

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
November 11, 2019

Immediately Following Planning, Building & Zoning Committee

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

- I. Roll Call**
- II. Approval of Minutes – October 14, 2019**

NEW BUSINESS

- 1. Request approval to award a two-year contract with a third-year extension option for full-service professional printing services for the monthly *Citizen* Newsletter to PressTech, Des Plaines, IL, in an annual amount of \$32,530.

REPORTS (INFORMATION ONLY)

- 1. Cable TV Monthly Report.
- 2. Human Resources Management Monthly Report.
- 3. Legislative Operations & Outreach Monthly Report.

- III. President's Report**
- IV. Other**
- V. Items in Review**
- VI. Adjournment – *Executive Session-Personnel-Performance (5 ILCS 120/2-(c)-(1))***

*(Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at www.hoffmanestates.org and/or in person in the Village Clerk's office).
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

October 14, 2019

I. Roll Call

Members in Attendance:

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

Management Team Members
in Attendance:

James Norris, Village Manager
Dan O'Malley, Deputy Village Manager
Arthur Janura, Corporation Counsel
Mark Koplín, Asst. Vlg. Mgr.-Dev. Services
Peter Gugliotta, Director of Planning
Mike Hankey, Dir. Transportation and Eng.
Patti Cross, Asst. Corporation Counsel
Patrick Seger, Director HRM
Richard Signorella, CATV Coordinator
Suzanne Ostrovsky, Asst. to the Village Mgr.
Aaron Howe, PW Management Asst./Analyst

The General Administration & Personnel Committee meeting was called to order at 7:12 p.m.

II. Approval of Minutes – September 9, 2019

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of September 9, 2019. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Request approval of an ordinance authorizing the sale of personal property owned by the Village of Hoffman Estates.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to authorize the sale of personal property owned by the Village of Hoffman Estates. Voice vote taken. All ayes. Motion carried.

REPORTS (INFORMATION ONLY)

1. Cable TV Monthly Report

The Cable TV Monthly Report was received and filed.

2. Human Resources Management Monthly Report

The Human Resources Management Monthly Report was received and filed.

3. Legislative Operations and Outreach Monthly Report

The Legislative Operations and Outreach Monthly Report was received and filed.

III. President's Report

Mayor McLeod reported on his activities from 10/8 through 10/14 and provided brief announcements on Coffee with the Board and the Hispanic Heritage Day Fiesta both scheduled for 10/19.

IV. Other

Trustee Pilafas noted he would like to put on the agenda for discussion the old Rohrman property. Mr. Norris noted his request.

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to adjourn the meeting at 7:16 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Jennifer Djordjevic / Director of Operations
& Outreach / Office of the Mayor and Board

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request approval of a two-year contract with a third-year extension option for full-service professional printing services for the monthly Citizen newsletter with PressTech, Des Plaines, IL, in an annual amount of \$32,530.

MEETING DATE: November 11, 2019

COMMITTEE: General Administration and Personnel

FROM: Suzanne Ostrovsky, Assistant to the Village Manager

PURPOSE: Request approval of a two-year contract with a third-year extension option for full-service professional printing services for the monthly Citizen newsletter with PressTech, Des Plaines, IL, in an annual amount of \$32,530.

BACKGROUND: The Village recently conducted a Request for Proposals (RFP) for full-service professional printing services for the Citizen newsletter. The RFP included years 2020 and 2021, with an option to extend for 2022 with the same terms and pricing. The scope of services includes typesetting, layout, printing, folding, bundling, and delivery of 21,000 copies of the Citizen newsletter each month to four (4) area post offices (Schaumburg, Hoffman Estates, Barrington, Palatine) and the Village Hall, for mailing to residents and businesses. The RFP and proposal matrix are attached for reference.

DISCUSSION: As shown in the attached matrix, PressTech provided the lowest cost proposal of the six respondents, at \$32,530 annually. PressTech is the incumbent and has provided this service to the Village satisfactorily for three fiscal years (2017-2019). Due to cost as well as PressTech's satisfactory performance to date, staff recommends that the Village contract with PressTech for fiscal years 2020 and 2021, with an option to extend for fiscal year 2022.

FINANCIAL IMPACT: The draft 2020 Communications Division budget requests \$32,000 for printing services for the Citizen newsletter; this amount is consistent with the actual amount expended in fiscal year 2019. While PressTech's annual proposal for services exceeds the proposed 2020 budget by \$530, as noted above, PressTech provided the lowest cost proposal in response to the Village's RFP.

RECOMMENDATION: Request approval of a two-year contract with a third-year extension option for full-service professional printing services for the monthly Citizen newsletter with PressTech, Des Plaines, IL, in an annual amount of \$32,530.

Attachments

Request for Proposals: Citizen Newsletter Printing 2020-2021 (with a third-year option for 2022)

Due date: Oct. 30, 2019

| | | 8-Page | 12-Page | 16-Page | Overall Avg Cost/Issue | Total Annual | Two-year cost | Three-year cost (option) | |
|----------|--------------------|-------------------|----------------|----------------|---------------------------|-----------------|------------------|-----------------------------|------------|
| | | Cost per Issue | Cost per Issue | Cost per Issue | | | | | |
| 1 | PressTech | Des Plaines, IL | \$ 2,536 | \$ 3,235 | \$ 3,935 | \$ 2,711 | \$ 32,530 | \$ 65,060 | \$ 97,590 |
| 2 | Creekside | Elgin, IL | \$ 2,610 | \$ 3,757 | \$ 4,041 | \$ 2,825 | \$ 33,898 | \$ 67,796 | \$ 101,694 |
| 3 | Hagg Press | Elgin, IL | \$ 2,738 | \$ 3,732 | \$ 4,048 | \$ 2,930 | \$ 35,160 | \$ 70,320 | \$ 105,480 |
| 4 | Print Group, Inc | Ozark, MO | \$ 3,299 | \$ 4,700 | \$ 5,298 | \$ 3,582 | \$ 42,988 | \$ 85,976 | \$ 128,964 |
| 5 | Nystrom Publishing | Maple Grove, MN | \$ 3,474 | \$ 4,977 | \$ 5,283 | \$ 3,750 | \$ 45,000 | \$ 90,000 | \$ 135,000 |
| 6 | John S. Swift | Buffalo Grove, IL | \$ 4,842 | \$ 6,023 | \$ 7,229 | \$ 5,139 | \$ 61,672 | \$ 123,344 | \$ 185,016 |
| Average: | | | | | | \$ 3,490 | \$ 41,875 | \$ 83,749 | \$ 125,624 |

| | | 8-Page | 12-Page | 16-Page | Overall Avg Cost/Issue | Total Annual | Two-year cost | Three-year cost | |
|---------------------------------------|-----------|-----------------|----------------|----------------|---------------------------|-----------------|------------------|--------------------|-----------|
| | | Cost per Issue | Cost per Issue | Cost per Issue | | | | | |
| <i>EXISTING AGREEMENT (2017-2019)</i> | | | | | | | | | |
| | PressTech | Des Plaines, IL | \$ 2,465 | \$ 3,179 | \$ 3,894 | \$ 2,644 | \$ 31,723 | \$ 63,446 | \$ 95,169 |

Prepared by Suzanne Ostrovsky 11-1-19



REQUEST FOR PROPOSAL:
PRINTING SERVICES FOR CITIZEN NEWSLETTER

The Village of Hoffman Estates is soliciting proposals from qualified printing firms with specific experience to provide the services identified below. To be considered for the project, your proposal must contain evidence of the firm's experience and abilities to provide typesetting, layout and design, printing, folding, bundling, and delivery of the Village's newsletters to four (4) area post offices (Schaumburg, Hoffman Estates, Barrington, Palatine) and the Village Hall, for mailing to residents and businesses.

To be considered, two (2) hard copies of the complete proposal must be received by **Wednesday, October 30, 2019**, no later than 5 p.m. local time. Proposals submitted to the Village of Hoffman Estates through facsimile or email will not be accepted. The original (1) and copy (1) must be submitted in a sealed envelope or container stating on the outside the vendor's name, address, telephone number, due date, RFP title (clearly marked "Newsletter Printing") and addressed to:

Suzanne Ostrovsky, Assistant to the Village Manager, 1900 Hassell Road, Hoffman Estates, IL 60169

Proposals may be delivered to the above address **ONLY** between the hours of 8:30 a.m. and 5 p.m. Monday through Friday, or between the hours of 9 a.m. and noon on Saturdays, excluding holidays observed by the Village. Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. All late proposals that are received by the Village shall be returned unopened to the vendor submitting the proposal. Proposals that are in transit (U.S. Mail, Federal Express, etc.) at the above time and date shall not receive consideration and shall be returned unopened.

The proposal must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the vendor. There is no express or implied obligation for the Village to reimburse responding proposers for any expenses incurred in preparing proposals in response to this request. The Village reserves the right to reject any or all proposals submitted and retain all proposals submitted. No subcontracting to another vendor will be allowed without the prior written consent of the Village. Submitting a proposal to the Village indicates acceptance by the proposer of the conditions contained in this RFP.

Proposers are hereby notified that all information submitted as part of, or in support of, proposals will remain confidential until the date of award; thereafter the documents will be available for public inspection in compliance with Illinois state statutes.

GENERAL CONDITIONS

1. Summary

The Village of Hoffman Estates is seeking a full-service professional printer to complete production of a newsletter (24 total editions) to residents and businesses for the 2020 and 2021 calendar years, with an optional third year* for 2022 (an additional 12 editions), which will be at the discretion of the Village.

2. Background

The Village of Hoffman Estates, Illinois, is located approximately 25 miles northwest of downtown Chicago and has a population of 51,895 within 22 square miles. The Village is currently seeking professional printing services for its Citizen newsletter. The Village will provide electronic files (Adobe InDesign source exported to hi-res PDF) via FTP to the printer.

3. Village's Contact Person

Suzanne Ostrovsky, Assistant to the Village Manager

847-781-2609, suzanne.ostrovsky@hoffmanestates.org

4. Evaluation Criteria

An award of contract will be made to the company whose proposal is judged by the Village to be in its best interests, and whose proposal most closely satisfies the overall project specifications as well as a number of other factors including, but not limited, to:

- **Cost** – an award of contract will be based on the total cost of alternatives selected by the Village and under each alternative, the proposer shall indicate the total cost of the work performed. The Village reserves the right to consider alternatives separately.
- **Quality of workmanship** – an award of contract will be based upon the company's exemplary product quality, demonstrated by samples provided in the scope of requested materials.
- **Experience of the company** – an award of contract will also be based on the company's experience and proven ability to successfully perform the specified work. Among those experience factors to be included are work of similar scope, quality and reliability. Firms must have a minimum of two years of experience.
- **Local preference** – in the situation where a local Hoffman Estates vendor is matched with a non-Hoffman Estates vendor on the above two points, a local preference will be considered in the final decision.

5. Samples of Work

A minimum of three (3) samples of similar work must be submitted with your response to this RFP. Preference is for samples of work from other municipalities.

6. References

A minimum of three (3) references must be submitted with your response to this RFP.

SPECIFICATIONS

1. Number of Issues

2020-2021: 24; *optional 2022: 12 additional

2. Estimated Quantity

21,000 (each issue)

3. **Frequency**

The Village will distribute the newsletter 12 times each year (monthly). The selected firm must be capable of special-issue printing and distribution at same per-issue cost as equivalently-sized newsletter.

4. **Number of Pages**

8-page issues: 20; *optional 2022: 10 additional
12-page issues (May): 2; *optional 2022: 1 additional
16-page issues (June): 2; *optional 2022: 1 additional

5. **Paper**

The Citizen should be printed on 70# gloss text stock. *Recycled paper is requested.* Please provide appropriate recommendations, including pricing for alternatives. Additional suggestions will be taken into consideration.

6. **Printing**

Printing should be done on a four-color offset press. *Vegetable-based inks are requested.*

7. **Binding**

Nest, stitch (two required each piece). Pieces should be folded in half to 8½" X 11". Additional suggestions will be taken into consideration.

8. **Proofs**

Printer must initially present hard-copy color proofs within two (2) days of receipt of files. After an error-free track record of quality has been established, digital proofs may be accepted.

9. **Delivery Date**

The newsletter must be first delivered to the Schaumburg Post Office for bulk postage sorting, then deliver the remainder to the three (3) area post offices (Hoffman Estates, Barrington, Palatine) and the Village Hall within no more than seven (7) working days of approval of proof. Timely delivery is essential to this publication. The Village will expect delivery to be made so that all deadlines are met per agreement. The newsletter is delivered to recipients by the U.S. Postal Service on the last day of the month preceding the issue date (e.g., July newsletter is delivered by June 30).

10. **Bundling and Delivery**

The newsletter is sent out via bulk rate (ECRWSS) to all Hoffman Estates postal customers. Printer will be responsible for bundling newsletters by delivery route (by monthly carrier route list from the post office). Remaining newsletters (overs) are to be delivered to the Village Hall between 8:30 a.m. and 5 p.m. Monday through Friday on the same day as delivery to the four (4) area post offices (Schaumburg, Hoffman Estates, Barrington, Palatine).

11. **Artwork**

Any customized artwork, photos or Village artwork submitted as part of the production process remains the property of the Village of Hoffman Estates and shall be returned upon request. If there is a request for original artwork, please include the cost of screen and photos.

12. **Failure to Complete Work or Satisfy Deadline Requirements**

Failure to complete work or satisfy deadline requirements shall result in termination of any future obligations of the Village to the company.

Edward Soske
Authorized Company Signature

10/28/2019
Date

owner / President
Title



October 28, 2019
Suzanne Ostrovsky
Village of Hoffman Estates
Assistant to the Village Manager
1900 Hassell Road
Hoffman Estates, IL 60169

Dear Suzanne,

Presstech is pleased to submit the following prices for your review.

Village of Hoffman Estates Newsletter

Quantity: 21,000
Artwork: Supplied by Village of Hoffman Estates
Proofs: Color Proofs provided by Presstech
Paper: 70# gloss text - Recycled
Specs: 8.5 x11 saddle stitch booklet
Printing: 4 over 4 – Vegetable based inks
Mailing: Carrier Route ECRWSS- Deliver to Post Offices- Balance Delivered to Village

8-Page Issue

Price: \$2536.00
*Price does not include postage

12-Page Issue

Price: \$3235.00
*Price does not include postage

16-Page Issue

Price: \$3935.00
*Price does not include postage

If you have any questions or concerns regarding the information above please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Soske", followed by a horizontal line.

Edward Soske
President
Presstech, Inc.

VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
From: Ric Signorella
Regarding: Cable TV Report
Date: November 1, 2019

Citizen Segments

This month the Citizen covers: Community Pride Awards, Deka Lash Ribbon Cutting, Ricky Rockets Ribbon Cutting, Senior's Halloween Luncheon, GiGi Fest and the Dept. of Health & Human Services.

Citizen Segments and Programs in development:

- HEFD Bus Extraction Training
- HEFD Fire Burn Box Training Exercise
- Connect To Community Transition Summit
- Citizens Fire Academy
- 60th Anniversary Birthday Party
- Fire Station Open House Demonstrations
- Sears Centre Arena 60th Anniversary Celebration
- Celtic Fest
- Hispanic Heritage Festival
- MAD Science
- Heavenly Brew Fest
- Public Works Open House
- Clinical Computer Systems
- Veteran Days' Ceremony
- Senior Harvest Luncheon
- Friendship Tree Lighting

How Hoffman Estates Got Its Boundaries

Covers Village Historian, Pat Barch, telling the story how Hoffman Estates Got Its Boundaries which is airing.

The French Evening by the Sister Cities Commission

Covers French Consul Guillame Lacroix French Consul General to the Midwest & Mayor McLeod presentations and exchanging of gifts at the Bridges of Poplar Creek.

Family Time with the Mayor

Covers the Mayor reading to children at the HE Branch library.

D211 Student-Produced Programs

HETV is now airing D211 student-produced programs.

Shootz & Ladderz Annual Softball Game

Police & Fire's annual softball game, including a special ceremony for the fallen Police officer David Domin.

Fall Sports

HETV is producing and airing high school sports.

Franchise Renewal

Regional cable group communities continues meeting to discuss renewal negotiations.

Complaints/Inquiries

There were two new complaints; Customer had cable bill increase nearly 20% and the other has a utility pedestal in need of repair. There are no inquiries outstanding.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

October 2019

Staffing Activity

New Starts: 3 - Associate Planner
Crossing Guard
Staff Assistant

Separations: 1 – Maintenance I

Transfers: 0

Retirees: 0

Promotions: 0

Reclassifications: 0

Change in Status: 0

| | | | |
|-----------|---------------------|--------------|-------------|
| Staffing: | Full Time Employees | 338 budgeted | 333 current |
| | Part Time Employees | 68 budgeted | 70 current |
| | Temporary Employees | 0 budgeted | 3 current |
| | Seasonal Employees | 21 budgeted | 0 current |
| | Paid Interns | 6 budgeted | 3 current |

Month & Year-to-Date Activity:

| | |
|--------------------|-------------|
| 0 Seasonal with | 14 for year |
| 0 Promotions with | 14 for year |
| 1 Separations with | 36 for year |
| 0 Retirements with | 9 for year |
| 0 Transfer with | 0 for year |

Recruitment Activity

Crossing Guard – Police Dept. (2)

The positions were posted on the Village website and broadcast email, social media, and ground level signs were posted at open crossings. The Traffic Sergeant has contacted the District

Superintendent to advertise the openings with the schools. Applications are forwarded to the Police Sergeant for review as they are received. Five interviews were conducted in September. Three offers were made and accepted. Two candidates started in September and one started in October. One interview was conducted October 31, 2019. The appropriate paperwork is being processed to make an offer to the candidate.

PT Staff Assistant – Police

The position was posted on the Village website, social media, and Village broadcast email on July 25th. Applications were forwarded to the interview team for review as they were received. Five were recommended for skills testing. Four candidates advanced to interviews on August 28th and 30th. An offer was made to one candidate. She accepted and started on October 1, 2019.

Maintenance I – Public Works

The position was posted internally from August 20 – August 27. No internal applications were received. The position was then posted externally on the Village website and social media, broadcast email and Village electronic boards. 217 application received to date. Applications were forwarded to the interview team for review as they were received. Seven candidates were selected for interviews, five candidates accepted and interviewed October 18 and 21. An offer was made to one candidate. He accepted and is completing pre-employment screening. He is expected to start in early November.

Associate Planner – Development Services Department

The position was posted on the Village website, social media, and Village broadcast email. Applications were forwarded to the interview team for review as they were received. Three candidates were selected for interviews. Interviews were held September 20 – 24. An offer was made to one candidate. He accepted and started on October 21, 2019.

Maintenance II – Public Works Forestry

The position was posted internally from October 14 – 18. Seven internal applications were received. Awaiting the scheduling of interviews.

Maintenance II – Public Works Crew Leader

The position was posted internally from October 14 – 18. Two internal applications were received. Interviews were scheduled for the last week in October. Awaiting decision of interview team.

Maintenance I – Public Works Streets

The position was posted internally. No internal applications were received. The candidates from the recent Maintenance I recruitment are being reviewed.

Director of Building and Code – Development Services Dept.

The position was posted on the Village website, social media, Indeed job board, Village broadcast email, LinkedIn, APA-IL, ILCMA, NWBOCA, SBOC-7, GovHR, I-ACE, PublicSalary and ICC websites. Applications are forwarded to the interview team for review as they were received. Deadline for application is November 15, 2019.

Labor/Management Relations**Contract Status:**

Police (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2016 - December 31, 2018). Successor contract approved in October.

Fire (International Association of Firefighters - Local 2061) – Contract (January 1, 2012 – December 31, 2020).

Public Works (International Brotherhood of Teamsters, Local 700) Contract (Jan. 1, 2016 – Dec. 31, 2019). Reached a tentative agreement in October.

Police Sergeants (Metropolitan Alliance of Police – MAP-97) Contract (Jan. 1, 2017 – December 31, 2019). Negotiation meeting took place in October.

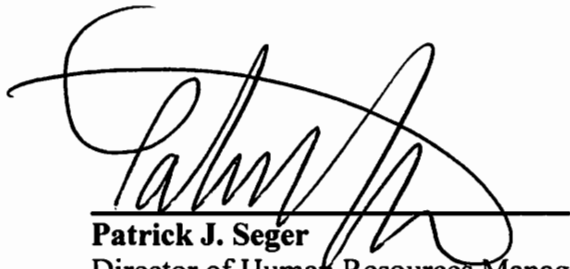
Grievances N/A**Personnel/Benefits/Employee Services**

- As staff liaison to the Celtic Fest Commission, the Director of HRM attended the monthly meeting and the Celtic Fest Celebration.
- As staff liaison to the Cultural Awareness Commission, the Director of HRM attended the monthly meeting and the Hispanic Heritage Fiesta Celebration.
- HRM staff hosted Team Building Training for 66 supervisors.
- HRM Staff hosted the Annual Benefits Fair for employees and started annual Benefits Open Enrollment online for all employees.
- Director of HRM and Assistant to the HRM Directed attended Illinois Public Employer Labor Relations Association Conference.

- As a member of the Board, the Director of HRM attended required pension board training.
- The Director of HRM participated in Management Team meetings.
- The Director of HRM attended the Suburban Liability Insurance Pool (SLIP) meeting.
- The Assistant to the HRM Director participated in the Wellness Committee meeting.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims.
- Conducted the annual Safety Lunch. Although the weather was not good causing the event to be held indoors, the turnout was excellent.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.
- Conducted meetings with staff related to high exposure workers' compensation claims.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Continued to provide consultation related to risk management issues related to the Sears Centre.
- Provided written updates to appropriate management staff related to the status of several open workers' compensation claims.



Patrick J. Seger
Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT MONTHLY STAFFING REPORT OCTOBER 2019

RECRUITMENTS

POSITION TITLE: Crossing Guard (2 openings)
DEPARTMENT: Police Dept.
DATE POSTED: 01/21/2019
AD DEADLINE: until filled
APPLICATIONS REC'D: 33 applications received to date
STATUS: The positions were posted on the Village website and broadcast email, social media, and ground level signs were posted at open crossings. The Traffic Sergeant has contacted the District Superintendent to advertise the openings with the schools. Applications are forwarded to the Police Sergeant for review as they are received. Five interviews were conducted in September. Three offers were made and accepted. Two candidates started in September and one started in October. One interview was conducted October 31, 2019. The appropriate paperwork is being processed to make an offer to the candidate.

POSITION TITLE: Maintenance I
DEPARTMENT: Public Works
DATE POSTED: 08/27/2019
AD DEADLINE: 09/10/2019
APPLICATIONS REC'D: 217 application received to date
STATUS: The position was posted internally from August 20 – August 27. No internal applications were received. The position was then posted externally on the Village website and social media, broadcast email and Village electronic boards, Applications were forwarded to the interview team for review as they were received. Seven candidates were selected for interviews, five candidates accepted and interviewed October 18 and 21. An offer was made to one candidate. He accepted and is completing pre-employment screening. He is expected to start in early November.

POSITION TITLE: Maintenance II - Forestry
DEPARTMENT: Public Works
DATE POSTED: 10/14/2019
AD DEADLINE: 10/18/2019
APPLICATIONS REC'D: 7 application received
STATUS: The position was posted internally. Awaiting scheduling of interviews.

POSITION TITLE: Maintenance II – Crew Leader
DEPARTMENT: Public Works
DATE POSTED: 10/14/2019
AD DEADLINE: 10/18/2019
APPLICATIONS REC'D: 2 application received
STATUS: The position was posted internally. Interviews were scheduled for the last week in October. Awaiting decision of interview team.

POSITION TITLE: Director of Building and Code Enforcement
DEPARTMENT: Development Services
DATE POSTED: 10/21/2019
AD DEADLINE: 11/15/2019
APPLICATIONS REC'D: 13 applications received to date
STATUS: The position was posted on the Village website, social media, Indeed job board, Village broadcast email, LinkedIn, APA-IL, ILCMA, NWBOCA, SBOC-7, GovHR, I-ACE, PublicSalary and ICC websites. Applications are forwarded to the interview team for review as they were received.

POSITION TITLE: Maintenance I Streets
DEPARTMENT: Public Works
DATE POSTED: 10/24/2019
AD DEADLINE: 10/30/2019
APPLICATIONS REC'D: 0 application received to date
STATUS: The position was posted internally. No internal applications were received. The candidates from the recent Maintenance I recruitment are being reviewed.

NEW STARTS

POSITION TITLE: Crossing Guard (2 openings)
DEPARTMENT: Police Dept.
DATE POSTED: 01/21/2019
AD DEADLINE: until filled
APPLICATIONS REC'D: 33 applications received to date
STATUS: The positions were posted on the Village website and broadcast email, social media, and ground level signs were posted at open crossings. The Traffic Sergeant has contacted the District Superintendent to advertise the openings with the schools. Applications are forwarded to the Police Sergeant for review as they are received. Five interviews were conducted in September. Three offers were made and accepted. Two candidates started in September and one started in October.

POSITION TITLE: PT Staff Assistant
DEPARTMENT: Police Dept.
DATE POSTED: 07/25/2019
AD DEADLINE: 08/09/2019
APPLICATIONS REC'D: 87 applications received to date
STATUS: The position was posted on the Village website, social media, and Village broadcast email on July 25th. Applications were forwarded to the interview team for review as they were received.

Five were recommended for skills testing. Four candidates advanced to interviews on August 28th and 30th. An offer was made to one candidate. She accepted and started on October 1, 2019.

POSITION TITLE: Associate Planner
DEPARTMENT: Development Services
DATE POSTED: 08/13/2019
AD DEADLINE: 08/30/2019
APPLICATIONS REC'D: 34 applications received
STATUS: The position was posted on the Village website, social media, and Village broadcast email. Applications were forwarded to the interview team for review as they were received. Three candidates were selected for interviews. Interviews were held September 20 – 24. An offer was made to one candidate. He accepted and started on October 21, 2019.

SUMMARY OF EMPLOYMENT ACTIVITY OCTOBER 2019

| | <u>Total Number</u> | <u>Position</u> |
|--------------------------|---------------------|---|
| New Starts | 3 | Associate Planner Crossing Guard Staff Assistant |
| Separations | 1 | Maintenance I |
| Promotions | 0 | |
| Upgrades | 0 | |
| Downgrades | 0 | |
| Transfers | 0 | |
| Retirements | 0 | |
| Reclassifications | 0 | |
| Change in Status | 0 | |

ANTICIPATED ACTIVITY NEXT MONTH

| | <u>Total Number</u> | <u>Position</u> |
|-----------------------------|---------------------|---|
| New Starts | 2 | Crossing Guard Maintenance I |
| Separations | 1 | Associate Corp Counsel |
| Promotions | 2 | Maintenance I to Maintenance II |
| Transfers | 0 | |
| Reclassifications | 0 | |
| Change in Status | 0 | |
| Retirements | 1 | Maintenance II |
| New Positions | 0 | |
| Eliminated Positions | 0 | |

2019 EMPLOYEE COUNT

| | <u>Budgeted</u> | <u>Actual</u> |
|----------------------------|-----------------|---------------|
| FULL TIME EMPLOYEES | 338 | 333 |
| PART TIME EMPLOYEES | 68 | 70 |
| TEMPORARY EMPLOYEES | 0 | 3 |
| SEASONAL EMPLOYEES | 21 | 0 |
| INTERNS (PAID) | 6 | 3 |
| TOTAL | 433 | 409 |

Total Vacancies:

Full Time

Budgeted – Posted

**Maintenance I (2)
Dir. Of Building & Code
Maintenance II (2)**

Budgeted - Not Posted

Police Officer (4)

Part Time

Budgeted – Posted

Crossing Guard (2)

RECRUITMENT ACTIVITY

| | <u>Month</u> | <u>Year To Date</u> |
|---|--------------|---------------------|
| Full Time – Response to Recruitments | 22 | 1,180 |
| Part Time – Response to Recruitments | 3 | 423 |
| Seasonal Applicants | 0 | 65 |
| Unsolicited Applications/Walk-In | 0 | 0 |
| TOTAL | 25 | 1,668 |

HUMAN RESOURCES MANAGEMENT EMPLOYMENT ACTIVITY OCTOBER 2019

NEW HIRES

| <u>Name</u> | <u>Date of Hire</u> | <u>Position</u> | <u>Replacement for</u> |
|------------------|---------------------|-------------------|------------------------|
| Nick Esposito | 10/21/2019 | Crossing Guard | Zaminee Bates |
| Kevin Anderson | 10/21/2019 | Associate Planner | Mo Khan |
| Alexandra Wimmer | 10/01/2019 | Staff Assistant | Karen Heiss |

SEPARATIONS

| <u>Name</u> | <u>Termination Date</u> | <u>Position</u> | <u>Reason</u> |
|--------------------|--------------------------------|------------------------|----------------------|
| Jim Arvidsen | 10/28/2019 | Maintenance I | Resigned |

PROMOTIONS

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

TRANSFERS

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

CHANGE IN STATUS

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

RECLASSIFICATION

| <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> |
|--------------------|------------------------------|------------------------|----------------------|
|--------------------|------------------------------|------------------------|----------------------|

**ADDITIONAL MONTHLY REPORT INFORMATION
OCTOBER 2019**

| | |
|--|-----------------|
| # Anniversaries | <u>9</u> |
| # Interviews conducted during month | <u>6</u> |
| # Orientations conducted during month | <u>3</u> |

VILLAGE OF HOFFMAN ESTATES

Memo

TO: GAP Committee
FROM: Jennifer Djordjevic, Director of Operations/Outreach – Office of the Mayor and Board
RE: *Community Engagement Report*
PERIOD: October 10 – November 5

General administration: The Mayor's office regularly receives invitations to events, mail or email correspondence regarding a variety of issues, responses which need to be coordinated with Mr. Norris and department heads, and requests for legislative response depending on the issue. The Office also receives phone, email and written requests to meet with officials and staff on various projects or other issues; meetings which are organized through me. These are on-going functions. I typically attend meetings that involve community organizations or other areas of similar interest.

PARTNERSHIPS

Communications Activities and Training:

- Completed mandatory sexual harassment training on-line through HRM (week of 11/4).

Commissions:

- Assisted the Sister Cities Commission in ordering a plaque from the Finer Line presented to the Consul General of France to the Midwest (Guillaume Lacroix) at the French Evening on October 24th.
- Obtained a six month schedule from the Arts Commission and will coordinate a month for the Safe from the Start program (as part of the Children's Advocacy Center) to display items and host a reception.
- Coordinating a time for Dr. Saavedra and I to meet with Sherri Dublin at CDK Global to discuss community outreach and engagement (Meeting TBD).

Community Organizations:

- Coordinated a CUB Meeting for 15th District Commissioner Kevin Morrison to be held at the Village Hall on 11/12. A flyer has been sent out.
- On 11/4 attended the Hoffman Estates Library Branch "Story time and Music" with the Mayor. Ric Signorella taped the event. Mayor visits will be scheduled again in the spring.
- Secured Girl Scouts from area troops to assist with the upcoming Friendship Tree Lighting on 11/23

Travel and Legislative issues:

- Submitted travel documents and per diem request for Springfield VETO session on 10/28
- Submitted travel documents and per diem requests for Springfield VETO session on 11/12 for both Mayor McLeod and Trustee Stanton
- Submitted application on behalf of the Mayor to the NLC for a position on the Transportation and Infrastructure Committee.
- Registered the Mayor for the USCM Annual Meeting in Washington DC (January 2020).

ON-GOING INITIATIVES

Complete Count Committee:

This is an on-going initiative through 2019 and into 2020.

- Meetings continue with the Complete Count Committee.
- Met with Dr. Saavedra and Suzanne Ostrovsky on 11/6 to discuss a grant application through the Metro Mayors Caucus and have had several conversations with reps from the Mayors Caucus for clarification.
- Attended a webinar for the 2020 Census Peer Advisory Network to learn more about hard to reach populations and grant funding available.
- Provided information to the William Ever Group as to our process of setting up the CCC for HE.

Wine Wednesday

Wine Wednesday was very well attended on 10/23 at First Place. WW will be held on 11/20 at Rosati's in conjunction with Business After Hours through the Chamber.

SPECIAL PROJECTS

Volunteer Appreciation Dinner – lead organizer on this event for approximately 160 people. The dinner will be held at the Village hall on 12/5. Details being organized include, food, décor, beverage station, giveaways and music.

Mayor for a Day – Coordinated time for Blake Kaczorowski and his mom to visit with the Mayor, tour departments and have lunch on 10/25.

Receptions, Events and Meetings (scheduled and/or attended)

Hanover Township Food Pantry drop-off / photo – 10/10

NWMC Communicators Meeting – 10/16

Benefits of Wellness Day Set-up – 10/16

Benefits of Wellness Day – 10/17

Alden Poplar Creek Advisory Meeting – 10/21

Higgins Education Center Advisory Meeting – 10/21

Shop with a Cop promo discussion – 10/22

Census grant discussion in HHS – 10/22

Wine Wednesday / First Place – 10/23

Arts Commission Painting Event (attendee) – 10/26

Committee Meetings – 10/28

Family Story Time with the Mayor – 11/4

Citizen Fire Academy Graduation – 11/4

Windy City Bulls Home Opener – 11/9

WRITTEN COMMUNICATIONS

- Board and Commission profiles for December Citizen – Celebrations Commission
- December Citizen Mayor's column
- Sandhill Crane Article for December Citizen
- Formatted and printed all Fire Academy Awards for the graduation
- Ordered additional business cards for the Mayor
- Wrote and submitted budget narratives for the Legislative Budget
- Created certificates for the Utility Commission award winners at the 11/4 VBM

Proclamations:

- National Alzheimer's Awareness Month
- America Recycles Day

**Currently working on a personalized proclamation for Greg Ring's 60th birthday.*

Coordinated several calendar items across departments as needed.

Jennifer Djordjevic

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