

## **AGENDA**

### **GENERAL ADMINISTRATION & PERSONNEL COMMITTEE VILLAGE OF HOFFMAN ESTATES November 3, 2008**

**Immediately following Planning, Building and Zoning**

**Members: Karen Mills, Chairperson  
Ray Kincaid, Vice-Chairperson  
Gary Pilafas, Trustee**

**I. Roll Call**

**II. Approval of Minutes – October 6, 2008 & October 13, 2008**

#### **NEW BUSINESS**

1. Discussion regarding Legislative Update.
2. Request acceptance of Cable TV Monthly Report.
3. Request acceptance of Human Resources Management Monthly Report.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

*The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.*

**SPECIAL GENERAL ADMINISTRATION & PERSONNEL  
COMMITTEE MEETING MINUTES**

October 6, 2008

**I. Roll Call**

**Members in Attendance:**

**Karen Mills, Chairman  
Ray Kincaid, Vice-Chairman  
Gary Pilafas, Trustee**

**Other Corporate Authorities  
in Attendance:**

**Trustee Cary Collins  
Trustee Jackie Green  
Trustee Anna Newell  
Village President William McLeod**

**Management Team Members  
in Attendance:**

**James Norris, Village Manager  
Dan O'Malley, Deputy Village Manager  
Arthur Janura, Corporation Counsel  
Mark Koplun, Asst. Vlg. Mgr., Dev. Services  
Michael DuCharme, Director of Finance  
Clint Herdegen, Police Chief  
Bob Gorvett, Fire Chief  
Algean Garner, Health & Human Services  
Dave Christensen, Emergency Svcs. Coord.**

**Others in Attendance**

**Reporters from Daily Herald, Pioneer Pres**

The Special General Administration & Personnel meeting was called to order at 7:50 p.m.

**NEW BUSINESS**

- 1. Discussion regarding Special Presentation by Harper College: "Providing Advice for Tomorrow's Harper".**

Phil Burdek with Harper College addressed the Committee and the activities of the Committee who worked on "Providing Advice for Tomorrow's Harper". After they received community input after a series of meetings and surveys, Harper College has chosen to proceed with a "no tax increase referendum" to pursue receiving 50% of the improvements needed on the campus.

**II. Other**

**III. Adjournment**

Motion by Trustee Collins, seconded by Trustee Green, to adjourn the meeting at 7:55 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

**GENERAL ADMINISTRATION & PERSONNEL  
COMMITTEE MEETING MINUTES**

October 13, 2008

**I. Roll Call**

**Members in Attendance:**

**Karen Mills, Chairperson  
Ray Kincaid, Vice-Chairman  
Gary Pilafas, Trustee**

**Other Corporate Authorities  
in Attendance:**

**Trustee Cary Collins  
Trustee Jackie Green  
Trustee Anna Newell  
Mayor William McLeod**

**Management Team Members  
in Attendance:**

**James Norris, Village Manager  
Arthur Janura, Corporation Counsel  
Daniel O'Malley, Deputy Village Manager  
Mark Koplín, Asst. Vlg. Mgr., Dev. Services  
Peter Gugliotta, Director of Planning  
Don Plass, Director of Code Enforcement  
Michael Hankey, Director of Transportation  
Patrick Seger, Director of Human Resources  
Gary Skoog, Economic Development Coord.  
Bruce Anderson, CATV Coordinator**

**Reporter from Tribune**

The General Administration & Personnel meeting was called to order at 7:34 p.m.

**II. Approval of Minutes**

Motion by Trustee Collins, seconded by Trustee Green, to approve the General Administration & Personnel Committee meeting minutes of August 4, 2008. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Green, seconded by Trustee Collins, to approve the General Administration & Personnel Committee meeting minutes of September 8, 2008. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

**1. Discussion regarding Legislative Update.**

An item summary sheet from Rebecca Suhajda, Administrative Intern, was submitted to the Committee.

Jim Norris addressed the Committee and discussed HR 3221, the Housing and Economic Recovery Act of 2008. He stated that this program will be application based and will be specific to more urban areas. If the Village applies for the program, there is no guarantee of funds and the Village would be competing with other CDBG entitlement communities for funds. Jim Norris also discussed WT Docket No. 08-165. The Cellular Telecommunications Industry Association's request for clarification ruling on purposed ambiguities relating to the Communications Act of 1934 and 1998 Communications Act. They request local jurisdictions be required to process wireless tower applications within 45 and 75 day timeframes. The Village already has in place specific timelines for processing applications. The Village will oppose this bill over concern that it pre-empts local zoning control

**2. Request regarding the Arts Commission's semi-annual report.**

An item summary sheet from Michelle Pilafas and Doug Schultz was submitted to the Committee.

Written update was provided. No action taken.

**3. Consider establishment of temporary, part-time position to write the history of Hoffman Estates.**

An item summary sheet from Jim Norris was submitted to the Committee.

Mr. Norris stated that this position will work closely with the Village Historian to write the history of Hoffman Estates.

Trustee Kincaid expressed concern that the funds for this position could be better spent on something more important. Mr. Norris stated that Dartmoor's donation can only be spent for historical purposes. No funds are coming from the General Fund.

Trustee Pilafas inquired how long the process will take and Mr. Norris responded that it will take approximately 4-6 weeks for the scope only.

Pat Barch, Village Historian, addressed the Committee and stated that it has been hard to write the history of the Village because everything has been in storage. She mentioned that Arcadia Publishing will do the book at no cost. Jim Norris stated that it is the 50<sup>th</sup> Anniversary Commission's goal to have the book finished by September 2009.

Motion by Trustee Collins, seconded by Trustee Pilafas, to appropriate funds for the establishment of a temporary, part-time position to write the history of Hoffman Estates. Voice vote taken. All ayes (Nay: Kincaid). Motion carried.

**4. Request authorization to award a contract to Alfred G. Ronan, Ltd. for lobbying services effective November 1, 2008 through October 31, 2009.**

An item summary sheet from Jim Norris and Molly Norton was submitted to the Committee.

Trustee Mills stated that she would like to receive more current updates from the lobbyist and Trustee Collins asked that the lobbyist attend a future Committee meeting and provide an update.

Mayor McLeod indicated that Alexian Brothers Medical Center pays 50% of this contract cost.

Motion by Trustee Collins, seconded by Mayor McLeod, to award contract to Alfred G. Ronan, Ltd. for lobbying services effective November 1, 2008 through October 31, 2009. Voice vote taken. All ayes. Motion carried.

**5. Request acceptance of Cable TV Monthly Report.**

The Cable TV Monthly Report was submitted to the Committee.

Bruce Anderson reported that Comcast is raising rates again this year.

Bruce Anderson presented an Award from NATOA for an Honorable Mention for "Hoffman Estates Development Highlights 2007".

Motion by Trustee Collins, seconded by Trustee Pilafas, to accept Cable TV monthly report. Voice vote taken. All ayes. Motion carried.

**6. Request acceptance of Human Resources Management Monthly Report.**

The Human Resources Management Monthly Report was submitted to the Committee.

Motion by Trustee Green, seconded by Trustee Pilafas, to accept Human Resources Management monthly report. Voice vote taken. All ayes. Motion carried.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

Motion by Trustee Pilafas, seconded by Trustee Kincaid, to adjourn the meeting at 8:10 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Debbie Schoop, Executive Assistant

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Date

# COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Discussion regarding legislative update.

**MEETING DATE:** November 3, 2008

**COMMITTEE:** General Administration & Personnel Committee

**FROM:** Rebecca Suhajda, Administrative Intern

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**PURPOSE:** To provide discussion and status of pending legislation that may impact the Village of Hoffman Estates.

**DISCUSSION:** Federal legislation significant to the Village of Hoffman Estates that is discussed in the attached memorandum:

Status Update:

HR 3221 – Housing and Economic Recovery Act of 2008

Staff continues to discuss the impact of this legislation on Hoffman Estates. Currently, staff is discussing application process for funds with both the Illinois Housing and Development Authority and Cook County.

The General Assembly is not currently in session. No current report available for review.

**RECOMMENDATION:** For discussion purposes.

# VILLAGE OF HOFFMAN ESTATES

## Memo

**TO:** James H. Norris, Village Manager  
**FROM:** Rebecca Suhajda, Administrative Intern  
**RE:** Legislative Update  
**DATE:** October 13, 2008

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The following provides a summary of the status of Federal Legislation, which may impact the Village of Hoffman Estates. Full text of this legislation can be found at: <http://thomas.loc.gov/>.

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### **H.R. 3221 – Housing and Economic Recovery Act of 2008**

**Summary:** The Housing and Economic Recovery Act of 2008 is likely to affect most owner-occupied housing in the United States through a variety of channels. The act creates a new, stronger, unified regulator for Fannie Mae, Freddie Mac, and the Federal Home Loan Banks (FHLB). The Secretary of the Treasury is given (until December 31, 2009) the authority to lend or invest in the FHLB on whatever terms the Secretary determines to be appropriate. Starting in 2009, the maximum high cost conforming loan limit is increased to 150% of the conforming loan limit; based on the 2008 limits this would be \$625,500.

The act also modernizes many aspects of the Federal Housing Administration (FHA). In high-cost areas, the maximum loan that the FHA can insure is identical to the maximum mortgage amount that the FHLB can purchase. The minimum down payment on FHA-insured mortgages is increased from 3% to 3.5%, seller-assisted down payment assistance is prohibited, and there is a moratorium until October 31, 2009, on the FHA's implementation of risk-based insurance premiums.

“HOPE for Homeowners” creates a new, but temporary, voluntary program within FHA that will refinance distressed loans at a deep-discount for those at risk of losing their homes due to foreclosure. The program is authorized to insure up to \$300 billion in mortgages and is expected to serve 400,000 homeowners nationwide.

The act created the Neighborhood Stabilization Program (NSP) and appropriates \$4 billion for state and local government to purchase and rehabilitate abandoned and foreclosed housing. This housing would be sold or rented to low – and moderate income individuals and families.

Tax provisions in the act include a refundable tax credit based on 10% of the price of a home purchased by a first time homebuyer. The maximum tax credit is \$7,500 and the homebuyer pays back the credit over 15 years. Homeowners who do not itemize on their tax returns can deduct state and local property taxes up to \$500 (\$1,000 on joint returns).

Other provisions lengthen from 90 days to 9 months the stay of foreclosure on service members' homes and provide additional support for disabled veterans with special needs.

**Status:** Passed by U.S. Congress July 25, 2008; signed by the President and made law effective July 30, 2008.

**Potential Impact on Hoffman Estates:**

Through NSP funds, the Village would be able to purchase foreclosed homes, rehabilitate them and either sell them or rent them back to low or moderate income residents. It would also allow the grantee to provide down payment assistance to low or moderate income residents in the purchase of a foreclosed home. There is also an opportunity to establish land banks or demolish blighted structures.

The Village, being a CDBG entitled community, may be able to receive NSP funds through the State of Illinois or Cook County. Currently, the State of Illinois is to receive \$53,113,044 in NSP funding, of which \$21,245,217 is to be applied for by those CDBG entitlement communities of greatest need and to those communities that are capable of handling the funds properly. The staff maintains communication with the state on the status of the funds currently and the application process. Cook County is to receive \$28,156,321 in NSP funding. Cook County is further behind in the process and a distribution plan is currently unavailable, but staff continues to monitor its progress. Staff will continue to gather information and bring the applications to the Planning, Building, and Zoning Committee when they become available.



# VILLAGE OF HOFFMAN ESTATES

## Memo

To: Jim Norris  
From: Bruce Anderson  
Regarding: Cable TV Report  
Date: October 30, 2008

### **Equipment Problems**

Staff continues to work with AVID by phone and email to address the editing system problems.

### **Citizen**

Covers: The Basl Farewell, Hispanic Heritage Celebration, Hispanic Heritage Invitation, Moe's Grand Opening, Mori Seiki Ground Breaking, Activities of Health and Human Services.

#### Citizen Segments in development:

Recycling Programs  
Salt Dome Ribbon Cutting  
French Chef Visit  
Jewel Ribbon Cutting/ Hoffman Plaza Reopening

### **Behind the Badge**

Covers: Administrative Hearings, HECPAA Appreciation and Buckle Buddies.

#### Segments in development:

Police Dept. Ground Breaking  
Police AEDs

### **Fire Line**

Covers: Dive Rescue, Residential Sprinklers, Promotions, House Fire

#### Segments in development:

Extrication Drill  
Live Fire Drill  
Equipment Expo

**Pakistani Day**

This half-hour program began running in October.

**Hispanic Heritage Celebration**

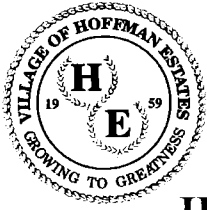
This half-hour program began running in October.

**Fiftieth Anniversary Interviews**

Individual interviews with long-term residents and employees will begin running as short programs in November.

**Complaints/Inquiries**

This month the Village received 4 inquiries, 3 related to AT&T U-Verse: 1 problem resolving U-Verse service problems, a U-Verse installation problem, an inquiry regarding the availability of U-Verse service, and a complaint about Comcast's rate increase. There are 3 issues outstanding.



# HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

## HUMAN RESOURCES MANAGEMENT DEPARTMENT

### Monthly Report

October 2008

#### Staffing Activity

New Starts: 1 – Historian (Temporary)

Separations: 0

Transfers: 0

Retirees: 1 – PT Staff Assistant (Police Department)

Promotions: 0

Downgrades: 0

Reclassifications: 0

Staffing:	Full Time Employees	390 budgeted	379 current
	Part Time Employees	63 budgeted	59 current
	Temporary Employees	0 budgeted	0 current
	Seasonal Employees	20 budgeted	1 current

#### Month & Year-to-Date Activity:

0 Seasonal with	17 for year
0 Promotions with	16 for year
0 Separations with	16 for year
1 Retirement with	9 for year
0 Transfers with	5 for year

### Recruitment Activity

Recruitment: Maintenance I (Heavy Equipment Operator) – Applications to be forwarded to the Superintendent of Administration for the interview team.

Maintenance I (PM Shift) – Applications to be forwarded to the Superintendent of Administration for the interview team.

### Labor/Management Relations

Contract Status: **Police** (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2005 - December 31, 2007). Parties agree to voluntary settlement, contract to be formally approved.

**Fire** (International Association of Firefighters - Local 2061) – Third year of contract reopener (Jan. 1, 2006 – December 31, 2008). Negotiations underway with the first meeting held October 10, 2008.

**Public Works** (International Brotherhood of Teamsters, Local 714) – Three (3) year contract (Jan. 1, 2007 – Dec. 31, 2009).

**Police Sergeants** (Metropolitan Alliance of Police – MAP-97) Contract (Jan. 1, 2005 – December 31, 2008)

Grievances: One (1) IAFF Local 2061

Two (2) Unfair Labor Practice (ULP) filed against the Village by IAFF Local 2061 – Parties agree to discuss ULP during upcoming negotiations.

Two (2) MAP 96

### Personnel/Benefits/Employee Services

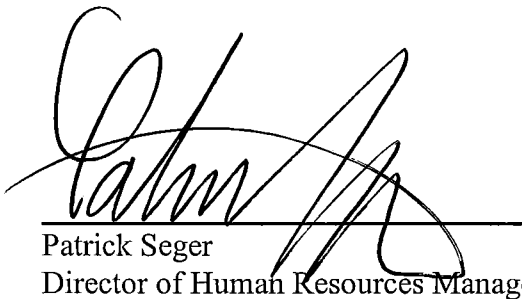
- Director of HRM, HR Coordinator and Risk Manager met on several occasions to discuss the 2008/2009 Training Program.
- As Vice-President of IPELRA, Director of HRM, attended the monthly IPELRA meeting.

- Director of HRM attended the annual IPELRA conference in Galena.
- HR Coordinator, HR Generalist and HR Intern met with IS Department staff to learn how to upgrade the HRM intranet site.
- Director of HRM participated in the Management Team Meeting.
- Director of HRM facilitated several MAP 96 arbitration preparation meetings.
- Director of HRM and the Village negotiation team met with MAP union representatives to present final offers before going to arbitration.
- HR Coordinator organized and hosted the fall benefits fair for open enrollment on October 21, 22, and 23. Representatives from AFLAC, Prepaid Legal, Metro Credit Union, ICMA and IMRF attended the event.
- Director of HRM participated in several budget meetings with the Village Manager, Deputy Village Manager and Finance Director.
- HRM Admin Staff Assistant attended a Medco website training sponsored by the IPBC.
- HR Coordinator, Director of HRM and HR Intern finalized the details of the Team Building Training and have set a date to present the training to the Front Counter staff.
- Director of HRM met with Fire Administration, the Deputy Village Manager and legal counsel from Franczek Radelet & Rose to discuss preparation for the upcoming Fire Union negotiations.
- HR Coordinator, as member of the Holiday Party Committee, participated in a planning session for this year's Holiday Party.
- Director of HRM attended the IPBC Operational meeting.

### **Risk Management/Safety/Loss Control**

- Continued to facilitate the proper handling of all open workers' compensation claims. Two (2) third party claims administrators are currently being used to administer the Village's workers' compensation claims.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. All results were reported as negative.
- The Risk Manager administered several general liability claims against the Village. Met with claimants to discuss the disposition of their claim. Many of the claims were brought to conclusion during the reporting period.

- Provided continual written updates to appropriate management staff related to the status of several open workers' compensation claims.
- Met with one of the Village's workers' compensation defense attorneys and the third party claims administrator to discuss the disposition of high exposure workers' compensation claims.
- Met with the Village's Central Safety Committee to discuss the preparations for the Safety Lunch which will be held on October 3, 2008.
- Prepared for and coordinated the Village's Safety Lunch, Safety Slogan Contest, and Safety Awards Program held on October 3, 2008. There were a record number of employees in attendance (175).



Patrick Seger  
Director of Human Resources Management

# HUMAN RESOURCES MANAGEMENT

## MONTHLY STAFFING REPORT

### OCTOBER 2008

#### RECRUITMENTS

**POSITION TITLE:** Maintenance I (Heavy Equipment Operator)  
**DEPARTMENT:** Public Works  
**DATE POSTED:** 10/15/08  
**AD DEADLINE:** 10/31/08  
**APPLICATIONS REC'D:**

**STATUS:** Applications to be forwarded to Superintendent of Administration for interview team review.

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**POSITION TITLE:** Maintenance I (PM Shift Position)  
**DEPARTMENT:** Public Works  
**DATE POSTED:** 10/15/08  
**AD DEADLINE:** 10/31/08  
**APPLICATIONS REC'D:**

**STATUS:** Applications to be forwarded to Superintendent of Administration for interview team review.

#### NEW STARTS

**POSITION TITLE:** Historian (Temporary)  
**DEPARTMENT:** General Government  
**DATE POSTED:** N/A  
**AD DEADLINE:** N/A  
**APPLICATIONS REC'D:** This is a temporary unbudgeted position.

**STATUS:** One hired on 10/29/08.

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## SUMMARY OF EMPLOYMENT ACTIVITY

### OCTOBER 2008

	<u>Total Number</u>	<u>Position</u>
New Starts	1	Historian (Temporary)
Separations	0	
Promotions	0	
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	1	Part-time Staff Assistant (Police Department)
Reclassifications	0	
<u>Seasonal/Additional Activity</u>		
1 Cable TV Intern began internship (unpaid).		

(See HRM Employment Activity Report attached for details)

**ANTICIPATED ACTIVITY NEXT MONTH**

	<u>Total Number</u>	<u>Position</u>
New Starts	0	
Separations	0	
Promotions	0	
Transfers	0	
Reclassifications	0	
Retirements	0	
New Positions	0	
Cancelled Positions	0	

**EMPLOYEE COUNT**

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	390	377
PART TIME EMPLOYEES	63	57
TEMPORARY EMPLOYEES	0	1 (Historian)
SEASONAL EMPLOYEES	20	1 (Public Works)

**Total Vacancies:**

**Full Time**

Budgeted – Posted	2	Maintenance I – P.M. Shift Maintenance I - Heavy Equipment Operator
Budgeted - Not Posted	11	Police Officer (3) ( <i>frozen/budget 08/09 reduction</i> ) Firefighter (3) ( <i>frozen/budget 08/09 reduction</i> ) Coordinator of Outreach and Prevention ( <i>frozen/budget 08/09 reduction</i> ) Maintenance I ( <i>To be filled</i> ) Maintenance II ( <i>Maintenance 1 to be filled first</i> ) Data Analyst ( <i>frozen/budget 08/09 reduction</i> ) Post Doctoral H & HS Intern ( <i>frozen/budget 08/09 reduction</i> )
<b>TOTAL FULL TIME</b>	<b>13</b>	

**Part Time**

Budgeted – Posted	0	
Budgeted-Not Posted	6	FPB Part-time Inspector ( <i>frozen/budget 08/09 reduction</i> ) Part-time Fire Inspector Aide ( <i>frozen/budget 08/09 reduction</i> ) IS Intern (2) ( <i>frozen/budget 08/09 reduction</i> ) Part-time Custodian ( <i>Position eliminated</i> ) Part-time Planner ( <i>Position eliminated</i> )
<b>TOTAL PART TIME</b>	<b>6</b>	



## RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	179	789
Walk-Ins	14	50
Part Time – Response to Recruitments	0	396
Walk-Ins	2	3
Seasonal Applicants	0	46
<b>TOTAL RECRUITMENTS</b>	<b>179</b>	<b>1,284</b>

**HUMAN RESOURCES MANAGEMENT  
EMPLOYMENT ACTIVITY  
OCTOBER 2008**

**NEW HIRES**

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Cheryl Lemus	10/29/08	Historian	Temporary part-time position not budgeted.

**SEPARATIONS**

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Laura Kuhrt	10/31/08	Part time Staff Assistant	Retirement

**PROMOTIONS**

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

**TRANSFERS**

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

**RECLASSIFICATIONS**

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

**CANCELLATIONS**

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

**SEASONAL/TEMPORARY POSITIONS/UNPAID INTERNSHIPS**

1 Cable TV Intern began internship 10/03/08.(unpaid).  
1 temporary part time Historian hired 10/29/08.

## ADDITIONAL MONTHLY REPORT INFORMATION

OCTOBER 2008

# Anniversaries attended	<u>2</u>
# Interviews conducted during month	<u>0</u>