

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
July 11, 2016

7:00 p.m. – Board Room

Members: **Gayle Vandenberg, Chairman**
 Gary Stanton, Vice-Chairman
 Karen Mills, Trustee
 Anna Newell, Trustee
 Gary Pilafas, Trustee
 Michael Gaeta, Trustee
 Mayor William McLeod

I. Roll Call

II. Approval of Minutes – June 13, 2016

NEW BUSINESS

1. Discussion regarding Legislative Update.
2. Discussion regarding Personnel Policy Manual Update.
3. Discussion regarding design concepts for redesign of Village website.
4. Request approval to dispose of Village records that have exceeded their State-required retention period.
5. Request acceptance of Cable TV Monthly Report.
6. Request acceptance of Human Resources Management Monthly Report.
7. Request acceptance of Legislative Operations & Outreach 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.

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

June 13, 2016

I. Roll Call

Members in Attendance:

**Gary Stanton, Vice Chairman
Karen Mills, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
Michael Gaeta, Trustee
Mayor William D. McLeod**

Member Absent:

Gayle Vandenberg, Chairman

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplin, Asst. Vlg. Mgr. – Dev. Services
Mike Hankey, Director of Transportation
Kevin Kramer, Director of Economic Dev.
Peter Gugliotta Director of Planning
Patricia Cross, Asst. Corporation Counsel
Jordan Lester, Administration Intern
Bruce Anderson, CATV Coordinator**

The General Administration & Personnel Committee meeting was called to order at 7:01 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of May 9, 2016. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Discussion regarding Legislative Update.

An item summary sheet from Jim Norris was presented to Committee.

Jim Norris reported that little has changed in Springfield.

2. Request acceptance of the Cable TV Monthly Report.

The Cable TV Monthly Report was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to accept the Cable TV Monthly Report. Voice vote taken. All ayes. Motion carried.

3. Request acceptance of the Human Resources Management Monthly Report.

The Human Resources Management Monthly Report was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Mills, to accept the Human Resources Management Monthly Report. Voice vote taken. All ayes. Motion carried.

4. Request acceptance of Legislative Operations & Outreach Monthly Report.

The Legislative Operations & Outreach Monthly Report was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Mills, to accept the Legislative Operations & Outreach Monthly Report.

III. President's Report

Mayor McLeod displayed the Vietnam War 50th Anniversary Commemoration Flag that he was presented with at the Memorial Day ceremony at St. Peter's Church. He read a brief description of the flag's symbolization and stated that it will be prominently displayed somewhere in the Village.

On Wednesday, June 8, Mayor McLeod attended the wake of Sue Lessen's brother-in-law, Kevin Lessen. On Thursday, June 9, he attended the Metro Managers Caucus meeting, as well as a wake for Streamwood Trustee Guy Patterson, and a 4th of July Commission meeting. On Friday, June 10, Mayor attended a Flag Day picnic at St. Peter's Church, and the Rotary Club lunch. Mayor McLeod attended a celebration of life of Jean Hehn, mother of former firefighter Steve Hehn and on Sunday, he attended the 40th anniversary celebration of Garibaldi's and the Daily Herald Prep Sports awards ceremony at the Sears Centre.

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to adjourn the meeting at 7:12 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Discussion regarding the legislative update

MEETING DATE: July 6, 2016

COMMITTEE: General Administration & Personnel Committee

FROM: Jordan Lester, Administrative Intern

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

DISCUSSION: SB 2047 and SB 1810: STOPGAP BUDGET

Sponsors: Sen. Trotter and Rep. Currie
Status: Public Acts 99-0523, 99-0524

After months of budget stalemate, the General Assembly passed, and the Governor signed a partial budget for the first half of Fiscal Year 2017. The two bills provide funding that allow public services to continue, such as higher education, construction, and other general operations. Schools will open in the fall, stalled construction projects will resume, and transportation project funding is now more readily available. Of importance to local municipalities, the Metropolitan Mayors Caucus states that the stopgap budget appropriates funding for the full fiscal year 2017 to local pass-through funds. This includes the Motor Fuel Tax (MFT), Use Tax, video and casino gaming taxes, Local Government Distributive Fund, and 9-1-1 programs. Additionally, the Illinois Municipal League reports that the bills authorize transportation funds for the entire 2017 fiscal year. IDOT, EPA, and some Capital Development Board projects will be allowed to continue as a result instead of shutting down in the middle of construction. Although the partial budget avoids potential statewide crises, the bills do not provide a full budget for FY2017, nor are they aimed at remedying the State's current fiscal imbalances.

ATTACHMENTS:

- A) Northwest Municipal Conference Legislative Update
- B) Illinois Municipal League Statehouse Briefing
- C) Metropolitan Mayors Caucus

General Assembly Update

With only a few hours remaining in FY2016, the General Assembly moved to pass a stopgap budget solution containing appropriations for FY2016 and in some instances for FY2017. Altogether, several major pieces of legislation were advanced in a marathon last day of special session.

SB 2047 contains the stopgap budget proposal that was pieced together after intensive meetings between legislative leaders and the governor. It passed nearly unanimously in both chambers and was signed into law by Governor Rauner yesterday. The measure contains several items that are of particular interest to municipalities including:

- **Pass-through Funds:** Pass through funds were authorized for release for the full 2017 fiscal year. This includes: motor fuel tax, LGFD, video and casino gaming tax, Use Tax and 9-1-1 program funding
- **Education Funding:** the bill contains K-12 education funding for all of FY17 with an increase in General State Aid Funding by \$361 million and an increase of \$75 million to Early Childhood Education.
- **Higher Education Funding:** the bill contains \$1 billion in funding for universities community colleges, MAP grants (\$151 million), adult education programs career and technical education programs and other higher education related programs.
- **Human Services:** the bill contains \$667 million in funding from the Commitment to Human Services Fund for human services-related programs not covered by current court orders and consent decrees. The money will cover costs in FY16 and the first half of FY17
- **Agency Operations:** lump sums were appropriated and can be used to fund both FY16 and FY17 operational expenses by state agencies.
- **Capital:** the bill includes capital appropriations for IDOT projects, EPA projects and some Capital Development Board Projects that would otherwise have had to shut down mid-construction.

Despite Gov. Rauner's previous insistence that any budget solution would not include additional funding for Chicago Public Schools, CPS is slated to receive an increase in education funding of approximately \$130 million dollars due to the size of the school system's low-income population. CPS also received some much needed pension help in two other pieces of legislation that passed yesterday:

- SB 2822 achieves pension parity by requiring the state to pay into the Chicago teacher pension fund as it does for downstate teachers' pension funds. The bill requires the state to make a contribution of \$205 million only for FY 17; it goes into effect on June 1, 2017 but per an agreement between Rauener and the legislative leaders, it will not be sent to the Governor's desk until comprehensive pension reform is approved by the General Assembly.
- SB 318 allows the Chicago Board of Education to levy an annual property tax that would be used to fund Chicago teacher pensions. The levy would be capped at a rate of .383% and is estimated to generate \$250 million.

An omnibus TIF bill, SB 2562, was also advanced yesterday. The bill extends several TIF districts throughout the state and allows Chicago to create transit TIF districts. These districts would allow the city to capture additional federal transit dollars by generating funding for required local match dollars.

Although there is now a spending plan in place, it remains unclear where much of the money will come from. With the January 2015 expiration of a temporary income tax, spending has far outpaced revenue and the state's 8 billion dollar backlog continues to grow. The challenge as the General Assembly reconvenes in the fall will be enact cuts as well as tax increases to generate the additional revenue needed to pay for the state's obligations.

See attached for a veto session calendar.

Upcoming Important Dates

November 8, 2016 – Election Day

November 15, 2016 – First Day of Veto Session



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING JULY 1, 2016

HAPPY 240TH BIRTHDAY AMERICA!!!

Editor's Note: The NWMC offices will be closed on Monday, July 4 in observance of Independence Day.

General Assembly Passes Stopgap Budget

On Thursday, the final day of State Fiscal Year 2016, the General Assembly passed and the Governor signed a partial budget (Senate Bill 2047 and Senate Bill 1810) designed to ensure that schools open in the fall, construction projects continue and the state can maintain operations for the first half of State Fiscal Year 2017. For local governments, the "stopgap" budget includes appropriation authority for local government revenues including the Motor Fuel Tax (MFT), Use Tax, gaming revenues and 9-1-1 funding for the full fiscal year. In addition, the partial budget includes critical transportation appropriations and reappropriations that prevented IDOT's previously announced July 1 shutdown of construction and engineering projects.

Additional components of the stopgap budget deal include legislation focused on funding for the Chicago Public Schools (CPS). The General Assembly passed bills that committed the state to paying one year of the normal pension costs for CPS (Senate Bill 2822) and gave CPS the ability to raise property taxes for pensions (Senate Bill 318). Furthermore, the stopgap budget included a full year of P-12 school funding with additional revenue directed towards low-income school districts. The final bill (Senate Bill 2562) in the budget deal was a Tax Increment Financing (TIF) measure that creates transit facility improvement areas for the Chicago Transit Authority's (CTA) modernization and expansion projects. Of specific interest to NWMC members, the bill includes the Red and Purple Line Modernization.

Many legislators recognized during yesterday's floor debate that this partial budget does not fully close the books on state fiscal year 2016 or provide a full budget for state fiscal year 2017. The stopgap measure avoids the immediate crises of halted construction projects, schools failing to open and threatened state functions, but it does not address the fiscal imbalance in the state's revenues and expenditures. This partial budget demonstrates that the ability of the General Assembly and the Governor to reach compromise; however, a comprehensive solution for the state's budget must still be addressed. *Staff contacts: Mark Fowler, Chris Staron, Larry Bury*

LAST CALL (no, really): Join a NWMC Committee or Two

Thursday was the official deadline for members to submit their interest on serving on one or more of the Northwest Municipal Conference's committees. Due to the holiday weekend, staff will not begin compiling the committee lists until next week. Therefore, if you have not yet submitted your forms, you have an "informal" deadline extension. Please take advantage of this last call and put your knowledge, energy and talents to great use by helping to represent the needs of our communities and accomplish our shared goals.

Please submit a copy of your signup sheet over the weekend or early next week to Larry Bury via email, lbury@nwmc-cog.org or fax, 847-296-9207. *Staff contact: Larry Bury*

Lake Co. Sheriff's Spokesman/Detective Covelli to Address NWMC Communicators

The next NWMC Local Government Communicators Committee meeting will be held on Wednesday, July 20 at the *Mount Prospect Village Hall*, 50 S. Emerson Street. The committee will meet from 11:00 a.m. (please note earlier start time) to Noon. After the meeting, Lake County Sheriff Spokesman and Detective Christopher Covelli will make a special presentation entitled: "Media Relations: The *Fox Lake Incident*". All NWMC members are welcome to attend the presentation that will begin at noon and end at approximately 1:00 p.m.

Please RSVP to Committee Chairperson and *Palatine Management Analyst Samantha Brunell*, sbrunell@palatine.il.us by Wednesday, July 13. If you are a member of the Committee, please look for Thursday's email from Samantha with specific details regarding the special meeting and promptly respond. *Staff contacts: Mark Fowler, Marina Durso*

Mark Your Calendar for the NWMC Fall Surplus Vehicle and Equipment Auction

The Northwest Municipal Conference and America's Auto Auction (America's AA) are pleased to announce that the next NWMC live surplus vehicle and equipment auction will be held on Tuesday, October 25, 1:00 p.m. at Americas Auto Auction Chicago, 14001 S. Karlov Avenue in Crestwood. America's AA Commercial Account Manager Bruce Uhter or NWMC sales representative Jim Fee will be contacting all NWMC members to discuss the October 25 auction in detail.

The NWMC/America's AA partnership provides for additional sales opportunities and methods for NWMC members, streamlines the auction process for buyers and sellers and saves NWMC members time and money in disposing of their equipment while supporting the operations of the organization. America's AA 40-acre, state-of-the-art facility provides full service auctions for their existing dealer network, the general public and online/simulcast bidders. Please visit <http://americasautoauction.com/files/index.aspx> for more information on America's AA services.

As a reminder, a few of the advantages to holding the NWMC auctions at America's AA include:

- Transportation of vehicles to America's AA at any time, 24/7 – no need to store your vehicles until the day prior to the NWMC auction.
- America's AA will provide all drivers on auction day (except for some specialty vehicles); therefore, NWMC members will not incur overtime costs for staff to work at the NWMC auctions.
- America's AA can arrange to transport vehicles through third party providers at a lower cost than having NWMC members pull employees off the job site.
- America's AA offers a variety of additional services designed to maximize resale value including vehicle condition reports, reconditioning/repair services, dent removal, window replacement, washing, etc.
- Pre-sale inventory listings on America's AA website are viewed by thousands of potential purchasers.
- No NWMC public works facilities will be inconvenienced by hosting the event.

The partnership also provides for year-round Internet auctions, allowing NWMC members to remarket vehicles and equipment quickly and easily to America's AA extensive network of buyers. For questions or additional information, please contact Bruce Uhter, Bruce.Uhter@americasautoauction.com, (219) 713-0327 (mobile) or 708-389-4488 (office) or Jim Fee, jamesfee7522@yahoo.com or (773) 315-0293. *Staff contact: Ellen Dayan*

Ford Announces 2016 Taurus Factory Order Cut-Off Date

The Suburban Purchasing Cooperative (SPC) has been advised by Bredemann Ford of *Glenview* that Ford Motor Company announced September 2 as the factory order cut-off date for the 2016 Ford Taurus SE (Contract #125A). The SPC will need to rebid the 2017 Ford Taurus, so to avoid a price increase, please order the 2016 model now and save money by enjoying the ongoing 15% Ford discount. The SPC 2016 price was \$21,702,00 but the with the Ford discount of \$3,428,00, the base vehicle with all standard equipment may be purchased on the SPC contract for just \$18,274.00. For questions or additional information, please contact staff or Duey Schroeder, 847-510-5330 or dueyschroeder@bredemann.com. *Staff contact: Ellen Dayan*

CMAP 2050 Priorities Report Out For Comment

Following the first round of public engagement, the Chicago Metropolitan Agency for Planning (CMAP) has released a summary document of the key regional priorities that will shape their next regional comprehensive plan entitled *On To 2050*. In addition to existing *Go To 2040* priorities which will continue or be refined in the new plan, topics such as stormwater and climate resilience, inclusive growth, shared services, asset management and transit modernization will be explored. CMAP plans to publish a series of snapshots and strategy papers on these topics in the coming year.

The document, entitled "Emerging Priorities for On To 2050", can be found on CMAP's website, <http://www.cmap.illinois.gov>. Comments can be submitted until 4:00 p.m. on Monday, August 15 by emailing onto2050@cmmap.illinois.gov with subject of "ON TO 2050 Priorities Comment." Additional opportunities for public engagement will start again in summer 2017, when CMAP will conduct extensive engagement on a series of alternative future scenarios for the region. The draft plan is scheduled to be released for public comment in summer 2018, with final adoption targeted for October 2018. *Staff contacts: Mike Walczak, Brian Pigeon*

Planning for Pace's Dempster Street Pulse Route Continues

Representatives from Pace, municipalities in the planned corridor, and other regional agencies met on Wednesday in *Morton Grove* for the second meeting of Pace's Pulse Dempster Line Corridor Advisory Group. The current plan identifies 17 stations along the proposed route, which will run along Dempster from *Evanston* to *Des Plaines*, then along Lee/Mannheim from Des Plaines to O'Hare. Based on previous feedback from the corridor's stakeholders, Pace has narrowed the list of potential station locations and made changes to the station design and amenities. The new service will operate more frequently than the current Route 250, but the stops will be spaced farther apart, allowing for faster travel times.

The next steps include pursuing funding opportunities for capital construction costs, finalizing the Project Definition Report, undergoing an Environmental Review, coordination with communities and agencies as well as public outreach. Service along the Pulse Dempster Line is scheduled to begin in 2019. For more information, please visit <http://pulse.pacebus.com/index.php/pace-begins-pulse-dempster-line-study>. *Staff contacts: Mike Walczak, Brian Pigeon*

Enjoy a Day at the Races with Warehouse Direct Workplace Solutions

On Thursday, August 4, Suburban Purchasing Cooperative (SPC) Office Supplies and Janitorial Supplies vendor Warehouse Direct Workplace Solutions of *Des Plaines* has invited all NWMC members to enjoy a day at Arlington International Racecourse for a showcase of their new products and equipment. Attendees will see the latest products and equipment for the workplace from over 50 top manufacturers, including HON and HP.

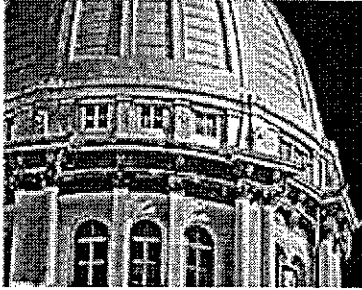
The product show will be held from 9:00 a.m. to 2:00 p.m. in the Million Room (4th floor) at Arlington International Racecourse, 2200 W. Euclid Avenue in *Arlington Heights*. A buffet lunch will be served from 11:30 a.m. to 1:30 p.m. and then attendees can enjoy racing from the Million Room until 4:00 p.m.

Please register by Friday, July 22 by visiting <http://www.warehousedirect.com/customerappreciation.aspx> or call Warehouse Direct Customer Service, 847-952-1925. Please note that, due to the nature of this business event, children are not permitted. For questions or additional information, please contact Warehouse Direct Workplace Solutions Super Source Force Team Leader Spencer Touchie, 847-631-7188 (office), 708-473-2907 (mobile) or spencertouchie@warehousedirect.com. *Staff contact: Ellen Dayan*

Meetings and Events

NWMC Executive Board will meet on Wednesday, July 6, at 8:30 a.m. at the NWMC offices.

NWMC Local Government Communicators Committee will meet on Wednesday, July 20 at 11:00 a.m. at the *Mount Prospect Village Hall*, 50 E. Emerson Street.



Illinois Municipal League Statehouse Briefing

Insider Information from the Illinois Municipal League

June 30, 2016

General Assembly Approves Stopgap Budget, Other Critical Funding

We are pleased to inform our members that the General Assembly has approved a stopgap budget that provides funding for important public purposes. This bill was painstakingly negotiated between the Governor and legislative leaders over the last several days. Having passed both Chambers, the bill is expected to be signed by the Governor.

Over the last few weeks, IML aggressively advocated for the release of local pass-through funds (e.g. MFT, video and casino gaming, Use Tax and 9-1-1 system funding). IML emphasized these critical needs to the legislative leaders in the run-up to the agreement on the stopgap budget. We are pleased that these conversations were fruitful and helped result in the inclusion of our local pass-through funds.

A summary of the various funding bills are available below:

Stopgap Budget

SB 2047 (Sen. Trotter, D-Chicago/Rep. Currie, D-Chicago) includes a hybrid of spending periods within its 800 pages of text. Some of the state FY2017 spending authority is for six months, while the remainder is for the full fiscal year. Spending authority also exists for some state FY2016 obligations.

Of most interest to municipalities is that local pass-through funds (e.g. MFT, video and casino gaming, Use Tax and 9-1-1 programs) received funding for the full 2017 state fiscal year. Transportation project funding is also available for the entire state fiscal year. The High Growth Cities program would receive \$4 million, and passenger rail improvements would also be funded.

SB 2047 includes Amtrak funding for the entire 2017 fiscal year.

The bill also provides full 2017 fiscal year spending authority for K-12 education along with funding for higher education institutions and MAP grants for FY2016 and into FY2017.

Human services and operational expenses of state agencies are funded for the first six months of the 2017 state fiscal year. The spending authority includes funding for the Department of Corrections, which will allow for the payment of overdue utility payments to municipalities that house state prisons.

The bill was approved by the House by a vote of 105-4-1. The Senate approved the bill by a vote of 54-0.

Chicago Teacher Pension Funding

- SB 318 (Sen. J. Cullerton, D-Chicago/Rep. Evans, D-Chicago) authorizes the Chicago Board of Education to levy an annual property tax at a rate not to exceed 0.383% for teacher pension funding purposes. The House approved the bill by a vote of 82-29. It passed the Senate by a vote of 40-14.
- SB 2822 requires the State of Illinois to pay \$215,200,000 for Chicago teacher pensions in FY2017. This amount represents the employer normal cost. Based upon an agreement between the Governor and legislative leaders, this bill will not be transmitted to the Governor until the General Assembly approves comprehensive pension reform legislation. The bill would become effective on June 1, 2017. The bill was approved by the House by a vote of 73-37. It passed the Senate by a vote of 33-20.

TIF Legislation

- SB 2562 is an omnibus TIF bill that includes extensions for several TIF projects throughout the state. The bill also permits the City of Chicago to adopt transit-oriented TIFs. The City of Chicago would be permitted to capture \$800 million in federal money as a result of the bill. The House approved the bill by a vote of 78-27-2. It passed the Senate by a vote of 43-7.

If you do not wish to receive information from the Illinois Municipal League via e-mail, please reply to this email, include the words "Please remove from list" along with your name, municipality and email address included in the message.

COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES

SUBJECT: Update of Personnel Policy Manual

MEETING DATE: July 11, 2016

COMMITTEE: General Administration and Personnel Committee

FROM: Patrick J. Seger, Director of Human Resources Management

PURPOSE: To request that the Board review and approve the Personnel Policy Manual (PPM) update described herein.

BACKGROUND: The last official revision of the Village's Personnel Policy Manual (PPM), effective, September 5, 2004, was September 1, 2011. While both federal and state laws have been adopted and followed to date, a more comprehensive update including policy review was warranted. As a result, a team was assembled with members from both General Government and Human Resources Management (HRM) to conduct the review. The review also included meetings with all Department Directors. The final draft was then presented to the Village's employment attorney, Franczek Radalet P.C. for legal review.

DISCUSSION: This comprehensive update was done in order to meet all federal and state laws, as well as review current policies and practices. The revisions to the PPM are classified as:

Housekeeping – This section represents the vast majority of the recommended changes. Examples include something as simple as changing the titles to more involved language changes to further clarify a particular section. Also, it may represent moving a section from one page location to another to improve the reading flow of the document.

Policy – This section represents recommended changes in the PPM that either eliminates existing policies that are considered obsolete or

adds new recommended policies to address today's employment landscape.

Legal – This section represents changes that have been reviewed and recommended by our legal counsel with a focus on law changes, legal updates and requirements. Further, legal review recommended the removal of extraneous information that was redundant or not necessarily found in a personnel policy manual.

The memo attached summarizes the recommended changes in both policy and legal doctrine that have been added as bolded text or stricken in both the PPM and Appendices. Upon Village Board approval, the HRM Department will disseminate the newly revised PPM to all employees for review and receipt of document. Further, the HRM Department will schedule workshops for employees in order to be available to answer questions regarding the changes.

RECOMMENDATION: Review and provide any revisions/corrections to staff, if any, regarding proposed PPM update. The goal is for the revised PPM to be placed on the Village Board agenda for final approval on July 18, 2016.

Memo

TO: James H. Norris, Village Manager

FROM: Patrick J. Seger, Director of Human Resources Management
Daniel O'Malley, Deputy Village Manager

RE: Update of Employee Personnel Policy Manual

Date: May 20, 2016

The last official revision of the Village of Hoffman Estates Personnel Policy Manual (PPM), effective September 5, 2004, was September 1, 2011. Although both federal and state laws have been adopted and followed to date, a more comprehensive PPM update including policy review was warranted. As a result, a team was assembled with members from both General Government and Human Resources Management (HRM) to conduct the review. The comprehensive review also included meetings with all Department Directors and the Village Manager throughout the process. The final draft was then presented to the Village's employment attorney, Franczek Radalet P.C. for legal review. The documents attached (PPM) are now ready for your final review.

For ease of understanding of the recommended revisions/updates, you will find either a strike out of existing language (~~strike-out~~) which would recommend eliminating that word(s) from the document or word(s) color coded according to the type of suggested change, which would recommend new language added to the document.

Also, due to the comprehensive nature of the revision/update, the types of changes within the document were classified as *Housekeeping*, color coded in red, *Policy*, color coded in blue and *Legal*, color coded in purple. The following is a brief description of each classification of changes:

Red– Housekeeping – This section represents the vast majority of the recommended changes. Examples include something as simple as changing the title of Assistant Village Manager to Deputy Village Manager or more involved language changes to further clarify a particular section. Also, it may represent moving a section from one page location to another to improve the reading flow of document.

Blue – Policy – This section represents recommended changes in the PPM that either eliminates existing policies that are considered obsolete or adds new recommended policies to address today’s employment landscape.

Purple – Legal – This section represents changes that have been reviewed and recommended by our legal counsel with a focus on law changes, legal updates and requirements. Further, legal review recommended the removal of extraneous information that was redundant or not necessarily found in a personnel policy manual.

As you review the attached PPM document you will be able to follow the recommended changes on each and every page when applicable. However, for purposes of this memo only the policy and legal recommendations/changes to policy will be summarized below.

If you have any questions after reviewing the recommended changes as indicated below and as attached, please contact either of us. Also, as it is required to have the Village Board approve policy changes within our PPM, one suggestion would be to present the information as attached along with a cover memo to the Board and then hold meetings individually in pairs to review prior to Committee consideration in June.

Policy Recommendations:

Accommodations for Pregnant and Nursing Employees (P. 8) – Added by our legal counsel. Effective, January 1, 2015 this accommodation was included in the amendments to the Illinois Human Rights Act.

Authorized Compensation (p. 13) – Recommend authorizing the Village Manager, on a case by case basis, to approve monetary recognition for employees beyond the annual merit increase.

Reporting New Hires to the State (p. 17) – Recommended to be removed by Legal. Per counsel, this does not need to be published in the Personnel Policy Manual.

Performance Improvement Plan (PIP) (p. 24) – Employees participating in the merit pay performance evaluation program will be placed on a Performance Improvement Plan (PIP) if they score below 2.0. on the annual performance appraisal. The PIP has been in practice for the past several years. We are recommending that it be added to the PPM.

Steps in the Grievance Process (P. 27) – Recommend removing the first step of the grievance process “Orally to Supervisor” as it is more effective to begin the grievance process in writing. This also follows general grievance policies found in other organizations and our collective bargaining agreements.

Work Place Violence (p. 32) – Policy was updated as a result of workplace violence training to reflect a more comprehensive definition of workplace violence and provide further clarification for reporting threats or situations of violence.

Village Social/Business Events (p. 37) – Upon recommendation of legal counsel, language added to include a limited exception. This language was also added to provide direction to employees representing the Village at social/business events to conduct themselves in accordance with appropriate business standards.

Weapons Prohibited (p. 37) – Policy expanded to include changes to meet the new conceal carry law.

Outside Employment (p. 38) – Removed sentence that disallowed the use of Village sick time for time off due to injury or illness associated with outside employment. This revised sections follows the Village’s FMLA policy.

Personal Electronic Devices (p. 40) – Although the Telephone Usage Policy will be updated by the IS Department, it is recommended to include this new added section which advises employees that the usage of personal electronic devices during work hours must be limited to essential or emergency matters.

Smoking and Tobacco Prohibition (p. 40) – Recommend including electronic cigarettes as a prohibited use within Village facilities just as tobacco use is prohibited per the municipal code.

Employee Identification Cards (p. 41) – Removed the last sentence of this section as withholding employees final paycheck is not allowed under the law and is not practiced by the Village.

Donations/Flowers (p. 42) - Recommend eliminating this policy as its practice has been inconsistent over the years due to the economic conditions of the Village.

Village Hall Fitness Center Usage (p. 43) – Recommend adding this section requiring employees to sign a hold harmless agreement before use of the Village Hall fitness facility. This is currently the practice.

Full-time Employees (p. 52) – Recommend eliminating hours worked at 35 hrs./week as full-time which would receive full-time benefits as provided to employees working 37.5 and 40 hours. Over the years, through attrition, all 35 hrs./week employees have retired from the Village and the organization has only been filling replacements when needed at 40 hrs./week or more commonly as part-time employees less than 30 hrs./week.

Temporary Employee (p. 52) – Recommend adding this employment classification as the Village has been hiring employees that are in place beyond a period of time that would otherwise be defined as seasonal employees. However, the length of time of employment is finite. (1 to 2 years)

Interns (p. 52) – Recommend adding this classification as certain departments have unpaid internships. It is important to note that while these positions do not receive compensation or benefits, they are expected to comply with the Village’s policies and procedures set forth in the PPM.

Light Duty Assignment (p. 54) – On recommendation from legal counsel, the reference to a “90 day” time frame was removed as it may potentially violate the ADA.

Vacation Accrual (p. 60) – Due to the variety of hours employees work per the budget designation (i.e., 27 hrs. or 29 hrs.) the old version of vacation accrual only accrued 5 hours of vacation per pay period for hours worked from 25 hrs. to 29 hrs. The recommended change is to allow employees to accrue based on actual hours budgeted to work (i.e., 29 hours) so employees get a full complement of vacation accrual. This is currently in practice.

Holiday Compensation (p. 62) – Recommend that holiday hours are paid based on the actual hours worked should the employee be otherwise scheduled to work that day.

Bonus for non-absence (p. 66) – Recommend eliminating this section of the PPM as it has not been consistently funded due to economic conditions.

Sick Leave Bank (p. 68) – Recommend eliminating this program as the structure of the program only allows employees who have been employed for a minimum of 12 months and who have only used 33% of sick time to be eligible to participate. This program was set in place prior to the passage of the Family

Medical Leave Act which provides certain employees with up to 12 work weeks of unpaid, job-protected leave a year.

Historically, we have not had a circumstance for which this program was ever used, as those employees who participated had plenty of sick time when they needed it. The sick leave needs are more of an issue for newer employees. Employees who are employed less than 12 months or employees who have had a series of sick leave events that has lowered their bank below the required threshold to participate are more often affected. In both of those cases, those employees are not eligible to participate. It is recommended to authorize the Village Manager, on a case by case basis and per the recommendation of Department Director, to allow department personnel to donate vacation time for fellow employees who are out of paid-time-off (PTO) as a result of a difficult situation. Otherwise, employees will be allowed to use their disability benefits available once they exhaust their PTO.

Sick Time for Child Birth of an Employee's Spouse (p. 80) – New language added to further clarify Village practice of limiting sick leave provided to the employee as a result of a natural child birth (1 week sick leave) or cesarean delivery (2 weeks sick leave) by employee's spouse. Also, provides guidance for employee, if additional sick leave is request, based on medical necessity.

Maximum Period of Incapacitation (p. 83) – Recommend eliminating this section of the Medical Leave of Absence due to the ADA not allowing employers to pre-determine a minimum length of time to be out due to an incapacitation (i.e. 6 months).

Tuition Reimbursement Program (p. 95) – Recommend adding employee performance as a required criteria for eligibility and continued participation in the program. Also added is a time frame of thirty calendar days of completion of the course to submit a Statement of Educational Expense.

Business Meetings (p. 99) – Recommend adding this new section in order to allow the Village Manager to preapprove certain Village business meeting related expenses (i.e., developers or potential new business to community).

Use of Personal Vehicles (p. 99) – Expanded the definition of Use of Personal Vehicles for those employees who receive a car allowance. They will receive mileage reimbursement as detailed in the travel policy for required travel more than 50 miles.

PT Health Insurance Option (p. 101) – Recommend adding this new language to advise employees that if they work an average of 30 or more hours over a 12 month period as part-time employees, they would be eligible to participate in the Village's full-time health insurance benefit per the Patient Protection Affordability Care Act (PPACA).

"Base Plan" – Historically, the Village has offered the HMO plan as the health insurance plan offered to Part-time employees. As of January 1, 2016, the plan being offered has changed to the PPO 3 plan. In an effort to allow for the Village to change the offered plan in the future it is recommended that the plan offered to these employees is now referred to as simply the "Base Plan" (see definition in the glossary).

Worker's Compensation (p. 103) – Recommend adding this section regarding survivor worker's compensation benefits in the event of an employee's passing.

Appendix

Recommended changes in the Appendix section of the PPM consist of updating language where appropriate to reflect the changes proposed in the PPM through updating text.

Further, the appendix section of the PPM also reflects the removal or additions of new appendices in order to meet new policy and/or legal regulations.

Please note, the Table of Contents for the Appendix section of the PPM will be formatted in accordance with the “hover and click” feature as will the body of the PPM.

Because the provided forms are offered digitally and all HRM forms included are offered on the Hoffnet site, forms that were inserted within different appendices were removed throughout the document. This was done to avoid the issue that an employee would fill out an outdated form.

Appendix “A” – Sexual Harassment (p. 1) – The changes in this section were primarily made because of suggestions from Legal in order to comply with state and federal law or for example, changing “complaint” to “report” to avoid a negative connotation.

Appendix “B” – Americans with Disabilities Act (ADA) Policy (p. 6) – Per legal suggestion, the section and form was cut down and tailored for an applicant or employee because the original text was generic for the public and mirrored the policy and form posted on our website. Recommended changes to language such as “complaint” to “grievance” has been made throughout the text per Legal. Other changes were made by Legal in accordance with state and federal law.

Appendix “C” – Performance Appraisal Management System (p. 16) -

Reclassification/Promotion – Recommend new language that clarifies prorated increase for newly reclassified or promoted employees as well as supervisor responsibility for the evaluation.

Performance Improvement Plan (PIP) - Another addition to this section defines circumstances related to annual performance review that would cause an employee to be placed on a Performance Improvement Plan (PIP).

Appendix “E” – Electronic Communication Policy and Telephone Usage Guidelines (p. 55) - Both of these appendices are currently under review by the IS Department and will be revised and presented to the Village Board in the future.

Appendix “K”– HIPAA Privacy Standards and Notice (p. 97)- Per legal, recommendation to remove - Health Insurance Portability and Accountability Act (HIPAA) and Notice of HIPAA Privacy Practices.

Appendix “M” – Travel Policy (p. 117) – The Per Diem has been updated to reflect current costs. The last time this was updated within this policy was over 14 years ago.

Appendix “X” - Personnel Forms (p. 135) – Recommend to remove these forms as they often times become outdated and are regularly updated on Hoffnet the Village employee intranet page. It also eliminates the potential for employees completing an outdated form. Other forms that remain are in the body of the PPM and its Appendix. As noted in the PPM, if there is a change in the forms that impacts policy, per protocol, HRM will be advising employees of such changes.

Appendix “Z” – Notices of Federal and State Employment Laws (p. 147) – Recommend removing this section and separating each notice, Victims Economic Security and Safety Act, COBRA Health

Insurance Coverage and Illinois Identity Protect Act into their own sections, while removing, per Legal, Health Insurance Portability and Accountability Act (HIPAA) Privacy Practices.

The following appendices have been created:

Appendix “M” – Victims’ Economic Securities and Safety Act (VESSA) Policy (p. 148) – Formally a part of Appendix “Z”. A separate section has been created for the VESSA Policy.

Appendix “N” – About your COBRA Continuation Coverage Rights and Appendix “P” (p. 163) – Illinois Identity Protection Act Policy – Formally a part of Appendix “Z”. A separate section has been created for COBRA continuation coverage rights.

Appendix “O” – “Pregnancy and Your Rights in the Workplace” poster (p. 166) – Suggested by Legal to be included in the Appendix, referenced in the Accommodations for Pregnant and Nursing Employees section that was added to the PPM.

Appendix “P” – Village of Hoffman Estates Illinois Identity Protection Act Policy (p. 167) – Formally a part of Appendix “Z”. A separate section has been created for the Village’s policy towards compliance with the Illinois Identity Protection Act Policy.

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Discussion regarding design concepts for redesign of the Village website

MEETING DATE: July 11, 2016

COMMITTEE: General Administration and Personnel

FROM: Ashley Monroe, Assistant to the Village Manager

PURPOSE: Present design concepts for the redesign of the Village website.

BACKGROUND: The Village approved an agreement with Vision Internet (now known as Vision) in late 2013 for VisionLIVE subscription service, hosting, and technical assistance for the Village's website www.hoffmanestates.org. As part of this renewed agreement, a style and format redesign will commence after the second full year of VisionLIVE service. The current website content will remain essentially the same but the look, feel, and navigation paths to arrive at content may change as part of the redesign.

DISCUSSION: Although the Village and Vision will not begin the redesign process until October 2016, staff has begun to assess style and feature options in order to reduce design and build time. It is feasible that a new look for the Village website will be complete by January or February 2017.

To analyze possibilities for the new design, a group of staff from all departments reviewed a large list of websites primarily designed and hosted by Vision, to see what current trends, features, and styles may be available for Hoffman Estates to incorporate into the revised website. This review team narrowed choices to six websites that included a variety of features and styles they liked. In addition to general group feedback, a survey was issued to this group to identify ranking of the narrowed list and why they liked or disliked certain features of a website.

Additionally, staff reached out to volunteer Board and Commissions Chairpersons. Feedback requested included what style website they feel would best showcase the community, what type of website would offer the best platform for information and what kind of style would offer the best platform for activity and event promotion.

Finally, a survey of the public was completed, asking for feedback about navigation of the current website, likes and dislikes, as well as perception of content quality and quantity. Overall, feedback

DISCUSSION (Cont'd): from this survey was mixed to positive and offered some suggestions in which the site can be improved.

Summaries of feedback from all survey activities information is attached for reference.

After incorporating the comments received at Committee, staff will communicate preferences to the Vision design team, increasing the likelihood that the draft concepts will be timely and closely match the desires of the Village.

RECOMMENDATION: Provide comments and feedback regarding design concepts to guide redesign of the Village's website.

Top-Ranked Website Comments (Staff Survey Summary)

The website review team made up of twelve Village staff was given a listing of six community websites that spurred the most conversation during the group meeting. The group generally vocalized a preference for the websites for one reason or another. The follow-up survey was sent to gather additional feedback. Three questions were asked, including a ranking of the six websites reviewed.

Survey respondents were asked, “*What do you like most about your top ranked website?*”

- 1) Scrolling bar middle of page; meetings & updated events in 1 box; minimal scrolling down (Bartlett)
- 2) Easy to see blocks [link buttons] (Sedona)
- 3) I like the fact that all the information is visible without having to scroll down the page. The simple drop down mega menus allows access to any page with minimal effort and I like the most frequently visited pages on the scrolling bar with simple icons so the user does not even have to access the mega menus. (Bartlett)
- 4) Blocks of information easy to read, color, clean, photo bar as opposed to entire site covered by photo, events calendar was cool (Scottsdale)
- 5) It is easy to navigate and it has an attractive and clean design. (Ames)
- 6) Color scheme made it easy to read; concise. (Ames)
- 7) Simple menus and color scheme (Bartlett)
- 8) Warm colors... not cluttered (Sedona)
- 9) I like the colors and the appearance of the featured boxes on the main page. I like the variety in color and modern look.(Sedona)

Survey respondents were asked, “*Please include any other comments, such as what prevented you from ranking a site #1?*”

General Comments

Positive

- I like that some sites had a rotating picture with a link to a story about that current event, etc.
- Large pictures need to be very high quality.

Negative

- Bad color schemes make the website less professional and inviting.
- Photos were too dark, hard to read.
- Too much text in some areas.
- Not easy to navigate - too many clicks to get to what you want.
- Some of the pictures were too big on the lower ranked websites (Bartlett, Longmont, Roswell) and it made it difficult to read the text and to navigate the site.
- Search function in general, and confusing menus (Longmont and Scottsdale).
- Not a fan of the big search bar.
- The drop down menus are not as easy as large/wide menus.

Community Specific

Ames

- o Ames has a great layout.
- o Ames is a very close second because of its clean appearance and the right amount of content in menus.

Bartlett

- o Some of the pictures looked low quality.

Longmont

- o I don't like the huge search bar.
- o Longmont's [background] photo makes it very difficult to read (especially the snow covered trees).

Roswell

- o I don't like the full picture background.

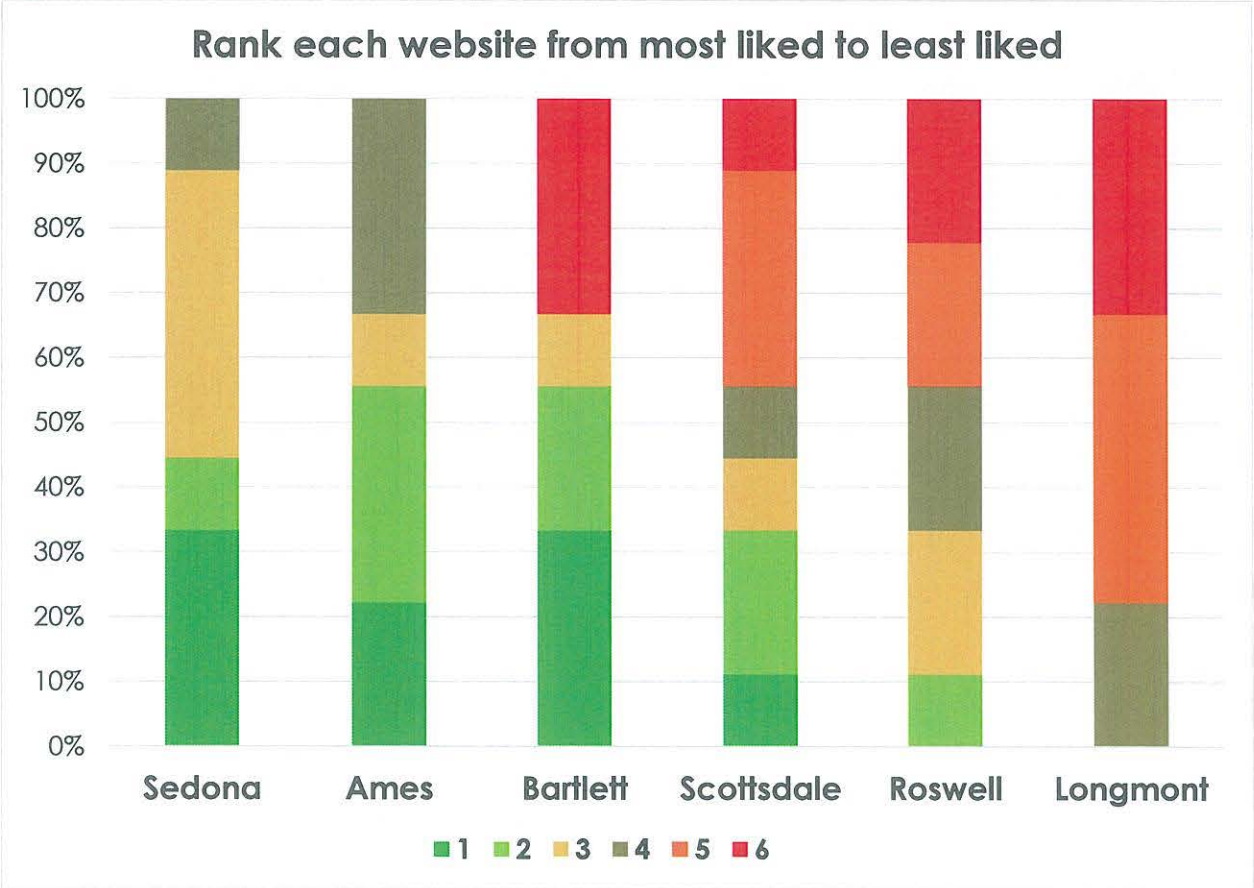
Scottsdale

- o I don't like the huge search bar.
- o I really like the color scheme in Scottsdale's website. It looks very professional and modern.
- o Scottsdale has too much scrolling on the home page.

Sedona

- o I like the box grid for Sedona.

Respondents were asked to rank the six websites from most liked to least liked. The chart below indicates ranking.



Sedona and Bartlett received the most votes for #1, with Ames following. No one liked Roswell or Longmont the best.

Ames had the strongest result for #2, with Bartlett and Scottsdale following. Sedona had the most votes for #3 place, possibly an indication of the split for first and second place between Ames and Bartlett.

Longmont was not favored in the top three choices.

Interestingly, Bartlett, a website ranked in the top three was also ranked in last place, showing either a strong like or strong dislike for the design and presentation and had a mixture of all but Longmont in their favorite three.

Village staff also reached out to Commission Chairpersons and requested feedback similar to that collected from staff, with concentration on desires and needs of volunteer commissions regarding website representation and communication.

Survey respondents were asked, *“What do you like most about your top ranked website?”*

- large image area and translucent menus (Longmont, CO)
- large rotating pictures of a vibrant community with smiling faces (Scottsdale, AZ)
- The ease of the page. larger font and easy to navigate (Scottsdale, AZ)

Survey respondents were asked, *“If Hoffman Estates designed a website to focus on content and information, which of the example websites do you think would do the best job?”*

- Longmont, CO, [because it] combined imagery and content most effectively.
- Scottsdale, AZ, [because] Scottsdale is a progressive and vibrant community. I like the options of connectivity listed, I love the "bright colors" and it doesn't seem cluttered

Survey respondents were asked, *“If Hoffman Estates designed a website to focus on content and information, which of the example websites do you think would do the best job?”*

Top three responses included Bartlett, IL, Roswell, GA, and Scottsdale, AZ.

Comments about this issue:

- We (Hoffman Estates) have a small content box with tabs...now all the information is good but it, the website looks cluttered. Let's unclutter it and make it more attractive
- REALLY nice menu arrays! (Roswell, GA)

They were asked, *“What feature or capability do you think would be most effective, useful, or fun to include on our website?”*

Responses included:

- I like an "instant genie" option.....meaning I can type in a question during business hours and someone immediately (like Instant messaging) answers. Some people have trouble looking at lots of info and finding what they need. A "genie" would be good....example....I could ask, "I live on the north side of the tollway, when is the last day for branch pickup this spring". And immediately, the genie would say it is May 21st. I would have my answer within 20 seconds and I'm happy. It's like a chat line for questions. We should also include the connectivity like a Roswell, Scottsdale and Sedona...Technology is taking over and we need to be up to speed on FB, TW, Instagram, youtube, etc.....Since you are working with the website developer of all seven communities, have them provide to us a list in descending order of what was asked in all visits in all communities over the last year and have them tell us what we should have compared to the other communities. In all these websites there are over 200 points of clickability to 'drill down" for more information.....With the information they give us, develop a index that makes this ultra easy.
- It would be nice to give each of the commissions a page to built content on.

To aid in design and imagery, they were asked, “If the Village uses images that feature what represents or makes Hoffman Estates special or noteworthy, what do you think should be included?”

Answers included:

- The Lion Bridge definitely! Also the Vogelei Teen Center and the Triphahn Hockey rink.
- Bright pictures of serene suburban business parks, Sears Centre, family, diversity, welcoming
- We should update our "index tab" website look. Bright, vibrant colors, smiling people, suburban settings, project a diverse and welcome attitude and best of all, continue to make it easy to find stuff.

The following are comments were submitted by another Commission Chair:

“Sections really needed

- background and purpose of the commissions
- links to more information under specific articles
- thumbnails or albums of pictures
- videos of events or interviews from events like what is posted on YouTube or Cable Channel
- necessary forms related to membership or events
- ability to register for events
- contact information such as chair, liaison and secretary for commissions
- sign up for email notifications about events
- calendar of events that includes upcoming activities for commissions
- calendar of events should include commissions in the category drop down menu

Sections not really needed

- Terms of office and/or occupations
- Archived minutes of the meetings
- Enabling ordinances or bylaws
- Rules about appointments, elections, and membership

I think that Roswell's website is more attractive and colorful but I think the HE website offers as much or more than the other six cities. Each one of them has flaws in my opinion. Ames and Scottsdale are not an attractive sites. Sedona is very colorful. Roswell's is the best as it relates to appearance.

I believe that the HE site can be improved as it relates to the needed items I mention above, but I do not think that there are major changes necessary.”

Website User Survey Data - May - June 2016

Please select all that apply to you:	How often do you visit our website?	How did you learn about our website? (check all apply)	What is your primary reason for visiting today?
I am a Hoffman Estates resident, I am a resident of Cook County ,	Annually (1-2 times a year)	Internet search engine,	finding water restrictions and vehicle for sale signs
I am a Hoffman Estates resident, I am a resident of Cook County , I commute and work in Hoffman Estates, I am more than 18 years old,	Monthly (1-2 times a month)	Internet search engine,	pay bills
I am a Hoffman Estates resident, I am a Hoffman Estates resident, I am a resident of Cook County , I commute to Chicago, for work, via Hoffman Estates	Monthly (1-2 times a month)	Newsletter or printed guide,	survey input
I am a Hoffman Estates resident, I am a resident of Cook County , I am more than 18 years old,	Quarterly (3-4 times a year)	Internet search engine,	to complete the website improvement survey
I am a Hoffman Estates resident, I am a resident of Cook County , I am more than 18 years old,	Quarterly (3-4 times a year)	Internet search engine,	searching for police blotter
I am a Hoffman Estates resident, I am a resident of Cook County , I am more than 18 years old,	Quarterly (3-4 times a year)	Newsletter or printed guide,	
I am a Hoffman Estates resident, I am a Hoffman Estates resident,	Quarterly (3-4 times a year) Quarterly (3-4 times a year)	Newsletter or printed guide, Internet search engine,	survey to answer this survey
I am a Hoffman Estates resident, I am a resident of Cook County , I commute and work in Hoffman Estates, I am more than 18 years old,	Regularly (at least once a week)	Internet search engine,Newsletter or printed guide,Referred by another website,	seeing if there are any updates on local information at the Village
I am a Hoffman Estates resident, I am a resident of Cook County , I commute and work in Hoffman Estates, I am a Village of Hoffman Estates employee, I am more than 18 years old,	Regularly (at least once a week)	work here!	
I am a Hoffman Estates resident, I am a resident of Cook County , I am more than 18 years old,	Regularly (at least once a week)	Newsletter or printed guide,Referred by another website,News story (TV, radio, newspaper),	do survey
I am a Hoffman Estates resident, I am a resident of Cook County , I am more than 18 years old,	Regularly (at least once a week)	Newsletter or printed guide,	an up-date

Website User Survey Data - May - June 2016

Please select all that apply to you:	How often do you visit our website?	How did you learn about our website? (check all apply)	What is your primary reason for visiting today?
I am a Hoffman Estates resident, I am a resident of Cook County , I am more than 18 years old,	Regularly (at least once a week)	Referred by friend or family,	survey We would like to know where the 4th of July parade will be held. Information
I am a Hoffman Estates resident, I am a Hoffman Estates resident,	Regularly (at least once a week) Regularly (at least once a week)	Internet search engine, Newsletter or printed guide,	Job opportunities
I am a Hoffman Estates resident,	Regularly (at least once a week)	Referred by friend or family,	this survey
I am a Hoffman Estates resident,	This is my first visit	Newsletter or printed guide,	Report and issue
I am a Hoffman Estates resident,	Visited 2-3 times before	Internet search engine,	
I am a Hoffman Estates resident,	Visited 2-3 times before	Internet search engine,	

Website User Survey Data - May - June 2016

Which of the following are true? (Check all that apply)	How much time did it take to find your answer?	How easy is it to understand the information on the website?	Quality of content
I was not able to find what I was looking for	A lot more than what I expected	Not so easy - It seems a lot of fluff was added since my last visit	Below Average
I was able to find exactly what I was looking for	About what I expected	Not so easy	Average
I was able to find exactly what I was looking for	About what I expected	Somewhat easy	Good
I began my visit with this survey	More than what I expected	Somewhat easy	Average
I was not able to find what I was looking for	About what I expected	Very easy	Excellent
I began my visit with this survey I was able to find part of what I was looking for, I began my visit with this survey, I was not able to find what I was looking for I began my visit with this survey	Less than what I expected	Not so easy	Good
	More than what I expected	Very easy	Average
		Very easy	Good
I was not able to find what I was looking for	More than what I expected	Somewhat easy	Average
I was not able to find what I was looking for	More than what I expected	Not so easy	Good
I was able to find part of what I was looking for	About what I expected	Somewhat easy	Good
I had no specific agenda in mind when I visited	A lot less than what I expected	Extremely easy	Excellent

Website User Survey Data - May - June 2016

Which of the following are true? (Check all that apply)	How much time did it take to find your answer?	How easy is it to understand the information on the website?	Quality of content
I had no specific agenda in mind when I visited	A lot less than what I expected	Extremely easy Somewhat easy - I never found the answer to my question. Not at all easy	Excellent Good Average
I was not able to find what I was looking for I was not able to find what I was looking for	A lot more than what I expected A lot more than what I expected	Not so easy	Average
I was able to find exactly what I was looking for	Less than what I expected	Very easy	Excellent
I had no specific agenda in mind when I visited	About what I expected	Very easy	Average
I was able to find exactly what I was looking for	More than what I expected		
I was able to find part of what I was looking for	About what I expected		

Website User Survey Data - May - June 2016

Layout/Design	Quantity of content	Ease of navigation	Meeting your needs	Accuracy of information	Based on your experience, how would you rate the quality of this website?
Below Average	Poor	Poor	Poor		Below average
Average	Good	Average	Average	Good	Average
Good	Good	Average	Good	Good	Average
Below Average	Average	Below Average	Average	Average	Average
Good	Good	Average	Good	Excellent	High quality
Average	Good	Average	Excellent	Excellent	Average
Good Average	Average	Average Good	Below Average Good	Average Excellent	Average High quality
Average	Good	Average	Average	Excellent	High quality
Good	Good	Average	Good	Average	Average
Average	Good	Average	Average	Good	Average
Good	Good	Average	Average	Excellent	High quality

Website User Survey Data - May - June 2016

Layout/Design	Quantity of content	Ease of navigation	Meeting your needs	Accuracy of information	Based on your experience, how would you rate the quality of this website?
Excellent	Excellent	Excellent	Excellent	Excellent	High quality
Good	Average	Average	Poor		Average
Below Average	Below Average	Poor	Below Average	Excellent	Unacceptable
Poor	Poor	Poor	Below Average	Good	Below average
					High quality
Average	Good	Average	Good	Good	High quality
Average	Below Average	Average	Below Average	Below Average	Average

WEBSITE REDESIGN REVIEW

JULY 11, 2016

DESIGN ISSUES TO CONSIDER

VISUAL APPEAL

- COLOR
- SHAPES
- MOVEMENT
- IMAGE THEME
- PLACEMENT

CONTENT

- FEATURED CONTENT
- OPTIONAL VIEWS
- LINKS
- LEVELS OF NAVIGATION
- DETAIL



VILLAGE OF Hoffman Estates

- Home
- Updates
- Residents
- Business
- Visitors
- Government



- eNews Sign Up
- Online Payments
- I Want To...
- Available Properties
- Visit Hoffman!

Village News

April Citizen now available!
Click here (PDF) to read the April 2016 issue of the...

First Friday Social featuring tricks and treats
A free social event for special needs citizens 14 and older...

Discounted roll-off containers offered from Groot
For a limited time, as negotiated in the 2015-2019 solid...

Call for artwork entries in Children's Art Contest
Help the Children's Advocacy Center (CAC) and the Village...

Upcoming Events

- Fire and Police Commission**
04/01/2016 3:00 PM
- First Friday Event**
04/01/2016 6:30 PM - 8:30 PM
- Veteran's Flag Rotation Ceremony**
04/03/2016 1:00 PM

More →

VILLAGE OF Hoffman Estates

- Home
- Updates
- Residents
- Business
- Visitors
- Government

- New Resident Information
- Citizen Newsletter
- Cable - HETV 6
- Hometown Heroes
- Growing to Greenness
- Citizen's Map and GIS Portal
- Parks & Recreation
- Schools
- Libraries
- Hospitals
- Township Government
- Churches & Religious Groups
- Nonprofit Organizations
- Building Permit Guides and Project Requirements
- Garbage & Recycling
- Utilities
- Passport Services
- Fair Housing
- Garage Sales
- Special Events
- FAQs

RESIDENTS

Welcome to the Hoffman Estates Residents page. We hope you find what you are looking for. If you have any questions, please contact us. The pages are in the navigation on the left side of the page.

- Community Information Center
- Village Calendar
- The Citizen Newsletter
- Garbage and Recycling
- Building Permits
- Government Transparency
- Elected Officials

- Mayor
- Board of Trustees
- Village Clerk
- Village Manager
- Boards & Commissions
- Development Services
- Finance
- Fire
- General Government
- Health & Human Services
- Human Resources Management
- Information Systems
- Police
- Public Works
- Municipal Facilities
- Compensation & Benefits
- Transparency of Information
- Village Organization Chart

If you did not see information you need or have any questions, please [contact us](#).

Electricity Aggregation | Emerald Ash Borer | Permits | Rental Housing | Road Construction | Emergency Alerts | ADA Compliance | Site Map | Website Survey
Village of Hoffman Estates, 1900 Hassell Road, Hoffman Estates, IL 60169 | Phone: 847-882-9100
© 2016 Village of Hoffman Estates. All Rights Reserved. [Privacy Policy & Disclaimer](#) | Website Created By [Vision Internet](#) - Innovators of Online Government
Like us on [Facebook](#) | Follow us on [Twitter](#) | Watch videos on [YouTube](#) | Connect with us on [LinkedIn](#) | Pin us on [Pinterest](#)



Contact Us | Select Language *

HOME ABOUT AMES GOVERNMENT DOING BUSINESS LIVING VISITING WANT TO...

Board... GO



WELCOME TO AMES, IOWA



Public & Recreation

Cable TV

Online Payments

Active Alerts

e-Notification

Students

Electronic Billings

in the SPOTLIGHT

Lincoln Way Corridor Study

Participate. Make Your Voice Heard. Affect It Now.

CALENDAR

MAR 14

Historic Preservation Commission Live on Channel 12 7:00 PM

NEWS

Ames jobs
Ames Public Wifi
Ames Schools
Construction Updates/FAQs
Email Notification Sign Up
Emergency Siren Locations
Free Yard Waste Days
Information for Newcomers
Maps & GIS
City Facilities Map

Neighborhoods
Ames Repair & Care
Volunteer Program
Neighborhood News
Street 'N' Greet Block Party
Trailer
Parks and Recreation
Parking Regulations

Rent Smart Ames
Conflict Resolution
List Housing
Landlords
Tenants
Resources
Smart Energy
Student Information
Bicycle Registration
ISU Student Ex-Officio City
Council Member
Ordinances and Policies

Sustainability in Ames
Trees
Christmas Tree Recycling
Emerald Ash Borer
Sesquicentennial Tree
Planting
Street Tree Planting
Guidelines & Applica
Tree FAQs
Utilities and Parking Tickets

Parks and Recreation
Parking Regulations
Rent Smart Ames
Smart Energy
Student information
Sustainability in Ames
Trees
Utilities and Parking Tickets



- City Clerk
- Boards & Commissions
 - Descriptions of all City Boards and Commissions
 - AIPCA
 - ASSET
 - Board of Review
 - Building Board of Appeals
 - Civil Service Commission
 - Commission on the Arts
 - Electric Utilities Operations Review Advisory Board (EUORAB)
 - Historic Preservation Commission
 - Human Relations Commission
 - Library Board of Trustees
 - Parks & Recreation Commission
 - Planning & Zoning Commission
 - Project Share Committee
 - Property Maintenance Appeals Board
 - Public Art Commission



Government > Departments/Divisions A - H > City Clerk > Boards & Commissions >

PUBLIC ART COMMISSION

Font Size: [+](#) [-](#) [Share & Bookmarks](#) [Feedback](#) [Print](#)



[PAC Meetings](#)

[Annual Sculpture Exhibition](#)

[Neighborhood Sculpture](#)

[Sculpture Entry Exhibition](#)

[Sculpture Photo Exhibition](#)

[Visiting Artists](#)

Citizens are appointed to the Public Art Commission by the Mayor for the purpose of establishing public art philosophy and developing a public art plan for the City, monitoring the public art budget and recommending funding allocations for public art within City facilities, developing guidelines for selecting artwork, seeking private and governmental funding for public art, and developing educational, promotional projects for public arts programming. The Public Art Commission meets the first Wednesday of each month at 12:00 p.m. in City Hall.

MEMBERS

Sarah Buss	Lisa Alishie	Heather Johnson	David Faux
Tonya Moore	Bill LaGrange	Kevin Stow	Paola Sepulveda
Kerry Dixon	Tim Folger	Kevin Feeley	Olivia Madison
Natalie Carran	Mary Ann Lundy	Jess Calhoun	Bob Kindred
			Staff Liaison

VILLAGE OF BARTLETT

[Our Community](#) | [Government](#) | [Residents](#) | [Business](#) | [How Do I...](#)

[History](#)
[Community Profile](#)
[Parks](#)
[Bike Trails](#)
[Bike Safety & Events](#)
[Libraries](#)

[Fire Protection](#)
[Schools](#)
[Townships](#)
[Counties](#)
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Bartlett Park Gazebo



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Meetings

Upcoming Events

LATEST NEWS

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APR 07 Zoning Board of Appeals Meeting - cancelled
04/07/2016 7:00 PM

Spring Trees
Public Works is taking orders for spring planting starting 2/1

Police Vehicle on eBay
Bid on this police vehicle before the auction ends on 4/1/2016

New Business License

Brush Collection & Yard

BARTLETT, ILLINOIS

[HTTP://WWW.VILLAGE.BARTLETT.IL.US/](http://www.village.bartlett.il.us/)

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peals Meeting
ment Commission Meeting -
meeting

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Holiday Trash Collection



Water is Safe Despite Off Odor



Volunteer for the Kickstand Classic Bike Race



ComEd Tree Trimming Scheduled for Bartlett

[< Previous](#)

Wed, Jul 06, Cloudy, 81°

VILLAGE OF BARTLETT

[Our Community](#) | [Government](#) | [Residents](#) | [Business](#) | [How Do I...](#)

- Village Board of Trustees
- Village Organizational Chart
- Village Boards and Commissions
- Meetings, Agendas, and Minutes
- Government Transparency
- Strategic Plan
- Municipal Code
- Government Links & Affiliations
- Administration
- Building
- Finance Department
- Community Development
- Police
- Public Works
- Bartlett Hills Golf Course

Government

The Village of Bartlett
village president and

- Village Board of Trustees
- Village Organizational Chart
- Village Boards and Commissions
- Meetings, Agendas, and Minutes
- Government Transparency
- Strategic Plan
- Municipal Code
- Government Links & Affiliations
- Administration
- Bartlett - municipal newsletter
- Comcast Channel 17 & AT&T Channel 59
- Village of Bartlett Museums

- Building
- Municipal Code including Zoning & Building Codes
- Residential Building Permit
- Commercial/Industrial Building Permit Information
- Flood Protection Information
- Contractors Licensed in Bartlett
- Foreclosed & Vacant Building Information
- Building Safety Information

- Finance Department
- Budgets
- Comprehensive Annual Financial Reports
- Finance Department Frequently Requested Forms

- Community Development
- Municipal Code including Zoning & Subdivision Ordinances
- Upcoming Public Hearings - Information & Exhibits
- Planning & Zoning
- Code Enforcement
- Economic Development
- Maps

- Police
- Police Department Facility
- Crime Prevention, Safety & Education Programs
- Identity Theft & Scams
- Frequently Requested Forms
- Laws You Should Know
- Support Services & Helpful Links
- Bartlett Police Community Survey
- National Night Out
- CALFA Accreditation
- Police Annual Reports
- Police Officer Testing Recruitment & Promotion

- Public Works
- Streets Division
- Water Division
- Wastewater Division
- Bartlett Hills Golf Course



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CALENDAR

- MAR 10 Happy Hour
- MAR 10 Planning & Zoning Commission Work Session Cancellation
- MAR 14 Historic Preservation Commission Meeting
- MAR Planning & Zoning Commission Meeting Cancellation

LATEST NEWS

Wednesday, March 30 marks the start of the 5th Welcome Home Vietnam Veterans Day celebration in the Verde Valley. The City of Sedona is proud to serve as the host community for this year's event.

In honor of the commemoration of the 50th Anniversary of the Vietnam War, the event includes a traveling replica of the Vietnam Veterans Memorial (the "Wall"), which will be in Sedona for public viewing from March 30 to April 3 at Posse Grounds Park. A motorcycle escort for the Wall starts at 3:15 p.m. on March 30 in Camp Verde. It will proceed along SR 260 to SR 89A and end at Posse Grounds.

SPOTLIGHT



LINKS

SEDONA, ARIZONA

[HTTP://SEDONAAZ.GOV/](http://sedonaaz.gov/)

Police Department

Contact Information

Chief of Police Welcome

Animal Control

Dog License

Business Emergency Contact

Calendar of Events

Career Opportunities

Citizens Police Academy

Commendations

Community Programs

Crime Data and Mapping

Department Overview

Emergency, Health and Safety

Events

Field Operation Divisions

Forms/Documents/Accident Report Requests

How to File a Commendation or Complaint

News

Partners Against Narcotic Trafficking

Police Department Links

Sedona Police Explorer Post #7100

Sedona Traffic Enforcement Program

Your Government > Departments > Police Department > Animal Control

DOG LICENSE

Font Size: [+] Share & Bookmark [+ Feedback] Print

City Code (6-1-2A) requires all dogs over 4 months of age, who reside within the incorporated boundaries of the City of Sedona, be licensed. Licenses are valid for one year from date of purchase. You must present a valid "rabies certificate" from your veterinarian when you purchase a license. If your dog has been sterilized you will also need to present a "certificated of sterilization".

The license needs to be worn on the collar at all times, especially when your dog is off of your property. It is suggested that the license be worn along with the rabies tag issued by your veterinarian. If your dog should become lost or "at large", the license will aid in its identification and safe return to you. Under the city code, you can also be issued a citation for failure to license your dog.



The annual license fee for each currently vaccinated and sterilized dog is \$7.50. The annual license fee for each currently vaccinated and unsterilized dog is \$25.00. Licenses can be purchased at the Humane Society of Sedona or at Oak Creek Small Animal Clinic of Sedona. For more information, times and dates of operation you can contact:

Humane Society of Sedona
2115 Shelby Drive, Sedona, AZ 86336
(928) 282 4679
www.humanesocietyofsedona.com

Oak Creek Small Animal Clinic, 3130 West SR98A
Sedona, AZ 86336 (928) 282 1195
www.oakcreekclinic.com

CITY OF SEDONA

YO

Improvement Projects

Development Projects

Community Plan

Select Language

- Afrikaans
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- Bengali
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Quick Links

COMMUNITY BUS

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I Want to...?



How Can We Help You Today?

GO

MODERN SPIRIT. SOUTHERN SOUL.

News

Events

Meetings

Facebook



4th of July Extravaganza

Celebrate our nation's independence with games, food trucks, music & fireworks at Sweet Apple Elementary School.

MORE NEWS

Apply & Pay

Council & Boards

Courts

Recreation & Parks

ROSWELL, GEORGIA

[HTTP://WWW.ROSWELLGOV.COM/](http://www.roswellgov.com/)

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4th of July Extravaganza

Celebrate our nation's independence with games, food trucks, music & fireworks at Sweet Apple Elementary School.

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Pay a Bill Online

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Courts

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JUL 07 **Butterpup & Friends Story Time**
Following Lee Bryan "Travelin' Tales"
July 7, 2016 - 11:00 AM

JUL 11 **Roswell Summer Puppet Series Migration**
July 11, 2016 - 10:00 AM

MORE EVENTS

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COMMUNITY DEVELOPMENT

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Mission

Our mission is to preserve and protect the natural and built environments, promote a balanced economy in the City of Roswell by the use of best planning and development practices and the responsible enforcement of ordinances and regulations, and provide professional and efficient customer service.


Responsibilities

The Community Development Department is responsible for working with the citizens of Roswell and its development community, Boards and Commissions, and the elected officials while managing current and long-range planning, code enforcement, economic development, business registration, and other activities in support of the Department's mission.

After-Hours Reporting

To report critical issues that require the immediate attention of the Community Development Department after hours, please contact the Roswell Police Communications Center at 770-640-4100. This includes, but is not limited to, issues such as dam leakage, the failure of erosion control systems at construction sites, hazardous signs, and tree protection.

DEPARTMENT DIRECTOR



Alice Wakefield
Director of Community Development
[Email Alice Wakefield](#)

Mark Wolff
Deputy Director of Community Development
[Email Mark Wolff](#)

- Mayor
- City Council
- City Administrator
- Departments
 - Administration
 - Community Development
 - Building Permits & Inspections
 - Business Registration
 - Code Enforcement
 - Engineering
 - GIS
 - Planning & Zoning
 - Resources
 - Permits & Applications
 - Plans & Projects
 - Unified Development Code & Design Guidelines
 - Environmental/Public Works
 - Finance
 - Fire
 - Police
 - Recreation and Parks
 - Transportation
 - Divisions

CONTACT



URBAN COOL



What are you looking for?



NEWS

RESIDENTS

BUSINESS

THINGS TO DO

FEATURED NEWS

A most precious resource
April is Water Awareness Month. Learn



RECENT NEWS

Proposed fiscal year 2016-17 budget available for review
The proposed budget is a starting point for additional
conversations with the city council and the community before

SCOTTSDALE, ARIZONA

[HTTP://WWW.SCOTTSDALEAZ.GOV/](http://www.scottsdaleaz.gov/)

CITY OF LONGMONT Colorado

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HEAVENS COMMUNITY BUSINESS RESOURCES ONLINE SERVICES DEPARTMENTS I WANT TO...

SEARCH

Find Services

- Apply / Request / Pay
- City Services
- Facilities / Maps
- Headlight Broadcast
- Public Safety

LATEST NEWS

Development Begins Extension of Martin Street, Let Hand Trail Impact

Volunteers to Help Longmont "Clean Up, Green Up"

CDOT Gearing Up to Work on HWY 119 East of County Line to 25

2018 Big Projects Open House Materials Available Online

IN THE SPOTLIGHT

Next Light Longmont's community-owned broadband service. Check maps for updates, rates, maps and more about our 100% fiber-optic network.

UPCOMING EVENTS

Teen & Young Adult Job Fair
March 19, 2018

Airport Advisory Board
March 19, 2018

"Clay the Lion" Special Event and Screening
March 19, 2018

Thursday Night Dance
March 19, 2018

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LONGMONT, COLORADO
[HTTP://LONGMONTCOLORADO.GOV/](http://LONGMONTCOLORADO.GOV/)

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

NB 4

SUBJECT: Disposal of Village Departmental Records

MEETING DATE: July 11, 2016

COMMITTEE: General Administration & Personnel Committee

FROM: Rachel Musiala, Director of Finance

PURPOSE: Request approval to dispose of Village records that have exceeded their State-required retention period.

BACKGROUND: All municipalities within Illinois are subject to the Illinois Local Records Act, which sets forth rules as to what public records can be disposed of and when. In Illinois, no public records may be disposed of without the approval of the appropriate records commission.

The Village has been doing annual disposals of approved records each year since 2005, and is continuing with the current disposal request.

DISCUSSION: The attached list shows all of the items that we are currently able to dispose of. All documents approved for disposal, including those that are of a confidential nature (i.e. containing social security numbers, etc) will be physically destroyed.

It should be noted that only documents that are not required to be retained permanently are part of this disposal listing. Upon Village Board approval, this application will be sent to the Secretary of States Office – Local Records Unit for approval. The items will not be disposed of until after September 1, 2016 which meets the State’s 30-day requirement (30 days after final Village Board approval).

It is our intent to continue to annually submit applications for disposal to the State and bring those items before the Village Board for approval.

RECOMMENDATION: Request approval to dispose of Village records that have exceeded their State-required retention period.

ATTACHMENT

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 10:024C

To: Local Records Commission
 Illinois State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

COUNTY: Cook

FROM: Village of Hoffman Estates
 Agency Division

ADDRESS: 1900 Hassell Road
 Street, P.O. Box

Hoffman Estates, IL 60169
 City, Zip Code

TELEPHONE: (847) 843-4802

Directions:

1. Fill in all blanks and columns.
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2	Accounts Payable & Receivable (Includes Check Copies, Delivery Tickets, Etc.)	2008	12
3	Administrative Correspondence	2014	10
4	Alarm Logs from the Pumping Station	2012	.5
6	Annual Budget for Village	2008	.5
7	Annual Water Use Audit	2005	.5
8	Application for Pet License	2013	.5
9	Appraisals	2012	.5
10	Auction Records	2008	.5
12	Backflow Prevention Records	2012	.5
13	Bid Records	2005	1
17	Business Licenses	2013	1
18	Cable Television Records	2012	.5
19	Cancelled Bonds and Coupons	2013	.5
20	Cancelled Checks, Bank Statements, and Deposit Records	2008	.5
21	Cash Receipts	2013	4
22	Cash Register Tapes	2013	1
25	Certificates of Publication, Newspaper Clippings, Notices of Hearings, Etc.	2014	.5
26	Claims for Reimbursements (All Areas/ Types)	2012	.5
27	Client Counseling and Group Therapy Case Files	2010	1.5
28	Code Enforcement Complaints	2012	.5
29	Code Enforcement Complaint Logs	2013	.5
30	Collection Agency Records	2008	.5
31	Collective Bargaining Records	2000	.5
32	Community Development Block Grant Records for Residential Improvements/Repairs	2005	2
34	Confined Space Entry Permits	2010	.5
35	Construction Project Files	2005	1

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after September 1, 2016

Signature

Date

Bev Romanoff, Village Clerk

Please print name and title on the line above

(Signature required only if records have been microfilmed or digitized.)

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36	Contractor's Bonds and Licenses	2011	.5
37	Contractors' Licenses and Permit Bond	2012	.5
38	Contracts, Leases and Agreements	2005	.5
39	Customer Mail-In Meter Cards (Self Reading)	2014	.5
40	Daily Inspection Schedules	2013	.5
41	Delinquent Account Files	2008	.5
44	Election Records	2014	.5
45	Elevator Inspections	2010	.5
47	Employment Applications and Supporting Documents	2013	3
48	Employment Eligibility Verification Form I-9	2012	.5
49	Engineering Studies/Traffic	2008	.5
50	E.E.O.C. Reports	2010	1
52	Food and Beverage Sales Tax Records	2008	.5
53	Foreclosure Notices	2014	1
54	Freedom of Information Act Requests and Denials	2013	.5
55	Gas/Fuel Tickets	2012	.5
56	Grant Records	2012	.5
57	Health Department Inspection	2013	.5
58	Home Town Awards	2014	.5
59	Hydrant and Valve Records (Flushing and Flow Tests)	2012	.5
60	I.E.P.A. Operating Permits	2010	1
62	Immunization Charts and Consent Records	2010	1
63	Insurance Policies and Claims	2008	.5
64	Insurance Records	2012	.5
65	Inventories of Equipment	2013	.5
66	Investment Records	2008	.5
67	Job Descriptions	2010	2
68	Journal Entries	2008	1
69	J.U.L.I.E. Records	2014	.5

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
70	Kid Care and Family Care Records	2010	.5
71	Ledgers and Journals (All Types)	2008	.5
72	Legal Case Files/Lawsuits (Not Opinions)	2012	.5
75	Liquor License Records	2013	.5
76	List of Counseling Cases	2013	.5
78	Material Safety Data Sheets	2005	.5
79	Medicare/Medicaid Public Aid Recipient Records (Invoices and Correspondence)	2014	.5
80	Metropolitan Sanitary District Records	2005	.5
82	Monthly, Annual, Year-to-Date Reports (Monthly Reports)	2013	3
82	Monthly, Annual, Year-to-Date Reports (Annual Reports)	2008	1
83	Motor Fuel Tax Records	2005	.5
85	O.S.H.A. Logs	2010	.5
86	Official's Oaths of Office	2013	.5
88	Parade Applications	2014	.5
89	Parking Tickets	2014	2
91	Permits to Use Public Right-of-Way	2013	.5
92	Personnel Action Notices/Payroll Change Notices	2013	.5
98	Project Development Files	2005	2
99	Pumpage Records (Annual)	2005	.5
100	Purchase Orders	2013	1
102	Real Estate Transfer Tax Declarations	2008	2
103	Request for Verification of Employment	2014	.5
104	Sewer and Water Pressure Test Results	2010	.5
105	Sick and Vacation Accrual Records	2013	.5
106	Sidewalk Relocation Records	2005	.5
107	Snow Plowing Records	2013	.5
108	Special Assessment Records	2008	.5

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
109	Special Event Applications and Certificates of Insurance	2012	.5
110	Staff Daily Work Schedules	2013	.5
111	State and Federal Tax Statements and Reports (W-2's, W-3's, W-4's, IL-941's, IL-1099's, Etc.)	2008	.5
112	Statement of Economic Interest Lists	2013	.5
114	Tax Levy Records	2008	.5
115	Time Sheets (Includes Sick, Vacation, Holiday, Overtime Comp, etc.)	2013	2
116	Tree Planting Records	2013	.5
117	Tree Spraying Logs	2013	.5
121	Vehicle License Applications (Only for Trucks)	2013	.5
122	Vendor Lists	2014	.5
123	Vehicle and Equipment Maintenance Logs	2014	.5
124	Videos, CD's, DVD's, Etc. of Meetings	2014	.5
125	Village Meeting Packets (All Areas)	2014	1
127	Village Surveys	2014	1
128	Volunteer and Intern Records	2010	.5
129	Wage Surveys	2014	.5
130	Water Bill Paid Stubs	2014	24
131	Water Billing Customer Account Records	2008	.5
132	Water Billing Reports	2013	.5
134	Water Level Reports	2012	.5
135	Water Meter Billing Repair Orders and Trouble Reports (Also Electronic)	2014	4
136	Water Meter Readings	2013	.5
137	Work Sheets/Papers	2013	1
138	Workers' Compensation Records	2008	2

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VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
From: Bruce Anderson
Regarding: Cable TV Report
Date: July 6, 2016

Citizen Segments

This month the Citizen covers: Library Mural Painting, the opening of a new VA facility, the Children's Advocacy Center Walk, Fishing Derby and Health & Human Services Activities.

Citizen Segments and Programs in development:

Summer Sounds Concerts
Day in the Life
Fitness for America Fest

Upgraded Equipment

The new portable sound system is in use in the Hennessey room and the defective wall camera has been replaced in the Council Chambers.

Fourth of July Parade

The parade will run through the month.

Street Taping

Taping has been completed for this year's street project.

Transitions for Disabled People

The Housing Summit for people with disabilities is air as a series presented by the Commission for Disabled Citizens. This month we air summits three and four.

Concerts

We will be taping Summer Sounds Concerts this summer.

Complaints/Inquiries

There were two inquiries last month: a utility pole replacement issue and pedestal repair. There are two inquiries outstanding.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

June 2016

Staffing Activity

New Starts: 7 – GG Administrative Intern
 Summer Seasonal
 Admin Staff Assistant
 Staff Assistant - Temporary
 EMA Auxiliary (3)

Separations: 3 – PT ASO I
 Crossing Guard (2)

Transfers: 2 – GG Admin Intern to Village Intern
 Crossing Guard to Alternate Crossing Guard

Retirees: 1 – Assistant Director of Public Works

Promotions: 1 – Village Forester to Asst. Director of Public Works

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	332 budgeted	327 current
	Part Time Employees	68 budgeted	59 current
	Temporary Employees	0 budgeted	1 current
	Seasonal Employees	17 budgeted	11 current
	Paid Interns	6 budgeted	6 current

Month & Year-to-Date Activity:

2 Seasonals with	12 for year
1 Promotions with	6 for year
3 Separations with	16 for year
1 Retirements with	6 for year
2 Transfer with	3 for year

Recruitment Activity

Administrative Staff Asst. (2 PT openings) – Public Works

Posting date: 04/08/2016. 369 applications received. The position was posted on the Village website and social media and the Indeed jobsite. Candidate applications were reviewed by the Public Works Interview Team. Fifteen candidates were chosen for skills testing. Nine candidates advanced to interviews. Two were offered the position and accepted. One started in May and the second started in June.

Seasonal Code Inspector – Development Services/Code

Posted on 04/16/2016. The position was posted on the Village website and social media. The position was also posted on 15 community college and 4 year university jobsites. Applications are being forwarded to the interview team for review as they are received. Two candidates from the Harper College Code Enforcement program were interviewed. Both were offered the position but were not able to successfully complete the pre-employment screening process. An exiting intern was offered the position. He accepted and started in June. A second recruitment for Seasonal Code Inspector was posted until filled on 6/01/2016. Applications are being forwarded to the interview team for review as they are received. Seventy-one applications have been received to date. Two candidates have been interviewed but no offers have been extended.

Summer Seasonals (10) – Public Works Dept.

Posted 03/11/2016. 14 applications received. The positions were posted on the Village website and social media, and with several local community colleges and universities. Applications were also sent to seasonals that have worked for the Village in the past. Applications were forwarded to the Assistant Public Works Director as received. Interviews were held for new candidates. Six returning Seasonals and four new candidates have been offered positions. Nine started in May and one started in June. Recruitment for two more seasonal positions was approved and posted on 6/23/2016. Applications are being forwarded to the Asst. PW Director for review as they are received.

ASO I (PT weekends) – Police

Posting date: 6/23/2016. 258 applications received to date. The position was posted on the Village website and social media, PoliceOne and BlueLine websites, Indeed job board and on PublicSalary. Applications are being reviewed by the interview team as they are received. To date, six candidates have been chosen for skills testing and interview to begin in July.

Crossing Guard (2) – Police

Posted 6/22/2016. One application received to date. Position posted on the Village website, social media, electronic boards and the Schaumburg Township Job Club. Applications are being reviewed by the Traffic Sergeant as they are received. One candidate will be interviewing in early July.

Administrative Intern - General Government

Deputy Village Manager and Asst. to the Village Manager interviewed candidates from the Northern Illinois University MPA program. An offer was made and accepted. Candidate successfully completed the pre-employment screening. She started on June 6, 2016.

Labor/Management Relations

Contract Status:

Police (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2016 - December 31, 2016). A successor agreement was approved in June by Village Board and MAP 96.

Fire (International Association of Firefighters - Local 2061) – Contract (January 1, 2012 – December 31, 2017).

Public Works (International Brotherhood of Teamsters, Local 700) – Contract (Jan. 1, 2016 – Dec. 31, 2019).

Police Sergeants (Metropolitan Alliance of Police – MAP-97) Contract (Jan. 1, 2014 – December 31, 2016).

Grievances

Two (2) grievances filed by the International Association of Firefighters Local 2061 against the Village. One was resolved via agreement and the other is pending arbitration selection.

One (1) grievance filed by Public Works Teamsters Union and then dropped by the Union.

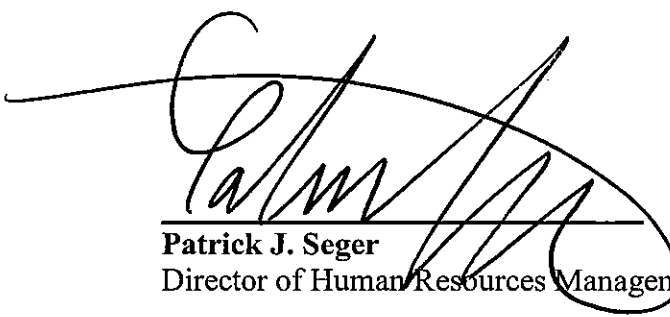
Personnel/Benefits/Employee Services

- As Chair of the IPBC, the Director of HRM participated in the IPBC Strategic Planning meeting.
- As staff liaison to the Cultural Awareness Commission, the Director of HRM attended the monthly meeting.
- Director of HRM and Assistant to the HRM Director attended the IPBC Administration meeting.
- Director of HRM attended training on updates to the FLSA.
- Assistant to the HRM Director participated in Wellness Committee meetings.

- Director of HRM participated in Management Team meetings.
- HRM hosted and attended training on IMRF program.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.
- Conducted a mandatory follow-up DOT drug and alcohol test.
- Conducted meetings with staff related to a high exposure workers' compensation claims.
- Attended an IPELRA training on claims management.
- Attended an IMRF workshop.
- Met with HR staff to discuss the implementation of a comprehensive training program.
- Assembled and distributed information related to a FOIA request.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Met with staff to discuss an ADA issue.
- Continue to provide consultation related to risk management issues related to the Sears Centre.
- Provided continual written updates to appropriate management staff related to the status of several open workers' compensation claims.
- Investigated and brought to conclusion several liability claims made against the Village.



Patrick J. Seger
Director of Human Resources Management

**HUMAN RESOURCES MANAGEMENT
MONTHLY STAFFING REPORT
JUNE 2016**

RECRUITMENTS

POSITION TITLE: Summer Code Enforcement Intern
DEPARTMENT: Dev. Services Dept./Code
DATE POSTED: 06/01/2016
AD DEADLINE: Until filled
APPLICATIONS REC'D: 71 applications received to date.
STATUS: A second position was budgeted and the Director processed paperwork to recruit for the opening. The position was posted on the Village website and social media, the Indeed job board and Public Salary. The position was also posted on 15 community college and 4 year university jobsites. Applications are being forwarded to the interview team for review as they are received. Two candidates have been interviewed to date.

POSITION TITLE: Seasonals (2)
DEPARTMENT: Public Works
DATE POSTED: 06/23/2016
AD DEADLINE: until filled
APPLICATIONS REC'D: 22 applications received to date.
STATUS: Recruitment approved for two additional seasonal positions. The positions were posted on the Village website and social media, Indeed job board, Public Salary and with several local community colleges and universities. Applications are forwarded to the Assistant Public Works Director as received.

POSITION TITLE: ASO I-Part time Weekends (2)
DEPARTMENT: Police
DATE POSTED: 06/23/2016
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 258 applications received to date
STATUS: The position was posted on the Village website and social media, PoliceOne and BlueLine websites, Indeed job board and on PublicSalary. Applications are being reviewed by the interview team as they are received. To date, six candidates have been chosen for skills testing and interview to begin in July.

POSITION TITLE: Crossing Guard
DEPARTMENT: Police
DATE POSTED: 06/22/2016
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 1 application received to date
STATUS: Position posted on the Village website, social media, electronic boards and the Schaumburg Township Job Club. Applications are being reviewed by the Traffic Sergeant as they are received. One candidate will be interviewing in early July.

NEW STARTS

POSITION TITLE: Administrative Intern
DEPARTMENT: General Government
DATE POSTED: N/A
AD DEADLINE: N/A
APPLICATIONS REC'D: N/A
STATUS: Deputy Village Manager and Assistant to the Village Manager interviewed candidates from the Northern Illinois University MPA program. An offer was made and accepted. Candidate successfully completed the pre-employment screening. She started on June 6, 2016.

POSITION TITLE: Seasonals (10)
DEPARTMENT: Public Works
DATE POSTED: 03/11/2016
AD DEADLINE: 04/22/2016
APPLICATIONS REC'D: 14 applications received to date.
STATUS: The positions were posted on the Village website and social media, and with several local community colleges and universities. Applications were also sent to seasonals that have worked for the Village in the past. Applications were forwarded to the Assistant Public Works Director as received. Interviews were held for new candidates. Six returning Seasonals and four new candidates have been offered positions. Nine started in May and the tenth seasonal started on June 6th.

POSITION TITLE: Administrative Staff Assistant (2 PT openings)
DEPARTMENT: Public Works Department
DATE POSTED: 04/08/2016
AD DEADLINE: 04/22/2016
APPLICATIONS REC'D: 369 applications received.
STATUS: The position was posted on the Village website and social media and the Indeed jobsite. Candidate applications were reviewed by the Public Works Interview Team. Fifteen candidates were chosen for skills testing. Nine candidates advanced to interviews. Two were offered the position and accepted. One started in May and the second started in June.

POSITION TITLE: Summer Code Enforcement Intern
DEPARTMENT: Dev. Services Dept./Code
DATE POSTED: 04/16/2016
AD DEADLINE: Until filled
APPLICATIONS REC'D: 9 applications received to date.
STATUS: The position was posted on the Village website and social media. The position was also posted on 15 community college and 4 year university jobsites. Applications are being forwarded to the interview team for review as they are received. Two candidates from the Harper College Code Enforcement program were interviewed. Both were offered the position but were not able to successfully complete the pre-employment screening process. An exiting intern was offered the position. He accepted and started in June.

**SUMMARY OF EMPLOYMENT ACTIVITY
 JUNE 2016**

	<u>Total Number</u>	<u>Position</u>
New Starts	7	EMA Auxiliary (3) PW Summer Seasonal PW Staff Assistant - Temporary PW Admin. Staff Assistant GG Admin. Intern
Separations	3	PT ASO I Crossing Guard (2)
Promotions	1	Village Forester to Asst. PW Director
Upgrades	0	
Downgrades	0	
Transfers	2	GG Admin. Intern to Village Intern Crossing Guard to Alt. Crossing Guard
Retirements	1	Asst. PW Director
Reclassifications	0	
Change in Status	0	

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	0	
Separations	1	Weekend ASO
Promotions	0	
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	2	Police Lieutenant Police Officer
New Positions	0	
Eliminated Positions	0	

2016 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	332	327
PART TIME EMPLOYEES	68	59
TEMPORARY EMPLOYEES	0	1
SEASONAL EMPLOYEES	17	11
INTERNS (PAID)	6	6
 TOTAL	 423	 404

Total Vacancies:

Full Time

Budgeted – Posted	0	
Budgeted - Not Posted	7	Police Officer (5) Police Sergeant Village Forester
 TOTAL FULL TIME	 7	

Part Time

Budgeted – Posted	4	Weekend ASO (2) Crossing Guard (2)
Budgeted-Not Posted	4	Clinic Nurse (2) Customer Service Rep Crossing Guard (1)
 TOTAL PART TIME	 8	

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	0	738
Part Time – Response to Recruitments	259	649
Seasonal Applicants	84	170
Unsolicited Applications/Walk-Ins	6	22
 TOTAL	 349	 1,579

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
JUNE 2016**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Janet Hicks	06/12/2016	Temporary Staff Asst.	N/A
Bobby Suchecki	06/06/2016	PW Seasonal	N/A
Leslie Gaeth	06/02/2016	Admin. Staff Asst.	Nicole Mueller
Jim Campbell	06/10/2016	Auxiliary EMA	Joyce Horiuchi
Stefanie Howard	06/10/2016	Auxiliary EMA	N/A
Frank Mucci	06/15/2016	Auxiliary EMA	N/A
Jordan Lester	06/06/2016	GG Admin. Intern	Austin Pollack

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Ken Gomoll	06/29/2016	Assistant PW Director	Retired
Dorothy Naumowicz	06/27/2016	Crossing Guard	Resigned
Diane Pericolosi	06/30/2016	Crossing Guard	Resigned

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Kelly Kerr	06/30/2016	Village Forester	Asst. PW Director

TRANSFERS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Austin Pollack	06/06/2016	GG Admin. Intern	Village Intern
Sharon Klett	06/27/2016	Crossing Guard	Alt. Crossing Guard

CHANGE IN STATUS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
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CANCELLATIONS

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

UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY

<u>Name</u>	<u>Effective Date</u>	<u>Position</u>	<u>Reason</u>
Jamie Farley	06/07/2016	Unpaid Fire Intern	Beginning of internship
Scott Moens	06/14/2016	Unpaid Fire Intern	Beginning of internship

**ADDITIONAL MONTHLY REPORT INFORMATION
JUNE 2016**

# Anniversaries	<u>3</u>
# Interviews conducted during month	<u>2</u>
#Orientations conducted during month	<u>10</u>

VILLAGE OF HOFFMAN ESTATES

Memo

TO: GAP Committee
FROM: Jennifer Djordjevic, Director of Operations/Outreach – Office of the Mayor and Board
RE: *Monthly Report*
DATE: Thursday, July 7, 2016

Windy City Bulls: Ongoing. Currently working with team management on a (July 23) court unveiling celebration.

Sears Centre Arena: Ongoing. Assisting sponsorship team in making connections with businesses throughout Hoffman Estates. Currently working on McDonald's and Burger King.

Platzkonzert: Assisting the Platzkonzert Commission as needed.

AMITA Health: Continue to keep apprised of AMITA Health events and activities; seeking additional opportunities to partner. A nurse from AMITA has been attending the Summer Concert Series to provide support to guests if needed.

CNN Hero Celebration: In the process of planning a celebration (July 18) honoring Nancy Gianni, Founder of GiGi's Playhouse on her being named a CNN Hero. Working to obtain certificates of achievement from Rep. Crespo's office and Rep. Duckworth's office.

Stand for the Silent Anti-Bully Presentation: Organized a meeting with representatives from Eisenhower Jr. High and D54 to learn more about Stand for the Silent. Efforts are being made to coordinate a district wide anti-bullying presentation at Eisenhower on (October 8).

Great Citizen Award (BOSCH): Coordinating with Kevin Kramer and staff from D211 to present a Great Citizen Award to BOSCH for their commitment to the IT/Coding programs within the district. This has been an ongoing project.

Harper College Foundation: Mayor, Jerry Amtzen from the Arts Commission and I had tours of Harper College. We are working with the school to host student pieces at Village Hall. The Mayor's office will also assist in promoting the scholarship programs Harper has to offer. Harper is also seeking assistance with making connections to Hoffman Estates businesses in the hopes they will make class presentations to students when possible.

Wine Wednesday: A very successful WW was held at Stone Eagle on June 29. WW will be held at Jersey's in July and at Poplar Creek Country Club in August. We average 30 to 40 people per event. Restaurants are offering complimentary appetizers and raffle prizes as well as private space for us to host these events. WW has been well attended for "Summer Sounds on the Green".

Northwest Fourth Fest: I'm working with Dan and Ashley to develop a survey for volunteers to provide feedback on the experience for this year. Overall a great success!

NWMC: Worked with Linda Scheck to secure donations for an auction basket to represent the Village of Hoffman Estates at the Northwest Municipal Conference Gala held on June 22.

Receptions and Dinners: Planned Trustee Mills Birthday Dinner (June 27), HECPA Volunteer Awards reception (June 20).

USCM: Coordinated travel for the Mayor for the United States Conference of Mayors held in Indianapolis, IN.

Writing/Social Media: Provided content for June Citizen and coordinated social media posts for the month.

Jennifer Djordjevic
Dir. Of Operations and Outreach / Office of the Mayor and Board