

This meeting is being held via telephonic attendance.

AGENDA
SPECIAL GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
April 27, 2020

Immediately Following Public Works & Utilities 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

NEW BUSINESS

1. Request Consideration of an Ordinance continuing the Declaration of a Local State of Emergency.
2. Discussion regarding Village events and festivals.
3. Request approval of an update to 2020 Village Board and Standing Committees meeting schedule for May and June.

II. Adjournment

*(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.*

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Consideration of an Ordinance continuing the Declaration of a Local State of Emergency

MEETING DATE: April 27, 2020

COMMITTEE: Special General Administration & Personnel

FROM: James H. Norris, Village Manager

PURPOSE: To continue the Declaration of a Local State of Emergency through May, 2020.

BACKGROUND: On March 23, 2020, the Village Board approved an Ordinance confirming the Mayor's Declaration of a Local State of Emergency in the Village of Hoffman Estates effective March 20, 2020.

DISCUSSION: As the COVID-19 pandemic continues to be a threat to the health and safety of Village residents, and since the State of Illinois announced that the State's Stay at Home Order has been extended to May 30, 2020, it is recommended to extend the Village's declaration of local emergency from April 30 to May 30, 2020. Attached are an amended ordinance and proclamation to that effect.

RECOMMENDATION: Approval of the Ordinance continuing the Declaration of a Local State of Emergency to May 30, 2020.

ORDINANCE NO. _____ - 2020

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE DECLARING A LOCAL
STATE OF EMERGENCY IN THE
VILLAGE OF HOFFMAN ESTATES**

WHEREAS, under authority of Illinois Compiled Statute 20 ILCS 3305/11 and the Illinois Municipal Code Section 5/11-1-6, Village of Hoffman Estates, proclaimed that a disaster emergency exists in the Village of Hoffman Estates due to the reasons set forth herein; and

WHEREAS, confirmed positive cases of the COVID-19 virus have occurred within suburban Cook and Kane Counties, presenting an imminent threat to the lives, health and safety of residents and businesses of the Village of Hoffman Estates. Emergency procedures and protocols need to be implemented to facilitate decision making across the Village and allow expedited procurement should it be necessary. The Village of Hoffman Estates requires resources from the Strategic National Stockpile (SNS). This emergency will exceed the Village of Hoffman Estates' available personnel and financial resources, and therefore funding and resources from the County, State, and/or Federal Government will be necessary to mitigate the disaster; and

WHEREAS, a civil emergency exists because of the COVID-19 pandemic; and

WHEREAS, the Village of Hoffman Estates Emergency Operations Plan is hereby activated and the Directors of the Departments of the Village of Hoffman Estates are ordered to proceed with all haste to bring said disaster to a rapid conclusion for the best interests of the residents of the Village of Hoffman Estates and pursuant to the Illinois Emergency Management Agency Act and Chapter 4, Article 3, of the Village of Hoffman Estates Municipal Code; and

WHEREAS, the Emergency Management Coordinator and Village Manager shall have all the powers and authorities pursuant to the Emergency Operations Plan of the Village of Hoffman Estates to respond to the COVID-19 pandemic.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: The Declaration of Local State of Emergency is hereby effective March 20, 2020 and expires on May 30, 2020 unless continued by the Corporate Authorities of the Village of Hoffman Estates.

Section 2: The Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 3: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2020

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Michael Gaeta	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
President William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2020

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2020.

**PROCLAMATION DECLARING A LOCAL STATE OF EMERGENCY
IN THE VILLAGE OF HOFFMAN ESTATES**

WHEREAS, under authority of Illinois Compiled Statute 20 ILCS 3305/11 and the Illinois Municipal Code Section 5/11-1-6, I, William D. McLeod, Village President of the Village of Hoffman Estates, do hereby proclaim that a disaster emergency exists in the Village of Hoffman Estates due to the reasons set forth herein; and

WHEREAS, confirmed positive cases of the COVID-19 virus have occurred within suburban Cook and Kane Counties, presenting an imminent threat to the health and safety of residents and businesses of the Village of Hoffman Estates. Emergency procedures and protocols need to be implemented to facilitate decision making across the Village and allow expedited procurement should it be necessary. The Village of Hoffman Estates requires resources from the Strategic National Stockpile (SNS). This emergency will exceed the Village of Hoffman Estates' available personnel and financial resources, and therefore funding and resources from the County, State, and/or Federal Government will be necessary to mitigate the disaster; and

WHEREAS, the Village of Hoffman Estates Emergency Operations Plan is hereby activated and the Directors of the Departments of the Village of Hoffman Estates are ordered to proceed with all haste to bring said disaster emergency to a rapid conclusion for the best interest of the residents of the Village of Hoffman Estates and pursuant to the Illinois Emergency Management Agency Act and the Village of Hoffman Estates' Emergency Management Agency ordinance; and

WHEREAS, the Emergency Management Coordinator and Village Manager shall have all the powers and authorities pursuant to the Emergency Operations Plan of the Village of Hoffman Estates to respond to the COVID-19 pandemic.

NOW, THEREFORE, BE IT RESOLVED, this proclamation is effective March 20, 2020 and shall expire on May 30, 2020, unless continued by the Corporate Authorities of the Village of Hoffman Estates. This Declaration of Local State of Emergency shall be filed with the Village Clerk as soon as is practicable.

**PROCLAMATION DECLARING A LOCAL STATE OF EMERGENCY
IN THE VILLAGE OF HOFFMAN ESTATES**

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Village of Hoffman Estates to be affixed this 27th of April 2020.

William D. McLeod, Village President

Bev Romanoff, Village Clerk

**PROCLAMATION DECLARING A LOCAL STATE OF EMERGENCY
IN THE VILLAGE OF HOFFMAN ESTATES**

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

ACKNOWLEDGEMENT

I, _____ the undersigned, a Notary Public, in and for the County and State aforesaid, **DO HEREBY CERTIFY** that William D. McLeod, the Village President of the Village of Hoffman Estates, personally known to me, appeared before me, under oath, this day in person and acknowledged that in such capacity he signed and delivered the said instrument, as his free and voluntary act of the uses and purposes therein set forth.

GIVEN under my hand and notarial seal this 27th day of April, 2020.

NOTARY PUBLIC

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Discussion regarding Village events and festivals

MEETING DATE: April 27, 2020

COMMITTEE: Special General Administration & Personnel

FROM: James H. Norris, Village Manager
Daniel P. O'Malley, Deputy Village Manager

Purpose: Discussion regarding Village events and festivals scheduled for May through the remainder of FY2020.

Background: With the State of Illinois' stay at home order and the restriction of public gatherings due to the impacts of the COVID-19 pandemic, the Mayor has requested that this Committee discuss the Village events that remain scheduled for the balance of this year. Governor Pritzker has announced that the Executive Order requiring individuals living in the State of Illinois to stay at home will be extended through May 30, 2020. Additionally, the Executive Order prohibits all public and private gatherings of more than 10 people. Any level of continued restrictions on gathering sizes will impact most of the Village's scheduled events and festivals, as well as resident-requested block parties.

Discussion: The Village has a number of events/festivals scheduled through the end of 2020 (please see attached list). Some of the larger events include the Northwest Fourth Fest, the Summer Concert series, Platzkonzert, Celtic Fest, French Evening, Sister Cities exchanges, monthly Senior Commission events, Hispanic Heritage Day, Friendship Tree Lighting, and First Fridays. Should the Committee wish to postpone or cancel any of these events, making that decision sooner rather than later would be beneficial. This is especially true for larger events that require a longer lead time to secure contracts, potentially subjecting the Village to liability for deposits and other costs. Timing is also important due to the need to publicize events, particularly those that require advanced registration and promotion through the *Citizen* newsletter.

As noted above, continuing limits on the size of gatherings also impact the Village's ability to issue neighborhood block party permits. This information is included to provide an opportunity for the Committee to discuss any desired changes to the block party policy.

The status of major Village events scheduled for summer 2020 is as follows:

Northwest Fourth Fest: The Commission has recommended canceling the Fourth Fest for 2020, including the annual Fourth of July parade and fireworks display.

Summer Concert Series: The Village has contracts in hand, but has not returned signed contracts to the promoters/acts.

Any of the events may be held as scheduled, canceled or postponed at the Committee's discretion. Staff recommends that the Committee be sensitive to the more "at risk populations" and the events that are predominantly attended by those populations.

Financial Impact: Other than Northwest Fourth Fest, the balance of events do not have a significant impact on the Village's budget. The cancellation of all events currently scheduled from May through December 2020 (inclusive of Northwest Fourth Fest) would result in a budget savings of approximately \$149,000, net of the loss of revenue generated from those events.

Recommendation: For discussion purposes and to direct staff as to events to be held as scheduled, postponed or canceled for the balance of this year.

**PLANNED B&C EVENTS
FROM MAY TO DECEMBER 2020**

<u>Date</u>	<u>Event</u>	<u>Commission</u>
May 1 st	First Friday	Comm for People with Disabilities
May 2 nd	Julia Child Program	Sister Cities
May 4 th	Student Art Appreciation (before Board meeting)	Arts Commission
May 13 th	Mothers' Day Luncheon	Comm for Senior Citizens
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June 4 th thru Aug 6 th	Summer Sounds on the Green	Arts Commission
June 10 th	Ice Cream Social	Comm for Senior Citizens
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July 3 rd	Festival & Carnival	4 th of July Commission
July 4 th	Parade, Festival, Carnival and Fireworks	4 th of July Commission
July 15 th	Summer Luncheon	Comm for Senior Citizens
July 19 th	Sunderlage Open House	Historical Sites Commission
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Aug 12 th	Senior Appreciation Luncheon	Comm for Senior Citizens
.....		
Sept 4 th	First Friday (?)	Comm for People with Disabilities
Sept 11 th	9/11 Program	Celebrations Commission
Sept 11 th thru Sept 13 th	Platzkonzert	Platzkonzert Commission
Sept 15 th	Senior Prom	Comm for Senior Citizens

Sept 26 th	Schaumburg Township Bus Tour	Historical Sites Commission
Sept 27 th	Greve Cemetery Tour	Historical Sites Commission
.....		
Oct 2 nd	First Friday	Comm for People with Disabilities
Oct 3 rd	Celtic Fest	Celtic Fest Commission
Oct ??	Hispanic Heritage Day	Cultural Awareness Commission
Oct 14 th	Halloween Luncheon	Comm for Senior Citizens
Oct 15 th	“A Second Cup of Casey”	Arts Commission
Oct ??	French Evening	Sister Cities Commission
Oct 25 th	Fall Event	Historical Sites Commission
.....		
Nov 6 th	First Friday	Comm for People with Disabilities
Nov 7 th	Photography Class	Arts Commission
Nov 11 th	Veterans Day Ceremony	Veterans Memorial Commission
Nov 18 th	Harvest Luncheon	Comm for Senior Citizens
Nov 21 st	Tree Lighting Event	Celebrations Commission
.....		
Dec 5 th	Teddy Bear Holiday Stories	Historical Sites Commission
Dec 16 th	BINGO	Comm for Senior Citizens

*As of
April 20, 2020*

COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

SUBJECT: Update regarding 2020 Village Board and Standing Committees meeting schedule

MEETING DATE: April 27, 2020

COMMITTEE: Special General Administration & Personnel

FROM: James H. Norris, Village Manager

PURPOSE: To update 2020 Village Board and Standing Committees meeting schedule.

BACKGROUND: In December 2019, the Board approved the Village Board and Standing Committee dates for 2020.

DISCUSSION: The Board previously approved changing the Board and Committee regular dates in May and June to coincide with the ICSC Conference that was to take place May 17-20 and for the Mayor to attend the U.S. Conference of Mayors in Washington DC on June 15.

Due to the Covid-19 crisis, these events have been cancelled so the Board and Committee meetings can revert back to the normal schedule if desired.

RECOMMENDATION: Staff recommends re-scheduling Village Board and Standing Committee meetings for May and June as follows:

Village Board

May 4, 18

June 1, 15

Standing Committees

May 11, June 1*

June 8, 22

*Due to Memorial Day holiday.