient.

Subrecipients should maintain a financial file with copies of back-up documentation for all paid eligible expenditures made by the Subrecipient during the eligible period. Documentation of expenditures will be reviewed and verified upon receipt by Cook County.

- a. Requests for reimbursement or funding must be submitted via email to SuburbanCovidFundingRequest@cookcountyil.gov. Incomplete applications may result in a delay in a decision regarding of funding requests.
- b. Upon receipt of the Applications, the County will confirm receipt of application by email.
- c. The received application will be reviewed and Subrecipient will receive a Notification Letter by email indicating denial and/or approval of the funding request within approximately 10 days.
- d. Notification letters approving requested funds will contain detailed instructions regarding delivery of approved funds to Subrecipient. Receipt of approved funds will be contingent on a fully executed Intergovernmental and Subrecipient Agreement. All CRF funds not expended by Subrecipient must be returned to Cook County by December 30, 2020, in compliance with the Close-Out Procedures contained in this Agreement.

2. Reporting Procedures. Subrecipient will be required to periodically report the status of projects approved for advance funding and will be required to tender to the County records addressing how the

funding was used for eligible expenses. Such reporting may include documentation of invoices, submission of payroll logs, proof of contracts, etc... to substantiate eligible expenses. Subrecipient must indicate to the County by September 30, 2020 its intent (or not) to fully expend its allocated funds by December 30, 2020. In the case the subrecipient reports to Cook County that it anticipates spending less than its entire allocation, the County will reduce the subrecipient's total allocation by the anticipated unused amount. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

VI. Personnel & Participation Conditions

1. Hatch Act

Subrecipient must comply with provisions of the Hatch Act of 1939 (Chapter 15 of Title V of the U.S.C.) limiting the political activities of public employees, as it relates to the programs funded.

2. Conflict of Interest

The Subrecipient shall maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

VII. ATTACHMENTS

All attachments to this Agreement are incorporated as if set out fully. In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

This Agreement contains the following attachments:

- Attachment A – Eligible Expenses
- Attachment B – Duplication of Benefits Certification

VII. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

VIII, WAIVER

Cook County's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of Cook County to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

IX. CERTIFICATION

The subrecipient hereby certifies that they have the authority and approval from the governing body to execute this Agreement and request reimbursement from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures. The subrecipient further certifies the funds received for reimbursement from the Coronavirus Relief Funds were or will be used only to cover those costs that:

- a. Are *necessary expenditures* incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- b. Were not accounted for in the budget most recently approved as of March 27, 2020; and
- c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Subrecipient understands any award of funds pursuant to this agreement must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure and that the subrecipient has reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the subrecipient or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.

Subrecipient agrees that they will retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts in a manner consistent with §200.333 *Retention requirements for records* of 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Subrecipient understands any funds provided pursuant to this agreement cannot be used as a revenue replacement for lower than expected tax or other revenue collections and cannot be used for expenditures for which the subrecipient has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

X. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the Parties for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Parties relating to Cook County's allocation of CRF funding to Subrecipient. This Agreement is subject to availability of Federal assistance under the Coronavirus Relief Funds as authorized under the CARES Act. Cook County has no legal requirement to provide funding to any Subrecipient.

VI. SIGNATURE AUTHORITY

The following specific officers/officials, or their authorized designees, are required to sign this Agreement on behalf of the of Subrecipient. Note: If this Agreement is signed by a designee, a duly authenticated delegation of authority evidencing the signer's authority to execute the Agreement for and on behalf of the Subrecipient must be attached to the Agreement for review by Cook County.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement on the dates hereafter set forth below.

VILLAGE OF WINNETKA, an Illinois home rule municipality

Signed: _____
Its Duly Authorized Agent

Printed Name: Chris Rintz
Title: Village President
Date: September 1, 2020

COOK COUNTY, ILLINOIS

Signed: _____
Its Duly Authorized Agent

Printed Name: _____
Title: _____
Date: _____

Approved as to form:

Signed: _____
Office of the Cook County State's Attorney

ATTACHMENT A – ELIGIBLE EXPENSES

Eligible expenses are subject to approval by Cook County and are contingent on allowability under the respective funding sources. Eligible expenses are those incurred for response and recovery activities as a result of a declared emergency. Cook County will review all expenses submitted for reimbursement. Reimbursement shall only be made for eligible expenses that are directly tied to response and recovery activities related to COVID-19. Expenses must be allowable pursuant to the Federal agency award requirements. Expenses listed below is nonexclusive, and additional Federal funding sources may include additional eligible expenses.

Eligible Coronavirus Relief Fund (CRF) Expenses

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that—

- Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
- Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Eligible expenditures include, but are not limited to, payment for:

- Medical expenses such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase.
 - COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.
- Public health expenses such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.

- Expenses for quarantining individuals.
- Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency.
- Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
- Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria, excluding costs associated in conducting Coronavirus Relief Fund Single or Program-Specific audits.

ATTACHMENT B – DUPLICATION OF BENEFITS CERTIFICATION

In consideration of Subrecipient’s receipt of funds or the commitment of funds by the Cook County, Subrecipient hereby assigns to Cook County all of Subrecipient’s future rights to reimbursement and all payments received from any grant, subsidized loan, or insurance policies or coverage or any other reimbursement or relief program related to or administered by the Federal Emergency Management Agency, the Small Business Administration or any other source of funding that were the basis of the calculation of the portion of the Coronavirus Relief Funding transferred to the Subrecipient under the Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds Agreement entered into by and between Cook County, Illinois, and _____ on _____, 2020. Any such funds received by the Subrecipient shall be referred to herein as “additional funds.”

Additional funds received by the Subrecipient that that are determined to be a Duplication of Benefits (“DOB”) shall be referred to herein as “DOB Funds.” Subrecipient agrees to immediately notify Cook County of the source and receipt of additional funds related to the COVID-19 pandemic. Cook County shall notify the Federal awarding agency of the additional funding reported by Subrecipient to Cook County. Subrecipient agrees to reimburse Cook County for any additional funding received by the Subrecipient if such additional funding is determined to be a DOB by Cook County, the Federal awarding agency or an auditing agency. Subrecipient further agrees to apply for additional funds that the Subrecipient may be entitled to under any applicable Disaster Program in an effort to maximize funding sources available to the Subrecipient and Cook County.

Subrecipient acknowledges that in the event that Subrecipient makes or files any false, misleading, or fraudulent statement and/or omits or fails to disclose any material fact in connection with the funding under this Agreement, Subrecipient may be subject to civil and/or criminal prosecution by federal, State and/or local authorities. In any proceeding to enforce this Agreement, the Grantee shall be entitled to recover all costs of enforcement, including actual attorney’s fees.

Subrecipient: Village of Winnetka, an Illinois home rule municipality

Signed: _____

Its Duly Authorized Agent

Printed Name: _____

Title: _____

Date: _____

Attachment 2



**Office of the Cook County Board President
Toni Preckwinkle**

June 30, 2020

Cook County COVID-19 Funding Response Plan

Dear Christopher Rintz,

Thank you for your continued work to combat the effects of the COVID-19 Pandemic (the “Pandemic”) on your municipality. These are tremendously difficult times for both residents and businesses within Cook County. I want to assure you that I, along with the Cook County Board of Commissioners and our departments and bureaus are working continuously to help defray the impacts that the Pandemic has placed on Cook County communities.

The Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”) was passed by Congress and signed into law by President Trump on March 27, 2020. The purpose of the CARES Act is to provide much needed resources to help governments, businesses and individuals respond to the Pandemic. Under the CARES Act, the Coronavirus Relief Fund (the “CRF”) was created to provide financial resources to state and local governments with a population of 500,000 or more residents. Accordingly, Cook County received a portion of the CRF from the United States Department of Treasury. After careful consideration of the needs expressed by municipalities within Cook County, I began to develop an initiative to respond to those needs.

On May 14, 2020, under my direction, Cook County released the COVID-19 Response Plan (the “Response Plan”). As part of the Response Plan, Cook County has chosen to allocate \$51,000,000 of its CRF among the 134 municipalities located within Cook County. Allocations to each municipality were determined through an equitable lens, with factors that included, but that were not limited to the following: immediate needs of the municipality to respond to the Pandemic, municipal population, municipal medium income, and municipal public health statistics. After consideration of such factors, the CRF allocation for potential cost reimbursement to Winnetka is \$94,966.73.

It is important to note that each municipality must apply for this funding allocation and such allocation will be contingent on eligible cost reimbursement under the CARES Act guidelines. Information for the application process may be found at <https://www.cookcountyil.gov/service/cares-act-information-local-governments>. Questions regarding the application process should be submitted via email to SuburbanCOVIDFundingQuestions@cookcountyil.gov.

Thank you again for your partnership. We are committed to working with you during these unprecedented times and aid you in your reimbursement and recovery efforts.

Sincerely,

A handwritten signature in blue ink that reads "Toni Preckwinkle". The signature is written in a cursive, flowing style.

Toni Preckwinkle
President



Agenda Item Executive Summary

Title: Resolution No. R-55-2020: North Shore Country Day School Temporary Tent Approvals (Adoption)

Presenter: David Schoon, Community Development Director

Agenda Date: 09/01/2020

- Ordinance
- Resolution
- Bid Authorization/Award
- Policy Direction
- Informational Only

Consent: YES NO

Item History:

8/4/2020 - The Village Council adopted Ordinance No. MC-4-2020, Amending the Zoning Ordinance to Adopt a New Chapter 17.54 Providing the Use of Temporary Tents by Schools. The ordinance amendment allows the Village Manager to approve the temporary use of such tents for up to 28 and the Village Council to approve the temporary use of tents for up to 180 days.

Executive Summary:

On September 2, the Village Council is scheduled to consider Resolution No. R-55-2020, approving the use of three temporary tents by North Shore Country Day School during the COVID-19 pandemic to provide a safer school environment and to lessen the risk of the spread of the illness. The School seeks approval to install the tents for approximately nine weeks this fall and if necessary, another nine weeks next spring. The School has worked with Fire Department staff on emergency preparedness plans for using the tents.

A notice was mailed to property owners within 250 feet of the School's property. As of the writing of this report, the Village has received written public comments, included in Attachment B.

Given the School's intent to install the tents prior to Council action, the Village Manager has authorized the temporary use of the tents until the Council has an opportunity to consider the request at the September 1 Council meeting.

Recommendation:

Consider adoption of Resolution No. R-55-2020 giving North Shore Country Day School the authority to use temporary tents.

Attachments:

- Attachment A: Resolution No. R-55-2020
- Attachment B: Public Comments

**A RESOLUTION APPROVING THE ERECTION OF TEMPORARY TENTS
BY THE NORTH SHORE COUNTRY DAY SCHOOL**

WHEREAS, the Village of Winnetka (“*Village*”) is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970; and

WHEREAS, on August 4, 2020, the Village approved Ordinance MC-4-2020, adopting a new Section 17.54.010 of the "Winnetka Zoning Ordinance," as amended ("*Zoning Code*"), to allow schools to erect temporary tents for school use with the approval of the Village Council for a period not to exceed 180 days in any 12-month period; and

WHEREAS, the North Shore Country Day School (“*School*”) desires to construct three temporary tents (“*Temporary Tents*”) on the portions of its property located at the address commonly known as 310 Green Bay Road in the Village and depicted in **Exhibit A** to this Resolution (“*Tent Locations*”) during the COVID-19 pandemic to provide a safer school environment and lessen the risk of the spread of the illness; and

WHEREAS, the Council of the Village of Winnetka has determined that it is in the best interest of the Village to approve and authorize the issuance of tent permits to allow the School to erect the Temporary Tents at the Tent Locations;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Winnetka, Cook County, Illinois, as follows:

SECTION 1: RECITALS. The Village Council hereby adopts the foregoing recitals as its findings, as if fully set forth herein.

SECTION 2: APPROVAL OF TEMPORARY TENTS. Subject to, and contingent upon, the terms and conditions set forth in Section 3 of this Resolution, approval is hereby granted pursuant to Section 17.54.010 of the Zoning Code and the home rule powers of the Village, to allow the erection of the Temporary Tents by the School at the Tent Locations for school use for a period not to exceed 180 days between the effective date of this Resolution and August 31, 2021.

SECTION 3: CONDITIONS. The approvals granted by Section 2 of this Resolution are subject to, and contingent upon, compliance by the School with the following conditions:

- A. Compliance with Regulations. The erection, use, and maintenance of the Temporary Tents and the Tent Locations must comply at all times with all applicable federal, State, and Village statutes, laws, regulations, codes, ordinances, and orders, as they have been or may be amended over time;
- B. Operations with Tents. The erection, use, and maintenance of the Temporary Tents must generally comply with the description of use described in the August 14, 2020 letter from the School attached as **Exhibit B**; and

- C. Compliance with Specifications. The Temporary Tents must be generally be consistent with the specifications attached to this Resolution as **Exhibits B.**

SECTION 4: FAILURE TO COMPLY. Upon the failure or refusal of the School to comply with any or all of the conditions, restrictions, or provisions of this Resolution, in addition to all other remedies available to the Village, the approvals granted in Section 2 of this Resolution will, at the sole discretion of the Village Council, by Resolution duly adopted, be revoked and become null and void; provided, however, that the Village Council may not so revoke the approval granted in Section 2 of this Resolution unless it first provides the School with two weeks advance written notice of the reasons for revocation and an opportunity to be heard at a regular meeting of the Village Council. Further, in the event of such revocation, the Village Manager and Village Attorney are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances.

SECTION 5: EFFECTIVE DATE.

A. This Resolution will be effective only upon the occurrence of all of the following events:

1. Passage by the Village Council in the manner required by law; and
2. The filing by the School with the Village Clerk of an Unconditional Agreement and Consent in the form of **Exhibit C** attached to and, by this reference, made a part of this Resolution, to accept and abide by each and all of the terms, conditions, and limitations set forth in this Resolution and to indemnify the Village for any claims that may arise in connection with the approval of this Resolution.

B. In the event that the School does not file with the Village Clerk a fully executed copy of the unconditional agreement and consent described in Section 5.A.2 of this Resolution within 30 days after the date of passage of this Resolution by the Village Council, the Village Council shall have the right, in its sole discretion, to declare this Resolution null and void and of no force or effect.

[SIGNATURE PAGE FOLLOWS]

ADOPTED this 1st day of September, 2020, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Signed

Village President

Countersigned:

Village Clerk

EXHIBIT A



EXHIBIT B

EXHIBIT C

UNCONDITIONAL AGREEMENT AND CONSENT

TO: The Village of Winnetka, Illinois ("**Village**"):

WHEREAS, the North Shore Country Day School ("**School**") desires to construct temporary tents ("**Temporary Tents**") during the COVID-19 pandemic to provide a safer school environment and lessen the risk of the spread of the illness; and

WHEREAS, pursuant to Section 17.54.010 of the Village Code, the School submitted applications to erect three Temporary Tents for a period not to exceed 180-days in a 12-month period on portions of its property located at the address commonly known as 310 Green Bay Road in the Village (collectively, "**Tent Locations**"); and

WHEREAS, Resolution R-55-2020, adopted by the Village Council on September 1, 2020 ("**Resolution**"), grants approval to the School for the erection of Temporary Tents at the Tent Locations; and

WHEREAS, Section 5 of the Resolution provides, among other things, that the Resolution will be of no force or effect unless and until the School has filed, within 30 days following the passage of the Resolution, its unconditional agreement and consent to accept and abide by each and all of the terms, conditions, and limitations set forth in the Resolution;

NOW, THEREFORE, the School hereby agrees and covenants as follows:

1. The School does hereby unconditionally agree to accept, consent to, and abide by each and all of the terms, conditions, limitations, restrictions, and provisions of the Resolution.

2. The School acknowledges that required procedures have been properly followed with respect to the adoption of the Resolution, has considered the possibility of the revocation provided for in the Resolution, and agrees not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.

3. The School acknowledges and agrees that the Village is not and will not be, in any way, liable for any damages or injuries that may be sustained as a result of the Village's grant of approval for the erection of the Temporary Tents and the adoption of the Resolution, and that the Village's approvals do not, and will not, in any way, be deemed to insure the School against damage or injury of any kind and at any time.

4. The School represents and warrants that it has received the consent from the owners of all the Temporary Locations not owned by the School to erect the Temporary Tents thereon.

5. The School does hereby agree to hold harmless and indemnify the Village, the Village's corporate authorities, and all Village elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted

September 1, 2020

R-55-2020

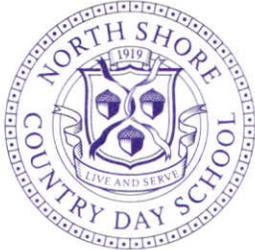
against any of such parties in connection with the Village's adoption of the Resolution granting approval to erect the Temporary Tents at the Tent Locations.

6. The School hereby agrees to pay all expenses incurred by the Village in defending itself with regard to any and all of the claims mentioned in this Unconditional Agreement and Consent. These expenses will include all out-of-pocket expenses, such as attorneys' and experts' fees, and will also include the reasonable value of any services rendered by any employees of the Village.

Dated: _____, 2020

ATTEST: **NORTH SHORE COUNTRY DAY SCHOOL**

By: _____ By: _____
Its: _____ Its: _____



310 Green Bay Road
Winnetka, Illinois 60093-4094
T 847.446.0674 F 847.446.0675
www.nscds.org

Exhibit B

North Shore Country Day School

August 14, 2020

Mr. David Schoon, Director
Village of Winnetka-Community Development
510 Green Bay Road
Winnetka, IL60093

Dear Mr. Schoon:

The North Shore Country Day School is requesting approval to install temporary tents for an extended period of time for outdoor educational purposes for the upcoming school year due to the COVID-19 pandemic. The teachers will utilize the outdoor space for lessons. The outdoor space will give students and staff the ability to physically distance and get a break from the classroom environment. Our plan is to install the tents in late August and to use them into October. If the pandemic continues into the spring, we plan to use them again in the Spring from the beginning of April through the first week of June. We request approval to erect the tents and have them in place during the following specific time periods:

- 24 August 2020 through 23 October 2020
- 01 April 2021 through 1 June 2021

If during any of this time, it is necessary for us to move to remote learning for all students, the tents would be removed until such time we could once again have in school learning.

The tents will be used during the school day, Monday through Friday between 8am and 4:30pm. We anticipate 10-14 students under each tent with a faculty member supervising. We plan on using portable folding chairs and portable tables.

Attached are site plans showing the general location of the proposed tents and the number of tents at each location. Also attached is an image of the proposed tents. Two tents would be 20' x 40' and another tent will be 20' x 30'. The height of the tent to the top of the canopy ridge would be 14' tall. [See attached specification sheet].

NSCD School does not plan to install sides on the tents; the tents would only have the canopy element; thus, no heating or cooling will be provided to the tents. Also, no electricity will be provided to the tents. The tents will be placed over grass. For tents to be placed over grass, there are no plans to place a temporary hard surface on the ground.

NSCD School is currently working with the Winnetka Police and Fire departments to address emergency situations as the School adjusts its operations in response to the COVID-19 pandemic. The NSCD School will regularly monitor the weather and incoming storms. The School will have an emergency response plan for storms. The tents are able to withstand winds up to 70 mph. Between 30 and 40 mph the canopies and poles would need to be removed.

Given the length of time the tents will be up, we understand damage may occur to grass under the tents. We will address any damage caused to the grass due to the use of the tents.

We will be sending the attached letter to our neighbors to let them know of our plans.

NSCD School appreciates the assistance of the Village in addressing the temporary use of tents as this will assist us with returning to in-person learning in this school year.

Sincerely,

A large black rectangular redaction box covers the signature area. Faint blue ink scribbles are visible above and to the right of the box.

Cindy Hooper
Director of Operations

Manufacturer: O'hentry Tents

O'hentry Tents Part Numbers: PT20X30TP-SOLID-WHITE-NO-SIDEWALLS,,

Features

- Fully functional tent kit
- Built to endure multiple set ups and take downs for commercial and industrial use
- Heavy-duty "Block Out" top:
 - Solid White 15 oz. "Block Out" top
 - Striped top with 15 oz. "Block Out" White stripe and 14 oz. translucent color combination
- Features 2" Seatbelt webbing on entire perimeter
- Side poles are light weight and extremely durable
- Center and Quarter poles each have a plate welded on the top and bottom, and a heavy duty pin welded into the top
- Tent top and sidewalls arrive rolled up in a protective bag
- Tops available in: Solid White and White with Red, Blue, Green or Yellow vertical stripe
- Includes:
 - Tent Top with "Guy Ropes" attached
 - Galvanized Side Poles
 - Center Poles
 - Quarter Poles (if needed)
 - Tent Stakes
 - Storage Bag for Tent Top
 - Installation Video
- Specifications:
 - Approximately: 20' L x 30' W, 20' L x 40' W
 - Tent Top: 14'
 - 15 oz. Standard Laminated Vinyl
 - Side Poles: 16-gauge steel - 1.660" Dia.
 - Center and Quarter Poles: 16-gauge and 14-gauge steel tubing
 - Webbing: 1.5"- 2" / 3,000 lb. - 6,000 lb. tested
 - NFPA 701 Certified
 - Warranty: 1 Year Manufacturers Warranty

Wind Rating

These tents are designed to withstand 70 MPH gust in certain conditions. Use the following information as general guidelines only. Good judgment must be used in all conditions.

- If tent is properly installed and in tight condition with stakes being in asphalt or concrete, Tent can withstand brief gust of wind up to 75MPH.
- If tent is properly installed and in tight condition with stakes being in hard dry dirt or gravel. Tent can withstand brief gust of wind up to 75MPH. (for the High Peak Tent)
- If tent is properly installed and in tight condition with stakes being in damp dirt, tent can withstand brief gust of wind up to 40MPH.
- Tent must be kept tight in order to reduce movement in windy conditions.
- Additional methods are not necessary to support the tent providing that all of the required equipment is properly installed.
- All tents should be vacated by all occupants during any weather or wind which is determined to be severe.
- A tent should never be considered a refuge from severe weather.

* **Flame Certification:** This item is NFPA-701 Flame Certified.

Will be sent via email & regular post

Dear Neighbor,

As we near the start of our new school year, North Shore Country Day is planning on a hybrid school day for our JK-12 students. Our students in junior kindergarten to eighth grade will attend school in the mornings. Our freshmen through senior students will attend in the afternoons. Our first day of in-person learning is Thursday, August 27.

We are encouraging our faculty to take advantage of our campus grounds to get outside whenever possible with their students. Whether it be for a small class discussion or some social time, we are hopeful that the weather will provide us opportunity to be outside. The school will be erecting three tents on campus to provide some shade cover for these potential gatherings. Two tents will be located in the area between our upper school building and gymnasium. The third tent will be located on the grass in front of our lower school building.

These certainly are unique times for all. We continue to work to serve our students here at the school in the safest and healthiest manner possible. We are hopeful that we can be together on campus for quite some time and having these tents gives us more opportunities for us to use for gathering together.

If you have any questions or concerns, please reach out to me at chooper@nscds.org.

Sincerely,
Cindy Hooper
Director of Operations

Ann Klaassen

From: Rick [REDACTED] >
Sent: Thursday, August 20, 2020 2:00 PM
To: Planning
Subject: Fwd: Case NO 20-23-V2

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sent from my iPhone

Begin forwarded message:

From: "[REDACTED]" >
Date: August 20, 2020 at 13:32:04 CDT
To: planning@winnetka.gov
Subject: Fwd: Case NO 20-23-V2

Begin forwarded message:

From: "[REDACTED]"
Subject: Case NO 20-23-V2
Date: August 20, 2020 at 12:40:26 PM CDT
To: planning@winnetka
Cc: communications@nscds.org

F R Rick Duran
[REDACTED]
Winnetka, IL 60093

A Winnetka resident since 1982, on Forest Street since 1987, and a neighbor of North Shore Country Day School.

I rise in unreserved and complete support of North Shore Country Day School for the requested zoning relief sought.

We as a community should support any implementation of any risk-reducing protocol that allows the education of our children to prosper, and the participants to have the greatest probability of survival .

Per CDC Guidelines, the risks to participants of any activities out-of-doors are significantly less similar activities indoors.

This request is good science, and approval of temporary outdoor implements is good

governance.

In fact, my initial reaction was — on reading the Notice of Public Hearing for a formal meeting over two-weeks-on — why does this life-saving preparation need to wait until September 1.

Please find a creative way to either release them to start preparation immediately, or pick up the decision pace .

There are far bigger issues facing our community's educators.

Thank You

Ann Klaassen

From: Denise Snakard [REDACTED]
Sent: Wednesday, August 26, 2020 2:19 PM
To: Planning
Subject: Case No. 20-23-V2

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

My dear Trustees,

My family and I are fully behind all educational needs in our village. We look forward to our neighbors, NSCD, in providing whatever it takes to fulfill their needs to educate. If it's tents for classes then "It is what it is."

Respectfully,
Denise Snakard
[REDACTED] Willow Road
Winnetka, IL
[REDACTED]

Aug 25, 2020

Sent from my iPad



Agenda Item Executive Summary

Title: Covid-19 Financial Update

Presenter: Timothy J. Sloth, Director of Finance

Agenda Date: 09/01/2020

Consent: YES NO

- | | |
|-------------------------------------|-------------------------|
| <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | Bid Authorization/Award |
| <input type="checkbox"/> | Policy Direction |
| <input checked="" type="checkbox"/> | Informational Only |

Item History:

The Covid-19 global pandemic has led to an increase in unemployment, changed consumer spending habits, and disrupted the ability of many businesses to function, which has altered the Village's finances materially in the short term. Staff previously presented on this topic at the May 12th Village Council Meeting.

Executive Summary:

Village direct expenditures are increasing and revenues are declining as a result of the Covid-19 economic downturn. At the May 12 Council Meeting, staff presented financial projections identifying \$4.0 million shortfall in revenues and proposed a series of budget reductions (not related to containing the pandemic) to offset the revenue decline and re-balance the budget. Since that time, revenues have performed a little better than expected and as of July 31, we project a \$3.1 million shortfall in expected revenues for the year. The budget adjustments we identified in May are sufficient, and the Village is well positioned financially for the remainder of 2020.

Additionally, staff is looking for Council input on two key policy issues as we move forward with planning the 2021 budget.

- Continuing to hold the Village's property tax levy flat for the 7th year in a row.
- Review of assumptions used to determine funding for the Village's public safety pensions.

Recommendation:

Information only - Staff will present a financial update on the 2020 fiscal year and look for policy input on the 2021 budget.

Attachments:

Staff Memo
General Fund Revenue Forecast
Expenditure Reductions – Operating & Capital for all Funds
6/30/20 Public Safety Pension Statements

VILLAGE OF WINNETKA

MEMORANDUM

TO: ROB BAHAN, VILLAGE MANAGER
FROM: TIM SLOTH, FINANCE DIRECTOR
CC: DEPARTMENT HEADS
DATE: JULY 31, 2020
SUBJECT: COVID-19 FINANCIAL IMPACT UPDATE

On May 12, 2020, I presented to the Village Council the financial impact of the COVID-19 global pandemic upon the Village budget. Topics discussed included the following:

- Economic Impacts of COVID-19
- Review of Current Fund Balances
- Financial Impact to the Village of Winnetka
- Financial Response – Detailed Budget Reductions

Since that meeting, we have continued to closely monitor the financial impacts of the economic downturn and are prepared to report back to Council. I have prepared this report, which provides an update on the projected financial impacts of the COVID-19 pandemic through July 31, 2020.

Economic Outlook

In the United States, after seeing economic growth of 2.3% in 2019, the US economy posted a GDP decline of -5.0% for the first quarter and a -32.9% decline in the second quarter of 2020. Current expectations are that the economy will resume growth in the 3rd and 4th quarters, but this largely depends on whether State and Local economies are able to continue the resumption of economic activity that began earlier this summer.

Illinois is currently in Phase-4 of the Governor's Restore Illinois plan. While the prospects for achieving Phase-5 do not appear likely for 2020, continued economic improvement for the remainder of the year will depend on whether we can continue to operate in Phase-4 and avoid shutting down again.

Financial Impacts to Winnetka To Date

Direct COVID-19 Expenses

The Village has experienced additional expenses as we purchased supplies to combat the virus on a local level. To date the Village has spent \$80,398.99 on expenses related to the COVID-19 pandemic. Spending has been concentrated on personal protective equipment for staff, enhanced cleaning supplies and services, and technology expenses to enable virtual communications. We are tracking all these expenses and expect to recover close to 100% through various programs such as the federal FEMA Public Assistance program and the Federal CARES act that is being administered by Cook County. In July, the Village was notified that we are eligible for up to \$94,966.73 in Federal CARES act funding and anticipate submitting our application request to Cook County by the end of this month.

We expect costs related to COVID-19 to continue to be manageable and will keep tracking these costs within the liability fund. Any costs not reimbursed by the Federal government will be self-insured and paid for out of the Liability Insurance Fund.

Decreased Revenues

While the Village has incurred increased expenses related to managing COVID-19, as projected we are beginning to see impacts to Village revenues. During the May report, I projected that the Village would see a revenue shortfall of approximately \$3,990,749 for the fiscal year. With financial information through July 31st recorded, overall revenues have held up better than anticipated, but material revenue declines will occur. The spreadsheet below shows improvement in projected overall revenues with the current projected shortfall at \$3,078,643 for the fiscal year.

Village of Winnetka

Projected Revenue Shortfall

	May 12th			August 18th		
	Budget	Projection - 4/30	Shortfall	Budget	Projection - 7/31	Shortfall
General Fund	27,528,395	25,859,449	(1,668,946)	27,528,395	26,183,623	(1,344,772)
MFT Fund	540,000	404,591	(135,409)	540,000	432,767	(107,233)
Water	5,168,484	4,614,032	(554,452)	5,168,484	4,758,882	(409,602)
Electric	17,995,967	16,506,654	(1,489,313)	17,995,967	16,921,560	(1,074,407)
Other - Utilities	6,702,833	6,560,204	(142,629)	6,702,833	6,560,204	(142,629)
			<u>\$ (3,990,749)</u>			<u>\$ (3,078,643)</u>

Below is an update on key revenue sources that will continue to be significantly impacted. It should be noted that all revenue projections assume Illinois remains in Phase IV for the remainder of the fiscal year.

General Fund

Included with this memo are updated revenue projections for the General fund broken down into major categories such as property taxes, sales taxes, permit revenue, interest etc. Each category is color coded to indicate the severity of financial impact. Categories that are shaded red (ex. sales tax) are expected to be significantly impacted while categories that are shaded green are projected to be minimally impacted. Categories that are color coded yellow are projected to have a moderate impact. In total, we forecast General Fund revenues to be \$26,183,623 or 95% of budgeted revenues for the year. This represents an expected shortfall of \$1,344,772 compared to budgeted expectations. This is a \$324,174 improvement compared to the projections presented in May due to improved projections for sales tax, permit revenue and income tax. Below is a summary of the key General Fund revenue sources:

Property Taxes: The General fund is heavily reliant on property taxes which comprise almost 55% of total revenue. Property taxes are in the green category, projecting at 97% of budget. This is consistent with the previous projection presented in May.

Permits: Permit revenue was budgeted at \$1,595,000 for FY 2020. We currently expect permit revenue to end the year at 83% of budget or \$1,325,534. While short of budget, it represents a significant improvement compared to earlier projections where revenue stood at only 71% of budget. While actual permit revenue in April and May were recessed compared to budgeted expectations, the months of June and July showed a significant improvement. Permit revenue in June totaled \$181,452 which was double our previous expectations presented in May. Permit revenue in July totaled \$157,645 which was over 60% higher than our previous expectations presented in May. For the remainder of the year we are projecting monthly permit revenue to be 75% of budgeted expectations but will continue to monitor this revenue source monthly.

Sales Tax: The Village receives sales tax from the State of Illinois monthly based upon eligible sales within Winnetka. To date, we have received sales tax allocations from the State for the months of January through May. Remittances from the State for May came in higher than anticipated at \$78,968 versus the \$35,700 expected. As a result, I am projecting sales tax revenues at 80% of budget, which is a \$68,453 improvement compared to the May projection which was at 75% of budget. The Village has two grocery stores and two pharmacies that are top-tier sales tax generators for the Village, which help support sales tax revenues as they were not closed as part of the springtime stay at home order.

Income Tax (Local Government Distributive Fund): The Village budgeted \$1,225,000 for income tax for 2020 and is currently projecting to receive 97% or \$1,182,311 for the year. This is an increase compared to the \$1,051,512 (86% of budget) initially projected in May. The increase in

my projection is not due to a change in economic employment expectations but is due to a better understanding of the timing and accounting of payment remittances to the Village. Income tax is collected by the State of Illinois via paycheck withholding, quarterly estimated payments, and payments due at the filing deadline (typically April 15th). The State remits a portion of these payments to municipalities on a prorated schedule based on the population of the municipality in comparison to the population of the State as whole. Income tax is being impacted by the increase in unemployment state-wide, and as a result there is less income tax withholding. Additionally, the timing of payments to the Village will be impacted as the annual tax return filing date was moved from April 15th to July 15th. It should be noted that unemployment benefits are subject to Illinois income tax withholding, and the expansion of unemployment benefits from the recently passed Federal CARES act will also be subject to income tax withholding and will offset a portion of the lost revenues.

Public Safety Fees: These fees include the cost of providing fire and police services to unincorporated areas and other units of local government such as the Kenilworth, Glencoe, and New Trier High School. The Village budgeted \$1,343,117 for public safety fees and currently projects this revenue source at 88% of budget or \$1,181,979.

Parking Fees: With a revenue budget of \$189,500, this is not a significant revenue category for the Village but is experiencing the steepest reduction. With the increase of remote working opportunities, the demand for Village commuter parking has fallen significantly. In June, when the Village usually posts approximately \$65,000 in revenue, we received \$22,796. I reduced the annual projection to 49% of budget or \$93,612 compared to the 95% that I was projecting in May.

Fines: Like Parking Fees, the revenue budget of \$217,500 for Fines is not a significant revenue category but is expected to see a steep decline. We expect fine revenues to end the year at 59% of budget or \$128,560. The key driver of decreased revenue in this category is fewer parking violations being issued.

Motor Fuel Tax Fund

The Village budgeted \$540,000 in motor fuel tax revenue for 2020 and expects to receive \$432,767 (80% of budget). The State's Motor Fuel Tax is a tax on the privilege of operating motor vehicles upon public highways and operating recreational watercraft upon the waters of Illinois. The tax is based on the consumption (purchase) of motor fuel in gallons and not based on the price. The reduction in this tax revenue is due to expectations that fewer miles will be driven during the recessed economy because of the pandemic.

Utility Funds

The utility funds largely rely on customer user charges, which are based on consumption. Many of these funds are likely to see a significant financial impact as residents, institutions, governments, and businesses have cut back on consumption. The Water and Electric funds will be impacted as they rely most heavily on customer user charges.

Water Revenues: On a consumption basis, through the first seven months of the year water sales are tracking consistent with last year (up 2.6%). Water consumption was tracking behind last year through June and then reversed course due to a hot July. The increase in consumption along with the 8.5% rate increase enacted in 2020 has the Water fund well positioned for the remainder of the year. Given the current state of the economy and conservative expectations for the remainder of the year we are currently anticipating revenues to end the year at \$4,758,882 or 92% of budgeted expectations. This represents a revenue shortfall of \$409,602 which is improved compared to the May projection which projected a \$554,452 shortfall.

Electric Revenues: Electric consumption is down 2.3% through the first 7 months of the year. The slight decrease in electric consumption is offset by a 2.2% rate increase enacted in 2020 and through July 31st, electric revenues are tracking consistent with last year. For FY 2020 we expect revenues to end the year at \$16,921,560 or 94% of budgeted expectations. This represents a revenue shortfall of \$1,074,407 which is favorable compared to the May projection which projected a shortfall of \$1,489,313. This shortfall is largely offset by a corresponding expense reduction in purchased power of approximately \$650,000. Also, continued warm weather months of August and September could improve the revenue outlook.

Other Utility Revenues – Sanitary Sewer revenues are based on water consumption, should track consistently with water revenues, and end the year at approximately 92% of budget. Stormwater revenue is based on a set monthly fee and is not expected to be impacted by the downturn. We may see collection delays, but ultimately stormwater revenue should be consistent. This is largely true for the Refuse fund as well, though there will be a small impact in commercial revenue as we are crediting the monthly refuse fees for businesses that are completely closed for the duration of the stay at home order.

Pension Funds

After seeing a precipitous drop in value in the first quarter of the year, the public safety pension funds experienced a dramatic improvement over the second quarter. As of June 30th, the Winnetka Fire Pension fund is down 1.55% for the year, with the total value of the fund down by \$488,597. The value of the fund on December 31, 2019 was \$31,448,381 and is now \$30,959,784. During this same period, Police Pension fund investments are down .16%, and the total value of the fund is down by \$50,728. The value of the police pension fund on December 31, 2019 was \$32,550,840 and is now \$32,500,112.

Both the Fire and Police pension funds are funded via property taxes, and poor performance within these funds will negatively affect future Village tax levies. Each fund has an actuarial study performed on an annual basis, which determines a recommended contribution amount that the Village has historically funded via property taxes. The actuary report for 1/1/2020 is based partially on investment performance for 2019. The January 2020 actuary report which incorporates investment performance through December 31, 2019 will be used to formulate the pension funds' 2020 tax levy recommendations, which in turn determines the Village portion of the 2021 pension contribution. While the pension funds are down today, it remains to be seen how much they will be down (if it all) by the end of the year. It is also important to note that investment performance is smoothed over a 5-year period. This year's loss (or gain) will only account for 1/5th of the total investment performance for the actuary's calculations.

Other Funds

The Village maintains many smaller funds that are mostly internal service funds which are used to account for specific expenses (ie fleet maintenance) that are funded by inter-fund transfers. Spending within these funds are related to insurance (health, workers compensation and liability). We do not anticipate a significant financial impact for any of these funds in 2020.

Current Financial Response

At the May 12th Village Council meeting staff recommended \$3.9 million in budget reductions to mitigate anticipated revenue shortfalls. These budget reductions consisted of operating cutbacks, capital project deferrals and budget caps which were spread across multiple funds. These reductions were summarized in the attached spreadsheet and was presented to Council in May. With the fiscal year progressing largely as we anticipated back in May, the budget reductions already identified are sufficient to address projected revenue shortfalls. Therefore, additional budget reductions are not needed at this time.

2021 Annual Budget – Policy Considerations

On July 10th, Village staff officially began formulating the 2021 Annual Budget. With the ongoing pandemic, economic downturn, and future uncertainty, Staff is anticipating a challenging budget process for 2021. To adequately plan, staff is asking Council for feedback on two key policy considerations outlined below:

1. Tax Levy – No property tax increase - hold the levy flat for the 7th year in a row.
2. Pension Funding – Review public pension funding assumptions given the recent consolidation legislation.

Tax Levy:

The first policy consideration is direction on the Village’s Tax Levy. In 2005, through voter referendum, the Village became a home rule municipality. As a home rule community, the Village Council can set the property tax levy at any amount it deems appropriate. As part of the voter referendum in 2005, the Village committed to continue operating within the nonhome rule tax cap limitations. Since 2005, the Village has met this commitment and for the last six years has gone beyond this commitment and kept the tax levy flat (only capturing new growth).

For the 2021 budget, and given the impact of the pandemic, staff is proposing to continue with a flat tax levy and only capture new growth. Within Winnetka, new growth totals \$114,361 or .76%. This would be the 7th year in a row where the Village holds the Tax Levy flat only capturing new growth. For comparison purposes, if the Village were to implement a tax levy up to the non-home rule limit capturing inflation (CPI – 2.3%) and new growth the levy would be \$460,453 higher. If the Council concurs, staff will continue to develop a budget projecting no increase in the property tax levy.

The chart below summarizes Staff’s proposed tax levy:

	2019 Actual Tax Levy	2020 Proposed Tax Levy	\$ - Change	% - Change
Total Village-wide Tax Levy	\$15,047,473	\$15,161,834	\$114,361	0.760%
Less: New Development @ .76%		(\$114,361)	(\$114,361)	-0.760%
Existing Tax Payer Increase	\$15,047,473	\$15,047,473	\$0	0.000%

Policy Decision #1: Village Council to confirm that the Village will not have an increase in the property tax levy and continue capturing new development of .76%?

Pension Funding:

The second policy consideration is direction regarding the assumptions used for funding the public safety pension funds. The Village has traditionally funded the public safety pensions targeting to be 100% funded by 2035. This is a more aggressive funding policy which exceeds the minimum funding required by State statute. State statute requires public safety pension funds to achieve a 90% funding status by December 31, 2040. Additionally, the Village utilizes a conservative interest rate assumption of 6.25%. The chart below shows the Village’s 6.25% interest rate compares favorably to other north shore communities and the IMRF assumed rate of return of 7.25%.

**North Shore Public Safety Pensions
Assumed Rates of Return**

	Police	Fire
Wilmette	7.25%	7.25%
Northbrook	7.00%	7.00%
Highland Park	7.00%	7.00%
Lake Forest	6.75%	6.75%
Glenview	6.75%	7.00%
Northfield	6.75%	na
Glencoe	6.50%	6.50%
Winnetka	6.25%	6.25%
Average (Excluding Winnetka)	6.86%	6.92%

On February 11, 2019 Governor Pritzker announced the creation of the Pension Consolidation Feasibility Task Force with a goal of improving pension funding levels and relieve taxpayer burden. The task force was charged to explore and make recommendations for consolidation of pension funds to achieve the greatest value for employees, retirees, and taxpayers. On November 14th, 2019, the Illinois General Assembly passed pension legislation that mandated the consolidation of investments of more than 650 individual suburban and downstate public safety pension funds into two funds, one for Police and one for Fire. This legislation which was based on recommendations issued on October 10th by the Governor’s Pension Consolidation Feasibility Task Force went into effect on January 1, 2020.

The legislation calls for all local pension fund assets to be transferred to the new consolidated fund as soon as practicable “but not later than 30 months after the effective date of the legislation”. More specifically the legislation states that as soon as practicable the Department of Insurance shall audit the investment assets of each transferor pension fund to determine a certified investment list for each participating fund. Upon determination of the certified investment asset list the board shall, within 10 business days or as soon thereafter as may be practicable as determined by the board, initiate the transfer of assets from that transferor pension fund. Details of how exactly these transfers will occur are not completely known at this time but are in the process of being determined by the transition board.

While most of the details of pension consolidation are still unclear; per Brad Cole, Executive Director of the Illinois Municipal League, it is known that the Pension funds will be utilizing the state statute funding target of 90% funded at 2040. The assumed rate of return of the consolidated funds have not been set at this time.

We have analyzed the impacts to the Village’s property tax levy utilizing different assumptions that might be used by the consolidated investment funds. Under each assumption, the Village stands to see significant savings on the portion of the property tax levy dedicated to public safety pensions. The spreadsheet below details the projected pension tax levy requirements utilizing different assumption methods.

**Village of Winnetka
Public Safety Pension Funding Alternatives**

Assumption	Description	Tax Levy Requirement	
		Fire	Police
#1: 6.25% assumed interest rate (100% funded in 2035)	Current Village funding assumptions	\$1,991,435	\$1,848,687
#2: 6.25% assumed interest rate (90% funded in 2040)	Village rate / statute funding targets	\$1,425,539	\$1,291,013
#3: 6.75% assumed interest rate (90% funded in 2040)	Increased rate / statute funding targets	\$1,191,898	\$1,052,902
#4: 7.25% assumed interest rate (90% funded in 2040)	IMRF rate / statute funding targets	\$ 973,059	\$ 829,781
#5: 7.25% assumed interest rate (rolling 15 yr. amortization)	IMRF assumptions	\$1,511,043	\$1,352,464

Alternative #1 is based on the Village’s current funding assumptions which assumes the Village is 100% funded by the year 2035 at a 6.25% assumed rate of return.

Alternative #2 utilizes the Illinois public safety pension fund statute’s funding target of 90% funded by 2040 with the Village’s 6.25% assumed rate of return.

Alternative #3 utilizes the Illinois public safety pension fund statute’s funding target of 90% funded by 2040 utilizing a 6.75% assumed rate of return. The 6.75% assumed interest rate is used by some of our neighbors such as Glenview and Northfield and close to the North Shore average interest rate of 6.86% for Police and 6.92% for Fire.

Alternative #4 utilizes the Illinois public safety pension fund statute’s funding target of 90% funded by 2040 utilizing a 7.25% assumed rate of return. The 7.25% assumed interest rate matched the rate utilized by IMRF.

Alternative #5 mirrors the assumptions utilized by IMRF. IMRF utilizes a 7.25% assumed rate of return along with a rolling 15-year amortization timeline. This means that they do not fund based on a set future date like December 31st, 2040 as an example. Rather, each year they re-set the amortization period so that they are targeting a new point in time that is always 15 years out.

Policy Decision #2: Given that the consolidated pension boards will be funding pensions utilizing a goal to be 90% funded by 2040 staff recommends adjusting the Village's contribution to be in line with the consolidated pension boards known assumptions. At the time of drafting this memo we do not yet know the assumed rate of return for the consolidated plans. Therefore, we also recommend continuing to use our current interest rate assumption of 6.25%. Should the Village update our funding target assumptions to be consistent with the consolidated pension boards this would free up \$1,123,570 in General Fund revenue for the 2021 annual budget. If Council concurs, Staff proposes that any annual savings be allocated to Capital funding needs, which can be determined, adjusted, and allocated each fiscal year.

Concluding Remarks

These are challenging times both operationally and financially for our residents, businesses, and the Village itself. While our projections reflect a possible financial outcome based on the current environment, the amount of future uncertainty remains high. Going forward staff will continue to closely monitor the financial impact of the economic downturn and will report back to the Village Council in conjunction with the annual budget process.

Attachments:

General Fund Revenue Forecast

Expenditure Reductions – Operating & Capital for all Funds

Pension Summary Statements – 6/30

Village of Winnetka
 2020 Budget Estimates - General Fund
 @ 07/31/2020

2020 Budget Amount % of Normal Factor														
2020 Budget Projection	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total	
Property Tax	150,475	2,257,123	5,266,500	300,950	150,475	-	2,662,842	3,199,836	457,372	300,950	150,475	150,475	\$ 15,047,473	97%
Estimate %	0%	104%	98%	94%	80%	0%	97%	97%	97%	97%	97%	97%		
2020 Projection	-	2,346,750	5,152,095	282,715	120,806	-	2,581,265	3,103,841	443,651	291,922	145,961	145,961	\$ 14,614,966	
Natural Gas	25,645	42,120	53,200	61,875	64,120	45,980	34,025	23,285	15,810	10,375	5,820	32,745	\$ 415,000	78%
Estimate %	4%	84%	160%	1%	66%	139%	1%	170%	85%	85%	85%	85%		
2020 Projection	972	35,586	85,058	832	42,093	63,696	266	39,585	13,439	8,819	4,947	27,833	\$ 323,125	
Telecom Tax	32,625	31,800	35,325	31,650	30,900	32,700	30,790	31,050	30,520	31,050	30,790	25,800	\$ 375,000	89%
Estimate %	80%	77%	74%	78%	95%	95%	95%	95%	95%	95%	95%	95%		
2020 Projection	26,085	24,621	26,102	24,566	29,355	31,065	29,251	29,498	28,994	29,498	29,251	24,510	\$ 332,794	
Licenses	38,495	13,775	9,530	7,185	6,660	5,940	4,050	3,365	2,270	134,380	41,300	59,550	\$ 326,500	96%
Estimate %	90%	94%	68%	38%	16%	108%	171%	100%	100%	100%	100%	100%		
2020 Projection	34,712	12,960	6,493	2,737	1,067	6,405	6,911	3,365	2,270	134,380	41,300	59,550	\$ 312,150	
Permits	133,661	85,014	161,733	124,729	191,719	149,133	130,152	117,711	151,366	131,747	129,195	88,842	\$ 1,595,000	83%
Estimate %	119%	173%	30%	41%	60%	122%	121%	75%	75%	75%	75%	75%		
2020 Projection	159,434	147,336	48,763	51,421	115,338	181,452	157,645	88,283	113,524	98,810	96,896	66,631	\$ 1,325,534	
Sales Tax	114,750	76,500	82,875	95,625	89,250	108,375	127,500	121,125	108,375	127,500	102,000	121,125	\$ 1,275,000	80%
Estimate %	81%	113%	115%	75%	88%	60%	75%	75%	75%	75%	75%	75%		
2020 Projection	93,309	86,818	95,202	71,493	78,968	65,025	95,625	90,844	81,281	95,625	76,500	90,844	\$ 1,021,534	
Use Tax	39,320	34,275	46,045	27,185	28,290	33,910	30,955	31,530	33,535	31,650	31,820	41,485	\$ 410,000	106%
Estimate %	92%	90%	85%	152%	115%	115%	110%	110%	110%	105%	105%	105%		
2020 Projection	35,998	30,868	38,981	41,391	32,534	38,997	34,051	34,683	36,889	33,233	33,411	43,559	\$ 434,593	
Income Tax	95,500	114,880	69,175	111,110	231,110	72,175	108,000	77,375	68,480	122,180	79,740	75,275	\$ 1,225,000	97%
Estimate %	117%	100%	124%	113%	53%	105%	112%	125%	95%	95%	95%	95%		
2020 Projection	111,528	114,904	85,443	125,494	122,870	76,107	120,855	96,719	65,056	116,071	75,753	71,511	\$ 1,182,311	
Other Shared Revenue	22,500	12,500	22,500	37,500	35,000	10,000	30,000	12,500	12,500	27,500	12,500	15,000	\$ 250,000	132%
Estimate %	234%	114%	227%	128%	62%	135%	165%	100%	100%	100%	100%	100%		
2020 Projection	52,560	14,234	51,096	47,968	21,724	13,502	49,370	12,500	12,500	27,500	12,500	15,000	\$ 330,454	
Public Safety Fees	111,925	111,925	111,925	111,925	111,925	111,925	111,925	111,925	111,925	111,925	111,925	111,942	\$ 1,343,117	88%
Estimate %	97%	252%	17%	79%	57%	17%	62%	95%	95%	95%	95%	95%		
2020 Projection	108,205	281,978	18,674	88,680	64,238	18,725	69,819	106,329	106,329	106,329	106,329	106,345	\$ 1,181,979	
Parking Fees	19,045	3,544	2,236	1,895	1,781	64,714	17,074	5,154	3,847	2,066	2,009	66,135	\$ 189,500	49%
Estimate %	102%	86%	49%	8%	11%	35%	43%	50%	50%	50%	50%	50%		
2020 Projection	19,430	3,036	1,098	153	193	22,796	7,300	2,577	1,924	1,033	1,005	33,068	\$ 93,612	

Village of Winnetka
 2020 Budget Estimates - General Fund
 @ 07/31/2020

2020 Budget Amount % of Normal Factor														
2020 Budget Projection	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total	
Rent	132,560	16,100	9,500	9,500	9,500	9,500	9,500	149,000	71,000	2,100	17,000	9,506	\$ 444,766	98%
Estimate %	96%	103%	104%	23%	99%	176%	49%	100%	100%	100%	100%	100%		
2020 Projection	126,722	16,513	9,886	2,151	9,443	16,735	4,651	149,000	71,000	2,100	17,000	9,506	\$ 434,707	
Fines	17,183	21,228	14,116	24,447	24,208	19,162	15,247	17,618	17,139	21,359	10,005	15,769	\$ 217,500	59%
Estimate %	107%	38%	58%	37%	73%	13%	24%	75%	75%	75%	75%	75%		
2020 Projection	18,304	8,038	8,169	9,023	17,552	2,438	3,618	13,214	12,854	16,019	7,504	11,827	\$ 128,560	
Interest	24,863	24,863	24,863	24,863	24,863	24,863	24,863	24,863	24,863	24,863	24,863	24,863	\$ 298,356	96%
Estimate %	231%	145%	155%	125%	117%	80%	50%	50%	50%	50%	50%	50%		
2020 Projection	57,455	36,119	38,506	31,061	29,152	19,828	12,432	12,432	12,432	12,432	12,432	12,432	\$ 286,710	
Transfers / Admin / PILOT	536,265	286,265	286,265	286,265	286,265	286,265	286,265	286,265	286,265	286,265	286,265	286,268	\$ 3,685,183	100%
Estimate %	100%	100%	152%	48%	100%	100%	100%	100%	100%	100%	100%	100%		
2020 Projection	536,269	286,269	435,463	137,074	286,269	286,269	286,269	286,265	286,265	286,265	286,265	286,268	\$ 3,685,210	
Miscellaneous	35,917	35,917	35,917	35,917	35,917	35,917	35,917	35,917	35,917	35,917	35,917	35,917	\$ 431,000	115%
Estimate %	304%	179%	279%	70%	202%	45%	50%	50%	50%	50%	50%	50%		
2020 Projection	109,252	64,427	100,097	25,141	72,429	16,238	18,009	17,959	17,959	17,959	17,959	17,959	\$ 495,386	
	\$ 1,530,729	\$ 3,167,829	\$ 6,231,705	\$ 1,292,621	\$ 1,321,983	\$ 1,010,559	\$ 3,659,105	\$ 4,248,519	\$ 1,431,184	\$ 1,401,827	\$ 1,071,624	\$ 1,160,697	\$ 27,528,395	95%
													\$ -	
	\$ 1,490,235	\$ 3,510,457	\$ 6,201,126	\$ 941,900	\$ 1,044,030	\$ 859,278	\$ 3,477,335	\$ 4,087,091	\$ 1,306,365	\$ 1,277,993	\$ 965,011	\$ 1,022,803	\$ 26,183,623	
													\$ (1,344,772)	

COLOR KEY	
96% - 100%	Low Impact
90% - 95%	Moderate Impact
0% - 89%	Significant Impact
	Actual monthly total

Percent of budget that falls into each category	
\$ 22,118,278	80%
\$ -	0%
\$ 5,410,117	20%

VILLAGE OF WINNETKA

PROPOSED FY2020 BUDGET REDUCTIONS - COVID-19



Proposed Operating Reductions

Department	G/L Account Name	G/L Account #	Original Budget	Reduction	New Spending Plan	Description of Reduction
Public Affairs	Consulting Services	100.20.01-551	9,720	(1,080)	8,640	Reduce budget for the A/V recording of Council meetings
Public Affairs	Office Supplies General	100.20.01-531	4,088	(250)	3,838	Reduce purchase of office supplies
Public Affairs	Village Sponsored Events	100.20.01-589	63,000	(38,000)	25,000	Reduce special events costs
VMO - Department Wide	Regular Salaries	100.21.01-511	590,313	(17,000)	573,313	Reduce budget due to projected year end costs
VMO - Department Wide	Other Compensation	100.21.01-518	11,480	(2,500)	8,980	Reduce budget due to projected year end costs
VMO - Department Wide	Computer Equipment	100.21.01-532	1,200	(1,200)	-	Defer tablet replacement to 2021
VMO - Department Wide	Training and Travel	100.21.01-581	6,500	(5,000)	1,500	Reduce budget due to canceled conferences
VMO - Eco Devo	Regular Salaries	100.21.05-511	93,994	(20,000)	73,994	Reduce budget due to projected year end costs
VMO - Eco Devo	Medical / Dental Insurance	100.21.05-522	7,036	(7,036)	-	Reduce budget due to projected year end costs
VMO - Eco Devo	Training and Travel	100.21.05-581	2,160	(1,245)	915	Reduce budget due to canceled conferences
VMO - HR	Other Operating Supplies	100.21.09-540	48,140	(20,000)	28,140	Reduce budget for executive recruitment
VMO - HR	Memberships and Publications	100.21.09-580	10,582	(4,000)	6,582	Reduce budget due to canceled conferences
Finance	Tuition Assistance	100.22.01-582	10,000	(4,000)	6,000	Defer tuition reimbursement to 2021
Finance	Consulting Services	100.22.01-551	58,580	(20,000)	38,580	Defer automated metering project to 2021
Finance	Training and Travel	100.22.01-581	5,750	(4,750)	1,000	Reduce budget due to canceled conferences
Finance	Office Supplies - General	100.22.01-531	75,150	(20,000)	55,150	Reduce office supplies budget by over 25%
Public Works - Dept. wide	Training and Travel	100.30.01-581	25,200	(4,100)	21,100	Reduce budget due to canceled conferences
Public Works - Dept. wide	Public Property Maintenance	100.30.01-543	402,000	(86,500)	315,500	Reduce brick paver repairs by 50% - \$12,500 Defer Cenotaph maintenance to 2021 - \$14,000 Reduce fencing repairs by 50% - \$12,500 Reduce additional landscaping - \$25,000 Reallocate Village Hall Repairs to Facility Maint. - \$22,500

Department	G/L Account Name	G/L Account #	Original Budget	Reduction	New Spending Plan	Description of Reduction
Public Works - Engineering	Engineering Services	100.30.21-552	42,000	(15,000)	27,000	Reduce engineering expense
Public Works - Engineering	Other Operating Supplies	100.30.21-540	3,000	(3,000)	-	Defer purchase of traffic counters to 2021
Public Works - Forestry	Forestry	100.30.26-545	340,300	(51,000)	289,300	Reduce EAB, Dutch Elm and tree planting 50%
Public Works	Vehicle Maintenance Service Charge	Various	461,148	(225,000)	236,148	Reduce Vehicle Maintenance Service Charge for 2020
Fire - Training	Overtime	100.28.12-512	40,000	(10,000)	30,000	Reduce overtime due to cancelation of classes
Fire - Life safety	Overtime	100.28.19-512	10,000	(5,000)	5,000	Reduce overtime due to cancelation special events
Fire - Firefighting	Firefighting Equipment and Supplies	100.28.20-546	85,000	(13,000)	72,000	Reallocate expense to FFT fund
Fire - Dept. Wide	Building Maintenance	100.28.01-570	53,800	(5,000)	48,800	Reduced maintenance
Fire - Training	Training/Travel	100.28.12-581	30,134	(5,000)	25,134	Reduce budget due to fewer training opportunities
Police	Salaries and Benefits	100.26.17-511	2,080,647	(92,309)	1,988,338	Defer hiring of patrol officer until 09/01
Police	Department-wide overtime	Various	215,000	(60,000)	155,000	Reduce overtime due to event cancelations
Police	Repair & Maintenance	100.26.01-570	76,410	(7,300)	69,110	Reallocate insurance expense to the liability fund
Police	Training and Travel	100.26.01-581	54,500	(3,000)	51,500	Reduce budget due to canceled conferences
Police	Vehicles, Parts and Equipment	100.26.01-542	113,700	(4,830)	108,870	Secured ICRMT insurance grant funding for expenditure
Police	Technology Licensing and Maintenance	100.26.01-557	98,500	(5,000)	93,500	Secured ICRMT insurance grant funding for expenditure
Community Development	Consulting Services	100.29.01-551	459,500	(125,000)	334,500	Reduce Safebuilt budget
Community Development	Training and Travel	100.29.01-581	10,500	(5,000)	5,500	Reduce budget due to canceled conferences
General Fund	Transfer to BDR Fund	100.99.01-901	1,100,000	(150,000)	950,000	Reduce General fund transfer to Business District
		Sub-total General Fund		(1,041,100)		Revitalization fund - projected through 2021
Electric Fund	Part-time Salaries	500.40.10-513	3,900	(3,900)	-	Eliminate summer intern
Electric Fund	Consulting Services	500.40.01-551	78,000	(20,000)	58,000	Defer automated metering project to 2021
Electric Fund	Repair and Maintenance - Buildings	500.40.01-570	31,300	(5,000)	26,300	Defer Tower Road gate repair to 2021
Electric Fund	Training and Travel	500.40.01-581	10,615	(3,200)	7,415	Reduce conference and local training
Electric Fund	Training and Travel	500.41.27-581	44,305	(1,600)	42,705	Reduce training
Electric Fund	Street Lights	500.42.30-578	124,862	(18,500)	106,362	Defer street light pole painting to 2021
Electric Fund	Traffic Signals	500.42.30-579	27,800	(7,500)	20,300	Defer traffic signal pole painting to 2021
Electric Fund	Vehicle Maintenance Service Charge	Various	114,156	(75,000)	39,156	Reduce Vehicle Maintenance Service Charge for 2020
		Sub-total Electric Fund		(134,700)		

Department	G/L Account Name	G/L Account #	Original Budget	Reduction	New Spending Plan	Description of Reduction
Water Fund	Part-time Salaries	520.60.10-513	3,900	(3,900)	-	Eliminate summer intern
Water Fund	Consulting Services	520.60.01-551	110,000	(20,000)	90,000	Defer automated metering project to 2021
Water Fund	Repair and Maintenance - Buildings	520.60.01-570	137,900	(87,500)	50,400	Defer to 2021 (solar panels, slope stability, gate repair)
Water Fund	Operations and Maintenance	520.61.40-567	175,200	(20,000)	155,200	Reduce budget based on renewing SCADA for 1-year
Sub-total Water Fund				(131,400)		
Total Proposed Operating Reduction (all funds):				\$ (1,307,200)		

Proposed Capital Reductions

Department	G/L Account Name	G/L Account #	Original Budget	Reduction	New Spending Plan	Description of Reduction
Public Works	Infrastructure	100.30.01-650	150,000	(90,000)	60,000	Reduce new sidewalk construction - \$30,000 Reduce sidewalk replacement by 50% - \$60,000
Public Works	Heavy Machinery	100.30.01-625	210,000	(70,000)	140,000	Defer Leaf Vactor purchase to 2021
Public Works	Infrastructure	100.30.23-650	1,930,000	(427,400)	1,502,600	Reduce roadwork by projects located near schools
Fire Department	Buildings and Structures	100.28.01-615	110,000	(50,000)	60,000	Defer training tower repair to 2021
Sub-total General Fund				(637,400)		
Electric Fund	Distribution System	500.42.31-660	518,888	(19,000)	499,888	Defer purchase of pad mount switchgear to 2021
Electric Fund	Distribution System	500.42.34-660	102,300	(18,000)	84,300	Defer purchase of two pad mount transformers to 2021
Electric Fund	Distribution System	500.42.36-660	1,430,010	(100,000)	1,330,010	Reduce budget due to ComEd interconnection - estimates lower than budget
Sub-total Electric Fund				(137,000)		

Department	G/L Account Name	G/L Account #	Original Budget	Reduction	New Spending Plan	Description of Reduction
Water Fund	Distribution System	520.62.41-660	1,493,451	(926,300)	567,151	Reduce water man work - street projects near schools
Water Fund	Distribution System	520.62.41-660	150,000	(150,000)	-	Defer engineering on Willow Rd. water main project to 2021
Water Fund	Buildings and Structures	520.61.40-615	140,000	(140,000)	-	Defer Roof replacement project to 2021
		Sub-total Water Fund		(1,216,300)		
Motor Fuel Tax Fund	Infrastructure	200.12.01-650	1,292,000	(125,000)	1,167,000	Eliminate Willow Road Ph. II Engineering (local match)
Sanitary Sewer Fund	Sanitary Sewers	540.70.01-670	400,000	(200,000)	200,000	Reduce sanitary sewer capital by 50%
Refuse Fund	Heavy Machinery	560.80.01-625	265,000	(265,000)	-	Defer refuse container purchase to 2021
		Total Proposed Capital Reduction:		<u>\$ (2,580,700)</u>		
		Total Proposed Reduction:		<u>\$ (3,887,900)</u>		

Investment Performance Review
Period Ending June 30, 2020

Village of Winnetka Firefighters' Pension Fund



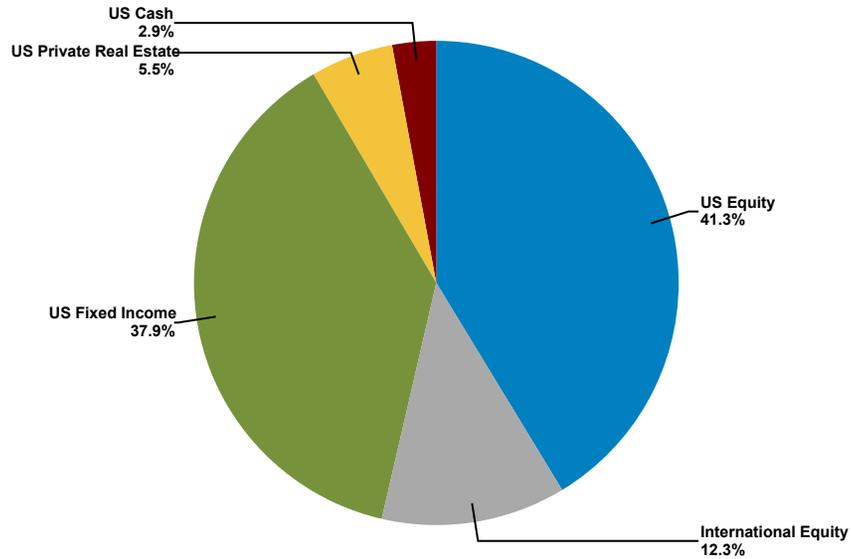
The Winnetka Firefighters Pension Fund's market value as of June 30, 2020 was \$30,959,784. The Fund's market value of investments increased by \$3,642,762 in the past quarter. The Fund's market value of investments in the past 12 months increased by \$1,509,918 or 5.0%.

The Fund's asset allocation is in compliance with Illinois state statutes and within stated Fund Investment Policy guidelines.

The 1, 5, 7, and 10 year performance record is near median of similar plans.

Asset Allocation By Asset Class
Fire Total Fund
As of June 30, 2020

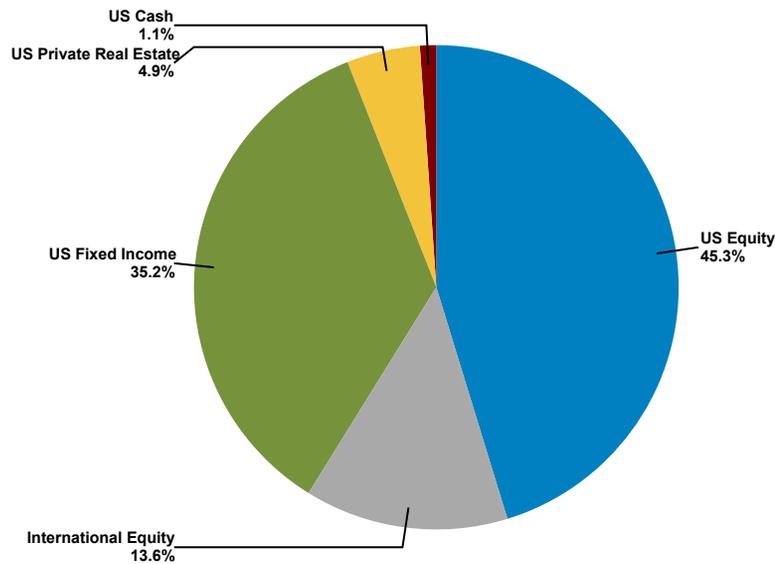
March 31, 2020 : \$27,808,715



Allocation

	Market Value	Allocation
US Equity	11,487,806	41.3
International Equity	3,424,807	12.3
US Fixed Income	10,543,366	37.9
US Private Real Estate	1,537,068	5.5
US Cash	815,668	2.9

June 30, 2020 : \$30,959,784



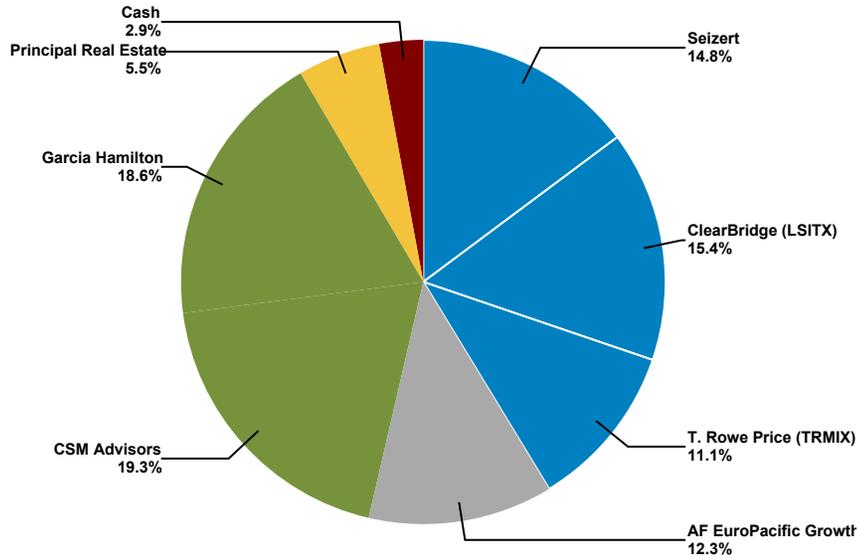
Allocation

	Market Value	Allocation
US Equity	14,014,035	45.3
International Equity	4,204,508	13.6
US Fixed Income	10,890,334	35.2
US Private Real Estate	1,513,875	4.9
US Cash	337,031	1.1



**Asset Allocation By Manager
Fire Total Fund
As of June 30, 2020**

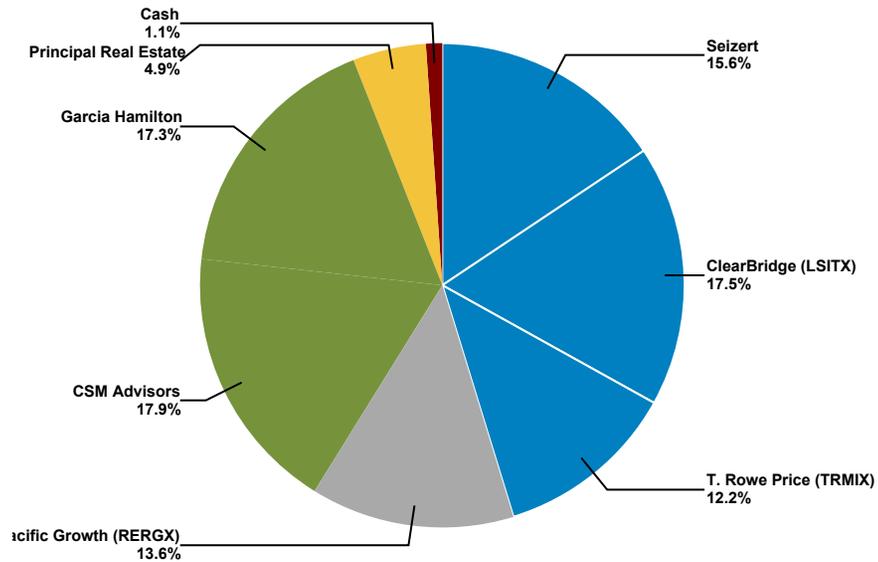
March 31, 2020 : \$27,808,715



Allocation

	Market Value	Allocation
Seizert	4,112,831	14.8
ClearBridge (LSITX)	4,291,059	15.4
T. Rowe Price (TRMIX)	3,083,916	11.1
AF EuroPacific Growth (REGX)	3,424,807	12.3
CSM Advisors	5,371,212	19.3
Garcia Hamilton	5,172,155	18.6
Principal Real Estate	1,537,068	5.5
Cash	815,668	2.9

June 30, 2020 : \$30,959,784



Allocation

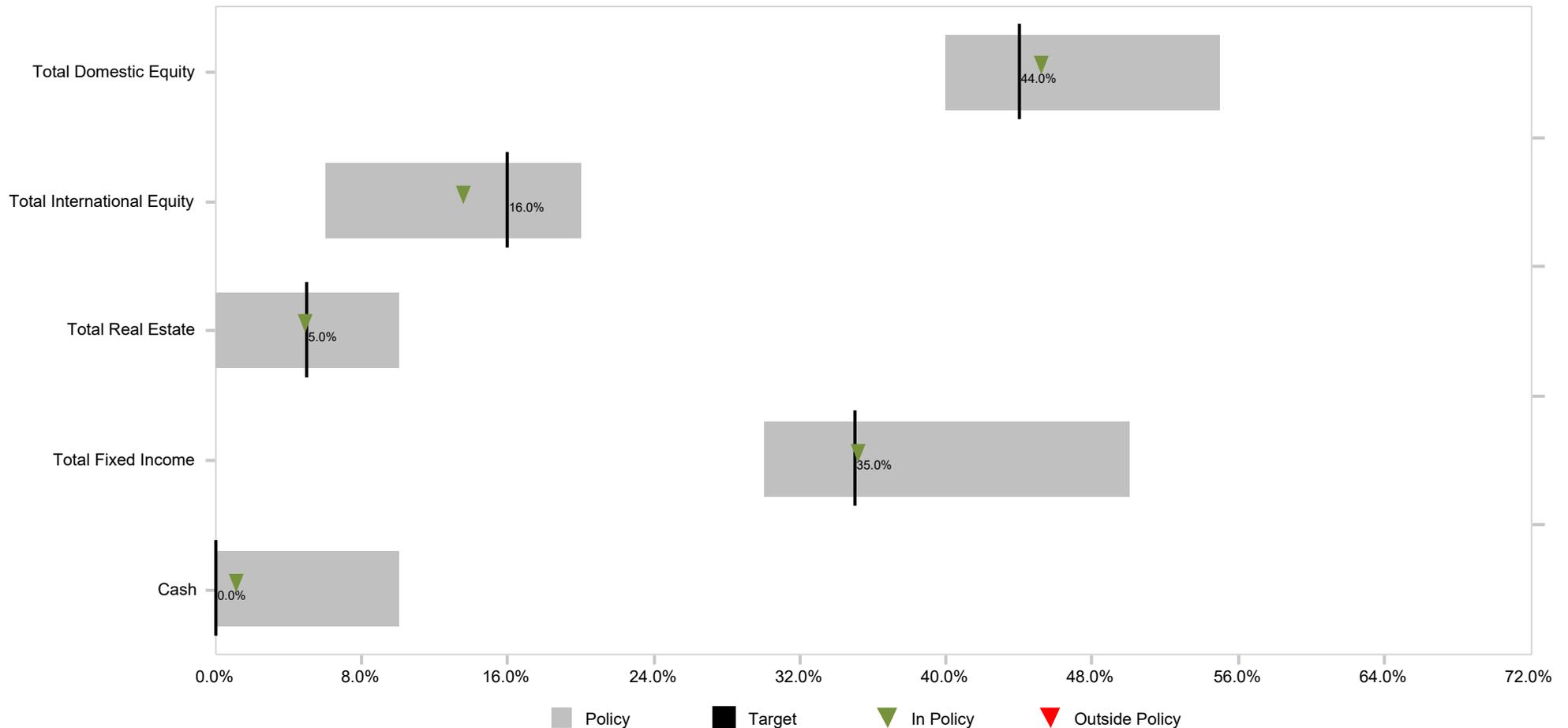
	Market Value	Allocation
Seizert	4,833,865	15.6
ClearBridge (LSITX)	5,404,925	17.5
T. Rowe Price (TRMIX)	3,775,245	12.2
AF EuroPacific Growth (REGX)	4,204,508	13.6
CSM Advisors	5,539,278	17.9
Garcia Hamilton	5,351,056	17.3
Principal Real Estate	1,513,875	4.9
Cash	337,031	1.1



Asset Allocation Compliance

	Asset Allocation \$	Current Allocation (%)	Minimum Allocation (%)	Target Allocation (%)	Maximum Allocation (%)	Target Rebal. (\$)	Differences (%)
Fire Total Fund	30,959,784	100.0		100.0		-	0.0
Total Domestic Equity	14,014,035	45.3	40.0	44.0	55.0	-391,730	1.3
Total International Equity	4,204,508	13.6	6.0	16.0	20.0	749,057	-2.4
Total Real Estate	1,513,875	4.9	0.0	5.0	10.0	34,114	-0.1
Total Fixed Income	10,890,334	35.2	30.0	35.0	50.0	-54,410	0.2
Cash	337,031	1.1	0.0	0.0	10.0	-337,031	1.1

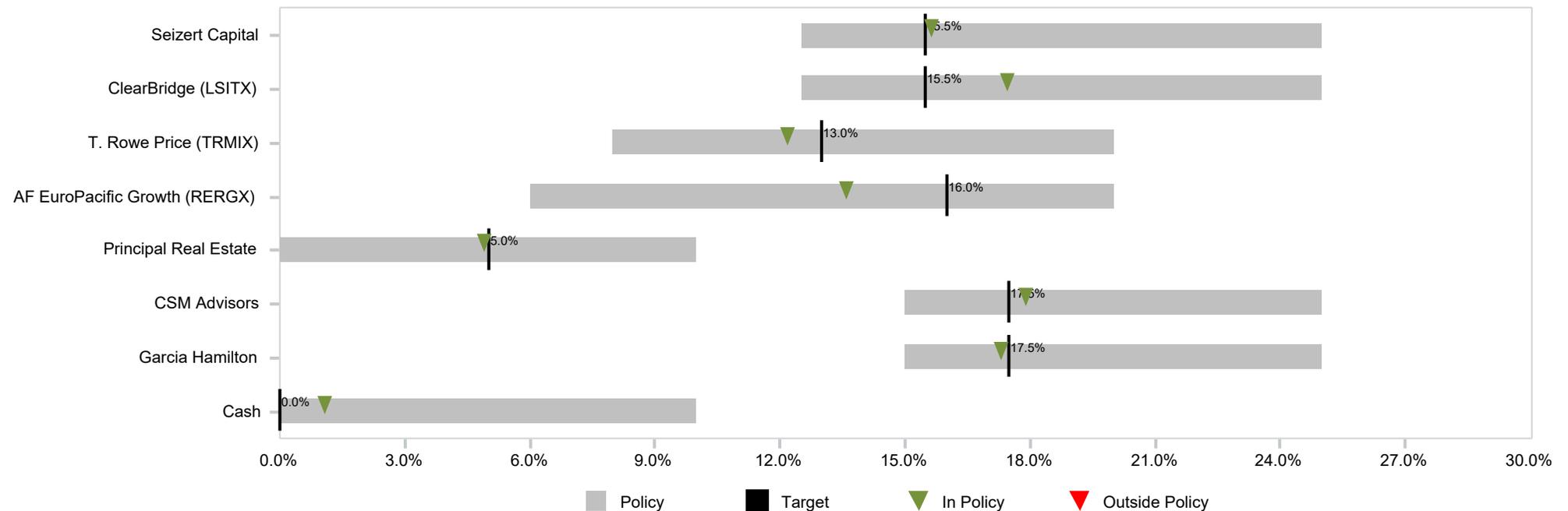
Allocation Summary



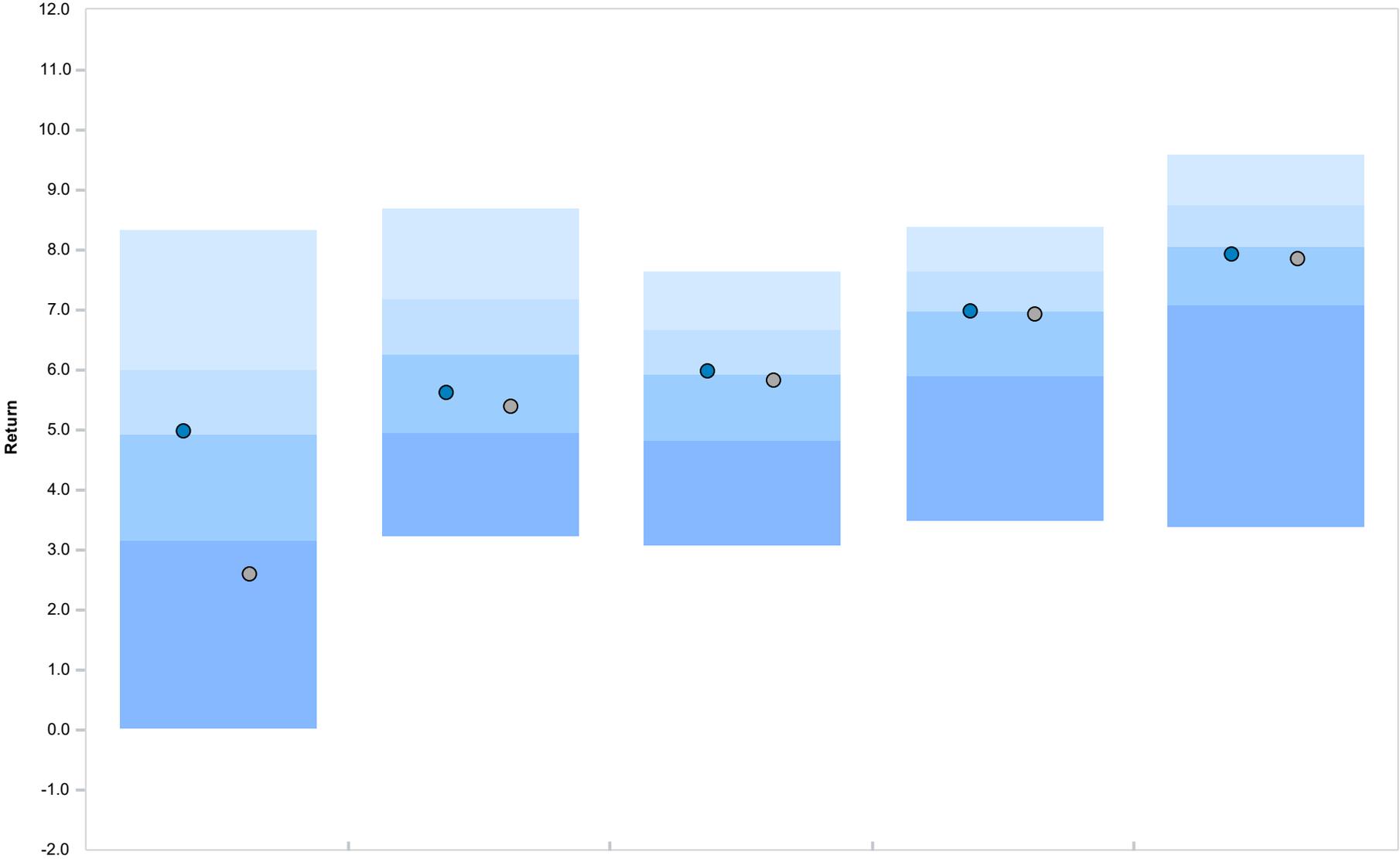
Asset Allocation Compliance

	Asset Allocation \$	Current Allocation (%)	Minimum Allocation (%)	Target Allocation (%)	Maximum Allocation (%)	Target Rebal. (\$)	Differences (%)
Fire Total Fund	30,959,784	100.0		100.0		-	0.0
Total Equity	18,218,543	58.8		60.0		357,327	-1.2
Total Domestic Equity	14,014,035	45.3		44.0		-391,730	1.3
Seizert Capital	4,833,865	15.6	12.5	15.5	25.0	-35,099	0.1
ClearBridge (LSITX)	5,404,925	17.5	12.5	15.5	25.0	-606,158	2.0
T. Rowe Price (TRMIX)	3,775,245	12.2	8.0	13.0	20.0	249,527	-0.8
Total International Equity	4,204,508	13.6		16.0		749,057	-2.4
AF EuroPacific Growth (RERGX)	4,204,508	13.6	6.0	16.0	20.0	749,057	-2.4
Total Real Estate	1,513,875	4.9		5.0		34,114	-0.1
Principal Real Estate	1,513,875	4.9	0.0	5.0	10.0	34,114	-0.1
Total Fixed Income	10,890,334	35.2		35.0		-54,410	0.2
Total Domestic Fixed Income	10,890,334	35.2		35.0		-54,410	0.2
CSM Advisors	5,539,278	17.9	15.0	17.5	25.0	-121,316	0.4
Garcia Hamilton	5,351,056	17.3	15.0	17.5	25.0	66,906	-0.2
Cash	337,031	1.1	0.0	0.0	10.0	-337,031	1.1

Allocation Summary



Plan Sponsor Peer Group Analysis vs. All Master Trust - Total Fund



	1 YR	3 YR	5 YR	7 YR	10 YR
● Fire Total Fund	4.98 (49)	5.60 (63)	5.98 (49)	6.97 (51)	7.92 (55)
● Fire - Total Fund Policy	2.59 (80)	5.39 (66)	5.82 (55)	6.93 (52)	7.84 (58)
Median	4.92	6.26	5.93	6.98	8.05

Parentheses contain percentile rankings.



AndCo compiled this report for the sole use of the client for which it was prepared. AndCo is responsible for evaluating the performance results of the Total Fund along with the investment advisors by comparing their performance with indices and other related peer universe data that is deemed appropriate. AndCo uses the results from this evaluation to make observations and recommendations to the client.

AndCo uses time-weighted calculations which are founded on standards recommended by the CFA Institute. The calculations and values shown are based on information that is received from custodians. AndCo analyzes transactions as indicated on the custodian statements and reviews the custodial market values of the portfolio. As a result, this provides AndCo with a reasonable basis that the investment information presented is free from material misstatement. This methodology of evaluating and measuring performance provides AndCo with a practical foundation for our observations and recommendations. Nothing came to our attention that would cause AndCo to believe that the information presented is significantly misstated.

This performance report is based on data obtained by the client's custodian(s), investment fund administrator, or other sources believed to be reliable. While these sources are believed to be reliable, the data providers are responsible for the accuracy and completeness of their statements. Clients are encouraged to compare the records of their custodian(s) to ensure this report fairly and accurately reflects their various asset positions.

The strategies listed may not be suitable for all investors. We believe the information provided here is reliable, but do not warrant its accuracy or completeness. Past performance is not an indication of future performance. Any information contained in this report is for informational purposes only and should not be construed to be an offer to buy or sell any securities, investment consulting, or investment management services.

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Investment Performance Review
Period Ending June 30, 2020

Village of Winnetka Police Pension Fund



The Winnetka Police Pension Fund's market value as of June 30, 2020 was \$32,500,112. The Fund's market value of investments increased by \$3,894,518 in the past quarter. The Fund's market value of investments in the past 12 months increased by \$1,926,352 or 6.1%.

The Fund's asset allocation is in compliance with Illinois state statues and within stated Fund Investment Policy guidelines.

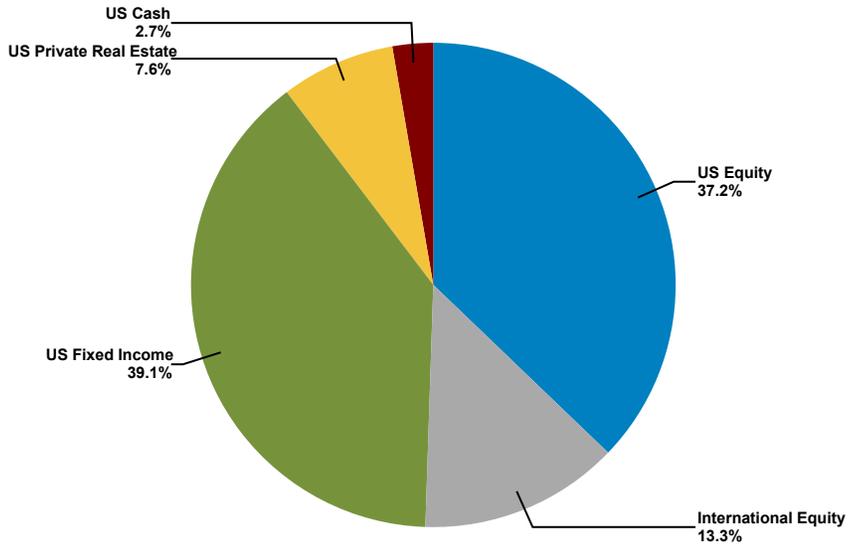
The 1 year return performance record is ranked in the top quartile of similar plans. The 5, 7, and 10 year performance record is close to the median of similar plans.

Asset Allocation By Asset Class

Total Fund

As of June 30, 2020

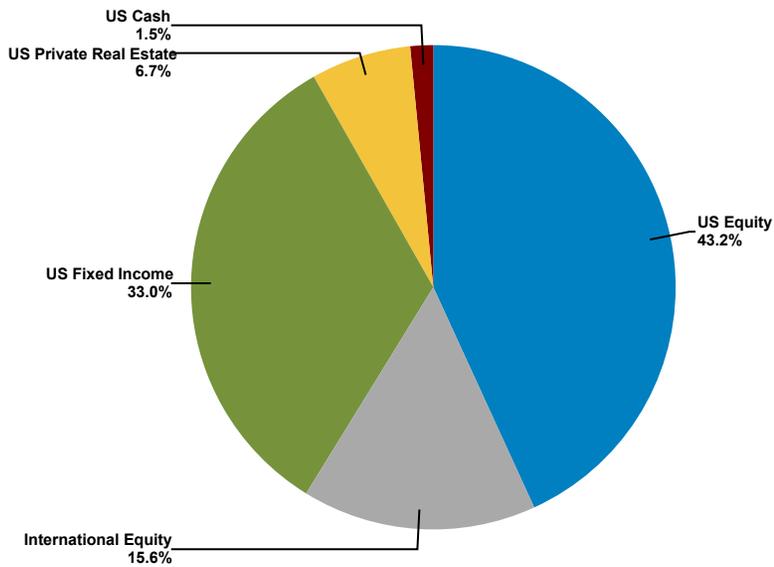
March 31, 2020 : \$28,905,591



Allocation

	Market Value	Allocation
US Equity	10,746,200	37.2
International Equity	3,857,434	13.3
US Fixed Income	11,312,354	39.1
US Private Real Estate	2,205,292	7.6
US Cash	784,312	2.7

June 30, 2020 : \$32,500,112



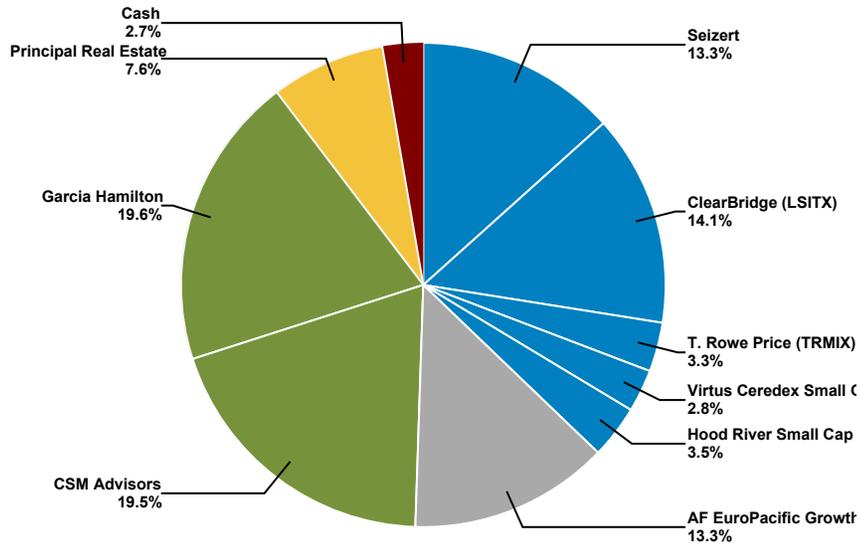
Allocation

	Market Value	Allocation
US Equity	14,029,565	43.2
International Equity	5,076,919	15.6
US Fixed Income	10,724,085	33.0
US Private Real Estate	2,172,017	6.7
US Cash	497,526	1.5



**Asset Allocation By Manager
Total Fund
As of June 30, 2020**

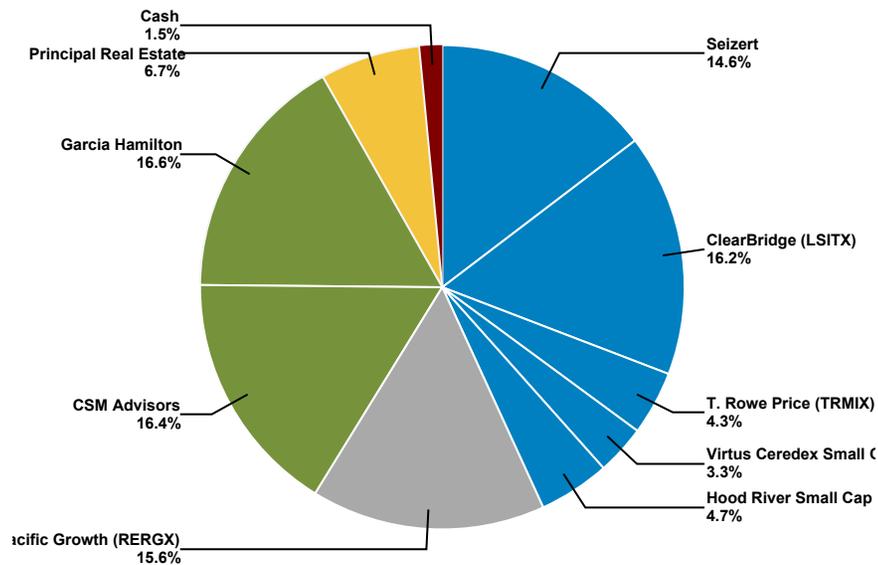
March 31, 2020 : \$28,905,591



Allocation

	Market Value	Allocation
Seizert	3,858,395	13.3
ClearBridge (LSITX)	4,090,118	14.1
T. Rowe Price (TRMIX)	950,558	3.3
Virtus Ceredex Small Cap (VVERX)	822,123	2.8
Hood River Small Cap Growth (HRSMX)	1,025,006	3.5
AF EuroPacific Growth (REGX)	3,857,434	13.3
CSM Advisors	5,647,331	19.5
Garcia Hamilton	5,665,023	19.6
Principal Real Estate	2,205,292	7.6
Cash	784,312	2.7

June 30, 2020 : \$32,500,112



Allocation

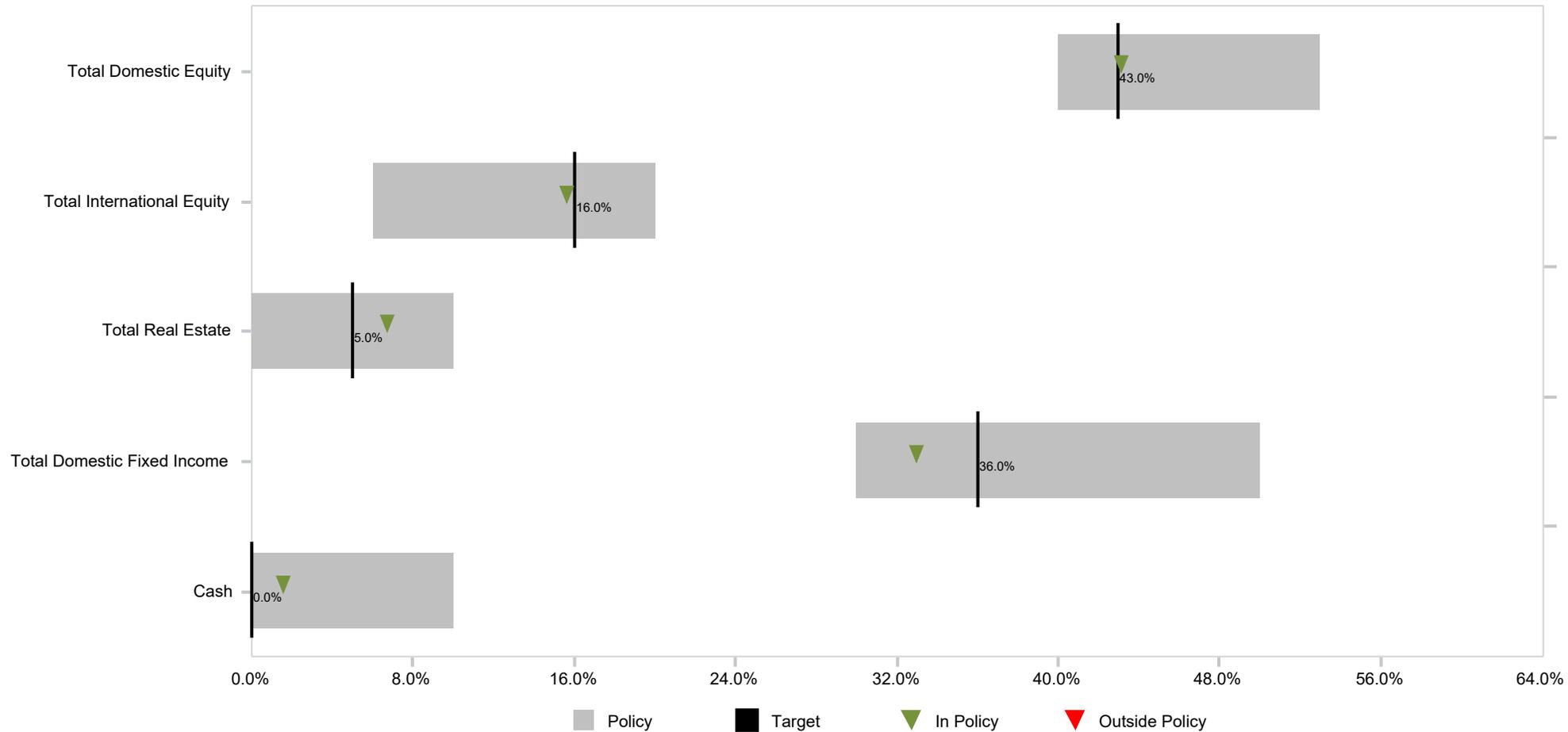
	Market Value	Allocation
Seizert	4,756,045	14.6
ClearBridge (LSITX)	5,263,036	16.2
T. Rowe Price (TRMIX)	1,388,648	4.3
Virtus Ceredex Small Cap (VVERX)	1,078,682	3.3
Hood River Small Cap Growth (HRSMX)	1,543,155	4.7
AF EuroPacific Growth (REGX)	5,076,919	15.6
CSM Advisors	5,318,347	16.4
Garcia Hamilton	5,405,738	16.6
Principal Real Estate	2,172,017	6.7
Cash	497,526	1.5



Asset Allocation Compliance

	Asset Allocation \$	Current Allocation (%)	Minimum Allocation (%)	Target Allocation (%)	Maximum Allocation (%)	Target Rebal. (\$)	Differences (%)
Police Total Fund	32,500,112	100.0		100.0		-	0.0
Total Domestic Equity	14,029,565	43.2	40.0	43.0	53.0	-54,517	0.2
Total International Equity	5,076,919	15.6	6.0	16.0	20.0	123,099	-0.4
Total Real Estate	2,172,017	6.7	0.0	5.0	10.0	-547,011	1.7
Total Domestic Fixed Income	10,724,085	33.0	30.0	36.0	50.0	975,955	-3.0
Cash	497,526	1.5	0.0	0.0	10.0	-497,526	1.5

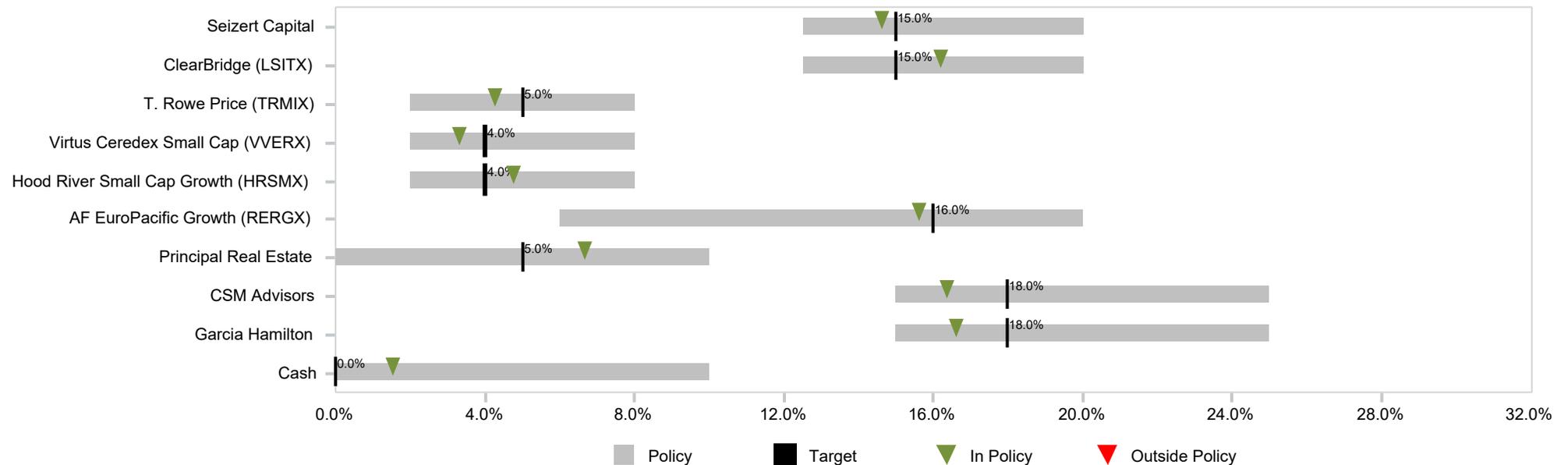
Allocation Summary



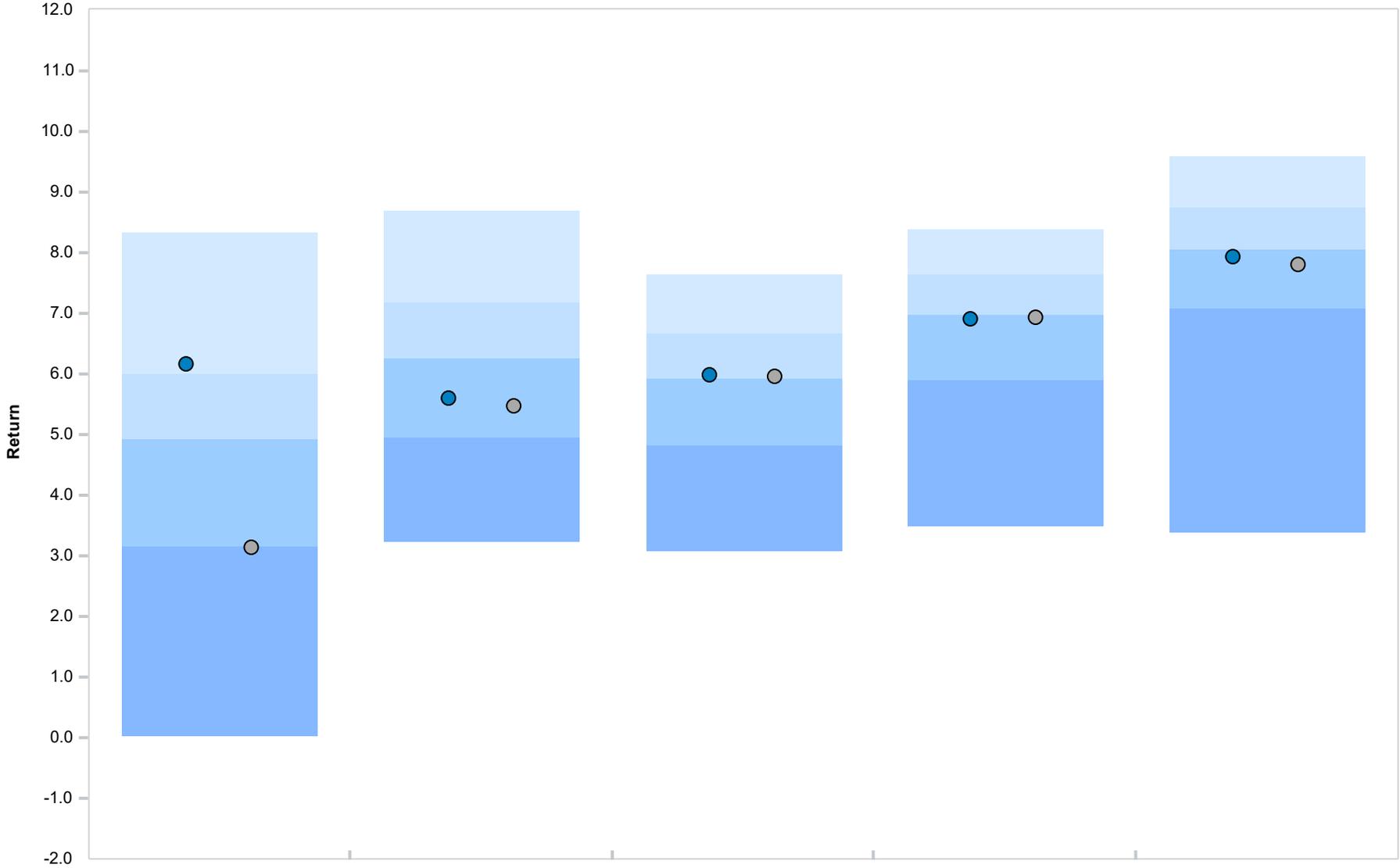
Asset Allocation Compliance

	Asset Allocation \$	Current Allocation (%)	Minimum Allocation (%)	Target Allocation (%)	Maximum Allocation (%)	Target Rebal. (\$)	Differences (%)
Police Total Fund	32,500,112	100.0		100.0		-	0.0
Total Equity	19,106,484	58.8		59.0		68,582	-0.2
Total Domestic Equity	14,029,565	43.2		43.0		-54,517	0.2
Seizert Capital	4,756,045	14.6	12.5	15.0	20.0	118,972	-0.4
ClearBridge (LSITX)	5,263,036	16.2	12.5	15.0	20.0	-388,019	1.2
T. Rowe Price (TRMIX)	1,388,648	4.3	2.0	5.0	8.0	236,358	-0.7
Virtus Ceredex Small Cap (VVERX)	1,078,682	3.3	2.0	4.0	8.0	221,323	-0.7
Hood River Small Cap Growth (HRSMX)	1,543,155	4.7	2.0	4.0	8.0	-243,151	0.7
Total International Equity	5,076,919	15.6		16.0		123,099	-0.4
AF EuroPacific Growth (RERGX)	5,076,919	15.6	6.0	16.0	20.0	123,099	-0.4
Total Real Estate	2,172,017	6.7		5.0		-547,011	1.7
Principal Real Estate	2,172,017	6.7	0.0	5.0	10.0	-547,011	1.7
Total Fixed Income	10,724,085	33.0		36.0		975,955	-3.0
Total Domestic Fixed Income	10,724,085	33.0		36.0		975,955	-3.0
CSM Advisors	5,318,347	16.4	15.0	18.0	25.0	531,673	-1.6
Garcia Hamilton	5,405,738	16.6	15.0	18.0	25.0	444,282	-1.4
Cash	497,526	1.5	0.0	0.0	10.0	-497,526	1.5

Allocation Summary



Plan Sponsor Peer Group Analysis vs. All Master Trust - Total Fund



	1 YR	3 YR	5 YR	7 YR	10 YR
● Police Total Fund	6.15 (22)	5.58 (64)	5.98 (49)	6.91 (53)	7.91 (56)
● Police - Total Fund Policy	3.14 (76)	5.45 (65)	5.95 (50)	6.92 (52)	7.80 (60)
Median	4.92	6.26	5.93	6.98	8.05

Parentheses contain percentile rankings.



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AndCo uses time-weighted calculations which are founded on standards recommended by the CFA Institute. The calculations and values shown are based on information that is received from custodians. AndCo analyzes transactions as indicated on the custodian statements and reviews the custodial market values of the portfolio. As a result, this provides AndCo with a reasonable basis that the investment information presented is free from material misstatement. This methodology of evaluating and measuring performance provides AndCo with a practical foundation for our observations and recommendations. Nothing came to our attention that would cause AndCo to believe that the information presented is significantly misstated.

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