

**AGENDA**  
**GENERAL ADMINISTRATION & PERSONNEL COMMITTEE**  
**VILLAGE OF HOFFMAN ESTATES**  
**May 13, 2019**

*Immediately Following Planning, Building & Zoning Committee*

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**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 – April 8, 2019**

**NEW BUSINESS**

- 1. Request approval of an Ordinance naming Director and Alternate Director to the Northwest Suburban Municipal Joint Action Water Agency.
- 2. Request approval of an Ordinance naming Director and Alternate Directors to the Solid Waste Agency of Northern Cook County.
- 3. Request approval of an Ordinance amending Section 8-2-1, Fees, of Article 2, License Fees; Section 8-3-1, Definitions, and Section 8-3-21, License Classification, of Article 3, Alcoholic Liquors; and Section 8-5-13, Alcoholic Beverage Manufacturer, of Article 5, Foods and Beverages, of Chapter 8, Licenses, of the Hoffman Estates Municipal Code.

**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**

*(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](http://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**

April 8, 2019

**I. Roll Call**

**Members in Attendance:**

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

**Members Absent:**

**Gary Pilafas, Trustee**

**Management Team Members  
in Attendance:**

**James Norris, Village Manager  
Dan O'Malley, Deputy Village Manager  
Arthur Janura, Corporation Counsel  
Mark Koplun, Asst. Vlg. Mgr.-Dev. Services  
Peter Gugliotta, Director of Planning  
Kevin Kramer, Director of Econ. Development  
Patti Cross, Asst. Corporation Counsel  
Joe Weesner, Senior Trans. Engineer  
Ryan Johnson, Mgmt. Analysis  
Bruce Anderson, CATV Coordinator  
Suzanne Ostrovsky, Asst. to Village Mgr.**

The General Administration & Personnel Committee meeting was called to order at 7:00 p.m.

**II. Approval of Minutes**

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the General Administration & Personnel Committee meeting minutes of March 18, 2019. 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**
- IV. Other**
- V. Items in Review**
- VI. Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Mills, to adjourn the meeting at 7:01 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Debbie Schoop, Executive Assistant

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Date

# COMMITTEE AGENDA ITEM

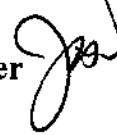
## VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Appointment of Director and Alternate Director to the Northwest Suburban Municipal Joint Action Water Agency (JAWA)

**MEETING DATE:** May 13, 2019

**COMMITTEE:** General Administration & Personnel Committee

**FROM:** James H. Norris, Village Manager



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**PURPOSE:** To appoint Director and Alternate Director to the Board of Directors of JAWA.

**BACKGROUND:** By ordinance, Mayor McLeod was appointed Director and Trustee Newell was appointed as Alternate Director on the Board of Directors of JAWA. That ordinance expired on April 30, 2019.

**DISCUSSION:** As has been the practice over the last several years, the Village President has been appointed as Director and the Chairman of the Public Works & Utilities Committee has been appointed as the Alternate Director of JAWA. Therefore, a draft ordinance naming Mayor McLeod, as Director, and Anna Newell, as Alternate Director for a term expiring April 30, 2021 is attached for your review.

**RECOMMENDATION:** Approval of Ordinance naming Director and Alternate Director of the Northwest Suburban Municipal Joint Action Water Agency.

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE APPOINTING A  
DIRECTOR AND ALTERNATE DIRECTOR  
TO THE NORTHWEST SUBURBAN  
MUNICIPAL JOINT ACTION WATER AGENCY

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: That William McLeod shall be appointed as Director on the Board of Directors of the Northwest Suburban Municipal Joint Action Water Agency and that Anna Newell shall be appointed as an Alternate Director on the Board of Directors of the Northwest Suburban Municipal Joint Action Water Agency for the term expiring April 30, 2021.

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

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

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2019

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	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

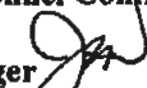
# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Appointment of Director and Alternate Directors to the Solid Waste Agency of Northern Cook County (SWANCC)

**MEETING DATE:** May 13, 2019

**COMMITTEE:** General Administration & Personnel Committee

**FROM:** James H. Norris, Village Manager 

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**PURPOSE:** To appoint Director and Alternate Directors to the Board of Directors of SWANCC.

**BACKGROUND:** By ordinance, James Norris was appointed Director and Mayor McLeod and Trustee Newell were appointed as Alternate Directors on the Board of Directors of SWANCC.

**DISCUSSION:** SWANCC requires that the Village Manager, Village President/Mayor or members of the Board of Trustees may serve as director or alternate director and appointments should be for a period of two (2) years. Therefore, a draft ordinance naming James Norris as Director and Mayor McLeod and Trustee Newell as alternate directors is attached for your review for a term expiring April 30, 2021.

**RECOMMENDATION:** Approval of Ordinance naming Director and Alternate Directors to the Solid Waste Agency of Northern Cook County.

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE APPOINTING A  
DIRECTOR AND ALTERNATE DIRECTOR  
TO THE SOLID WASTE AGENCY  
OF NORTHERN COOK COUNTY

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: That the President and Board of Trustees of the Village of Hoffman Estates appoint James H. Norris, Village Manager, as the Village's Director on the Board of Directors of the Solid Waste Agency of Northern Cook County and appoint William D. McLeod, Village President, and Anna Newell, Village Trustee, as its Alternate Directors, in each case for a term expiring April 30, 2021 or until their successor is appointed.

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

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

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2019

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	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval to amend the Hoffman Estates Municipal Code to add new Craft Distillery, Craft Brewery, Craft Winery and Brewpub Liquor Licenses

**MEETING DATE:** May 13, 2019

**COMMITTEE:** General Administration & Personnel

**FROM:** Jim Norris/Doug LaSota/Mark Koplín/Bev Romanoff

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**REQUEST:** Request approval to amend the Hoffman Estates Municipal Code to add new Craft Distillery, Craft Brewery, Craft Winery and Brew Pub liquor licenses.

**BACKGROUND:** A recent trend in industrial and retail real estate is the opening of craft alcoholic manufacturing businesses where distribution, tours, and tasting also occurs. In the past four years alone, two companies have approached Staff about opening a distillery and brewery in Hoffman Estates. Before either business could open a new liquor license classification needed to be created to allow for the manufacturing, distribution and sales of alcoholic beverages on site.

**DISCUSSION:** *License Classes*  
Staff proposes adding four new classes of Liquor License to attract and prepare for such a business: Craft Distillery (“K”), Craft Brewery (“L”), Craft Winery (“M”) and Brew Pub (“N”). All four licenses would follow state requirements and would require the holder also have the proper licensing with the state. The detailed requirements for each licenses are attached and a few notable points from the license are listed below. These apply to all three “Craft” licenses:

- Allows manufacturing of the respective alcohol up to the state allowed maximum gallons.
- Allows for retail sales (packaged alcohol manufactured on-site or other retail goods, such as clothing merchandise, drinkware, etc.).
- Allows for sampling in accordance with Illinois law.
- Allows for the distribution of alcohol manufactured on site.
- Sales of alcohol manufactured outside of the licensed premise is prohibited.
- Food is **not** required to be served on the premises.

Unlike the three “Craft” licenses, the proposed Brew Pub license requires the service of food prepared on the premises and does allow the sale of alcoholic liquors manufactured off the licensed premises.



## **DISCUSSION (Cont.)**

If the holder of one of the three “Craft” licenses wishes to serve alcoholic beverages other than what it manufacturers, then the standard Class “A” license may be acquired, although a “Brew Pub” license allows serving all alcohol and food. A “Craft” manufacturer would be allowed to have patrons bring in outside food but not outside alcoholic beverages.

In addition to the four new liquor licenses, a new “Alcoholic Beverage Manufacturer” Business License is proposed. This license would be required of any business wishing to manufacturer beer, spirits, wine, etc.

### *Zoning*

Brewing and distilling and the distribution of those products, is a manufacturing process and therefore permitted in manufacturing districts. However, many craft alcoholic manufacturing businesses also have retail sales and/or restaurant components to them which are special uses in manufacturing districts. In the office and business districts manufacturing is not permitted so a special use would be required. Therefore, as the current code stands, alcoholic manufacturing businesses with retail or food service would need a special use in any district, along with the usual site plan approval.

### *Fees*

All four licenses would carry an annual fee of \$3,500. Should a distillery or winery also choose to have a full bar or serve outside alcohol then they would also pay the fee for the Class A license like any other restaurant in the Village which costs \$2,400 per year.

The new “Alcoholic Beverage Manufacturer” Business License is proposed to cost \$500 per year.

## **RECOMMENDATION:**

Request approval to amend the Hoffman Estates Municipal Code to add new Craft Distillery, Craft Brewery, Craft Winery and Brewpub liquor licenses.

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AMENDING SECTION 8-2-1, FEES, OF ARTICLE 2, LICENSE FEES; SECTION 8-3-1, DEFINITIONS, AND SECTION 8-3-21, LICENSE CLASSIFICATION, OF ARTICLE 3, ALCOHOLIC LIQUORS; AND CREATING SECTION 8-5-13, ALCOHOLIC BEVERAGE MANUFACTURER, OF ARTICLE 5, FOODS AND BEVERAGES, OF CHAPTER 8, LICENSES, OF THE HOFFMAN ESTATES MUNICIPAL CODE

Section 1: That Section 8-2-1, FEES, of Article 8-2, LICENSE FEES, of the Hoffman Estates Municipal Code be and the same is hereby amended to read as follows:

Section 8-2-1. FEES

For Licenses to operate the following businesses, the fees listed opposite the named business shall apply: PER YEAR

A. Business Licenses

Alcoholic Liquors

Class "A" License	2,400.00
Class "AA" License	950.00 (additional)
Class "AC" License	1,000.00
Class "B" License	2,400.00
Class "C" License	25.00 (two days)
Class "D" License	2,400.00
Class "DD" License	1,000.00 (additional)
Class "E" License	950.00 (additional)
Class "F" License	6,000.00
Class "G" License	6,000.00
Class "H" License	40.00 (one day)
Class "I" License	1,000.00
Class "LC" License	2,600.00 (additional)
Class "J" License	2,400.00
<u>Class "K" License</u>	<u>3,500.00</u>
<u>Class "L" License</u>	<u>3,500.00</u>
<u>Class "M" License</u>	<u>3,500.00</u>
<u>Class "N" License</u>	<u>3,500.00</u>
Alcoholic Liquor License Interview Fee	200.00

Foods and Beverages

Automatic Food Vending Machine (per machine)	15.00
(per machine - items \$0.50 and over)	50.00
Bakeries	65.00
Cafeteria (per patron chair)	1.00
Drive-In/Carry-Out Restaurants	65.00
Food Dealers	65.00
If fish or meat is sold	75.00
Food Deliveries (per vehicle)	15.00
Food Manufacturer and Distributor (Wholesale)	500.00
<u>Alcoholic Beverage Manufacturer</u>	<u>500.00</u>

Section 2: That Section 8-3-1, DEFINITIONS, of Article 8-3, ALCOHOLIC LIQUORS, of the Hoffman Estates Municipal Code be and the same is hereby amended to read as follows:

Section 8-3-1. DEFINITIONS

Unless the context otherwise requires, the following terms as used in this Article shall be construed according to the definitions given below:

A. "Alcohol" shall mean the produce of distillation of any fermented liquid, whether rectified or diluted, whatever may be the origin thereof, and includes synthetic ethyl alcohol, but not including denatured alcohol or wood alcohol.

B. "Alcoholic Liquor" shall mean any alcohol, spirits, wine and beer, and every liquid or solid, patented or not, containing alcohol, spirits, wine or beer, and capable of being consumed as a beverage by a human being. The provisions of this Article shall not apply to alcohol used in the manufacture of denatured alcohol produced in accordance with Acts of Congress and regulations promulgated thereunder, nor to any liquid or solid containing one-half of one percent, or less, of alcohol by volume.

C. "Applicant" shall mean an individual, co-partnership or limited liability company, which seeks to be licensed under the provisions of this Code. In the case of a club, applicant shall mean the officers, directors and person operating as manager. In the case of a corporation, it shall mean the officers, directors, all persons owning directly or beneficially more than five percent (5%) of the stock of such corporation and the person operating as manager of the premises. In the case of a limited liability company, it shall mean the members and managers of the limited liability company, as well as the person operating as manager of the premises.

D. "Beer" shall mean a beverage obtained by the alcoholic fermentation of an infusion or concoction of barley, or other grain, malt and hops in water, and includes, among other things, beer, ale, stout, lager, porter and the like.

E. "Hotel" shall mean every building or other structure kept, used, maintained, advertised and held out to the public to be a place where sleeping accommodations are offered for adequate pay to travelers and guests, whether transient, permanent or residential in which twenty-five (25) or more rooms are used for sleeping accommodations of such guests.

F. "Club" shall mean a corporation organized under laws of this State not for pecuniary profit, solely for the promotion of some common object other than the sale or consumption of alcoholic liquors kept, used and maintained by its members through the payment of annual dues, and owning, hiring or by using a building or space in a building, of such extent and character as may be suitable and adequate for the reasonable and comfortable use and accommodations of its members and their guests and provided with suitable and adequate kitchen and dining room space and equipment and maintaining a sufficient number of servants and employees for cooking, preparing and serving food and meals for its members and their guests; provided, that such club files with the Liquor Commission at the time of its application for a license under this Code two (2) copies of a list of names and residences of its members, and similarly files within ten (10) days of the election, of any additional member his name and address, and provided further that its affairs and management are conducted by a board of directors, executive committee or similar body chosen by the members at their annual meeting, and that no member or officer,

agent, or employee of the club is paid, or directly or indirectly receives, in the form of salary or other compensation, any profits from the distribution or sale of alcoholic liquor to the club or the members of the club or its guests introduced by members beyond the amount of such salary as may be fixed and voted at any annual meeting by the members or by its board of directors or other governing body out of the general revenue of the club.

G. "Commission" shall hereafter refer to Local Liquor Control Commission.

H. "Recreation Use" shall mean any athletic use for profit which is established in a building or facility specially constructed, improved or equipped for use by the general public for athletic purposes including but not limited to golf courses, bowling alleys, tennis and racquet clubs but specifically excluding dancing facilities.

I. "Restaurant" shall mean any public place kept, used, maintained, advertised and held out to the public as a place where meals are served primarily for sit down dining which offers patrons meals, including dinner and/or luncheon menu at which the service of alcoholic beverages is incidental and complementary to the service of such meals. Food service, such as provided by luncheonettes, diners, coffee shops, drive-ins, fast food operations, and similar uses, does not satisfy the requirements of this definition.

J. "Wine" shall mean any alcoholic beverage obtained by the fermentation of the natural contents of fruits or vegetables, containing sugar. Also any fruits or vegetable flavored beverages to which alcohol has been added.

K. "Catering Hall" shall mean any public place kept, used, maintained, advertised and held out to the public as a place where by prearrangement, events which involve the service of food and alcoholic beverages may be catered.

L. "Retail Liquor Store" shall mean any place where one sells, or offers for sale, at retail any Alcoholic Liquor on the premises specified for such license for consumption off the licensed premises. Alcoholic Liquor shall be in its original package only. (Original package: any bottle, flask, jug, can, cask, barrel, keg, hogshead, or other receptacle or container, whatsoever, used, corked or capped, sealed and labeled by the manufacturer of Alcoholic Liquor, to contain and to convey any Alcoholic Liquor.)

M. "BYOB" shall mean "brown bagging, bring your own, or BYOB" and shall refer to alcohol, beer or liquor as defined in this section.

N. "Establishment" shall mean any commercial facility operated as a place of assembly or for any other use as defined in this section, other than a dwelling unit, including but not limited to taverns, clubs, and social buildings, that is not licensed by the Village of Hoffman Estates Liquor Control Commission. The building structure and any patio, porch or deck attached thereto customarily used in the ordinary course of operating said facility, as well as the land, grounds, and parking areas surrounding said facility are considered part of the establishment for purposes of this section.

All other terms used in this Article 3 of Chapter 8 of the Hoffman Estates Municipal Code that are not otherwise defined in this Section 8-3-1 shall have the meanings given by the Illinois Liquor Control Act of 1934, as amended, in the sections following Section 235 ILCS 5/1-3 and preceding Section 235 ILCS 5/2-1.

Section 3: That Section 8-3-21, LICENSE CLASSIFICATION, of Article 8-3, ALCOHOLIC LIQUORS, of the Hoffman Estates Municipal Code be and the same is hereby amended to read as follows:

Section 8-3-21. LICENSE CLASSIFICATION

Licenses issued hereunder shall be divided into ~~fourteen~~ eighteen (18) classes:

A. Class "A". A Class "A" license shall authorize the sale of alcoholic liquor for consumption only on the premises previously described herein as a restaurant or a recreation use. The annual fee for such license shall be Two Thousand Four Hundred Dollars (\$2,400.00).

B. Class "AA". A Class "A" license holder may, in addition, obtain a Class "AA" license. Holders of Class "AA" licenses shall be subject to all regulations relating to Class "A" licenses and in addition may sell alcoholic liquor for consumption off premises where sold. A Class "A" holder shall not be entitled to a Class "AA" license because of his holding a Class "A" license. The annual fee for such license shall be an additional Nine Hundred Fifty Dollars (\$950.00).

C. Class "B". A Class "B" license shall authorize the sale of alcoholic liquor by a retail liquor store for consumption off the specified premises where sold. The annual fee for such license shall be Two Thousand Four Hundred Dollars (\$2,400.00).

D. Class "C". A Class "C" license shall authorize the sale or delivery of liquor on the premises owned or leased by non-profit organizations or clubs. Such premises may include any building owned or leased by the Village of Hoffman Estates as permitted by 235 ILCS 5/6-15. No license shall be for a period of more than two (2) days and renewed licenses shall not be issued to any person for more than seven (7) consecutive days. Hours of closing shall be the same as Class "A" license. Fees for such license shall be Twenty-Five Dollars (\$25.00) per license. The fee shall be waived if the applicant is the Village of Hoffman Estates.

E. Class "D". A Class "D" license shall authorize the sale or delivery of alcoholic liquor for consumption on the premises of a restaurant within a hotel and within a hotel for use by a guest or persons accompanied by a guest. The annual fee for such license shall be Two Thousand Four Hundred Dollars (\$2,400.00).

F. Class "DD". A Class "D" license holder may, in addition, obtain a Class "DD" license. Holders of Class "DD" licenses shall be subject to all regulations relating to Class "D" licenses and in addition may sell alcoholic liquor to a guest for consumption in the hotel or to a guest for delivery to rooms of the hotel. A Class "D" holder shall not be entitled to a Class "DD" license because of his holding a Class "D" license. The annual fee for such license shall be an additional One Thousand Dollars (\$1,000.00).

G. Class "E". A Class "E" license shall authorize the sale of alcoholic liquor for consumption on the premises previously described herein as a club. The annual fee for such license shall be an additional Nine Hundred Fifty Dollars (\$950.00).

H. Class "F". A Class "F" license shall authorize the sale or delivery of alcoholic liquor for consumption only on the premises of a facility not generally open to the public, but provided for use by employees or guests under single ownership or lease. Such license shall include all cafeterias and dining rooms with a contiguous property, but shall be issued separately to each applicant within such contiguous property. The annual fee for such license shall be Six Thousand Dollars (\$6,000.00).

I. Class "G". A Class "G" license shall authorize the sale or alcoholic liquor for consumption on the premises of any arena seating of 5,000 or more in a disposable container only. No other alcoholic beverage(s) shall be permitted on the premises and the licensee shall take reasonable measures to assure compliance. In addition, the holder of a class "G" license shall be authorized to sell alcoholic liquor for consumption on surrounding Village owned property subject to a separate agreement with the Village. The annual fee for such license shall be \$6,000.00.

J. Class "H". A Class "H" license shall authorize the sale or delivery of liquor on the premises owned or leased by an individual or association for a period of twenty-four (24) hours (1 day). The liquor commissioner of the Village, in his/her sole discretion, may grant a Class "H" license for consumption on said premises for a business or sales event, grand opening or similar function. Such temporary licenses do not apply to events where the primary objective is the sale of liquor. No license shall be for a period of more than one (1) day and renewed licenses shall not be issued to any person for more than three (3) consecutive days. Hours of closing shall be the same as Class "B" license. Fees for such licenses shall be Forty Dollars (\$40.00).

K. Class "LC" (or Late Closing). Any permit holder of a Class "A", "AA", "D", "DD", or "F" liquor license may apply for a Class "LC" license which will extend the hours of operation of the licensed premises. A holder of a Class "LC" license shall be subject to all regulations relating to their original license and in addition may lawfully sell, offer for sale, deliver or permit the consumption of alcoholic liquor on the licensed premises between the hours of 8:00 a.m. and 3:00 a.m., however, no such sales shall be made in meeting rooms and reception rooms in hotels between 1:00 a.m. and 11:00 a.m. The fee for an "LC" license is \$2,600.

L. Class "AC". A Class "A" license holder may, in addition, obtain a Class "AC" license authorizing a Restaurant's sale and delivery of Alcoholic Liquor off the premises where the Restaurant provides by pre-arrangement its catering services of food prepared at the Restaurant and Alcoholic Liquor. Holders of Class "AC" licenses are required to have a valid Food Service Establishment business license issued by the Village of Hoffman Estates, and shall be subject to all regulations relating to Class "A" licenses. A Class "A" license holder shall not be entitled to a Class "AC" license solely because it holds a Class "A" license. The fee for such a license shall be an additional \$1,000.00.

M. Class "I". A Class "I" license shall authorize the sale of Beer and Wine by an Outdoor Food Service Establishment as defined hereinafter in Section 8-5-7, and only for consumption on Village-owned property and subject to a separate agreement with the Village. Notwithstanding the provisions of Section 8-3-10, Class "I" licenses are non-renewable. The fee for such a license shall be \$1,000.00.

N. Class "J". A Class "J" license shall authorize the sale of Alcoholic Liquors in conjunction with the sale of motor fuel pursuant to Section 8-7-5 of this Code, in its original package for consumption off the specified premises.

All Alcoholic Liquor pursuant to this sub-section shall be sold from either of two (2) locations within the store: A display area if it is behind the sales counter and is inaccessible to all patrons of the store; or a locked display cabinet or cooler, which lock is of an electronic manual type, provided, however, that the total floor space devoted to Alcoholic Liquor shall not exceed ten percent (10%) of the total square footage of the retail sales display area. All access to Alcoholic Liquors shall require the assistance of the liquor license holder or his employee who shall be above the age of twenty-one (21). All Alcoholic Liquor display cabinets or coolers shall be secured during hours when sales of Alcoholic Liquor are not permitted. No access to these cabinets or coolers shall be allowed during hours when sales are not permitted except for purposes of restocking inventory. The annual fee for such license shall be \$2,400.

O. Class "K". A Class "K" license shall authorize the licensee to only manufacture on-site up to 100,000 gallons of spirits by distillation per year; store such spirits upon the licensed premises; sell such spirits to distributors in the State of Illinois; sell or offer for sale at retail such spirits for off-premises consumption in sealed containers not less than 375 milliliters in volume; sell or offer for sale at retail such spirits for consumption on the licensed premises; and on-site sampling of such spirits to the extent permitted by the Illinois Liquor Control act of 1934, as amended.

Sales of alcohol manufactured outside the licensed premises are permitted if the licensee concurrently holds both a valid Class "A" license issued by the Village of Hoffman Estates and a valid "brewer" license issued by the Illinois Liquor Control Commission. Prior to operating, the holder of a Class "K" license must acquire and maintain a valid "craft distiller" license issued by the Illinois Liquor Control Commission. The annual fee for a Class "K" license shall be \$3,500.

P. Class "L". A Class "L" license shall allow the licensee to only manufacture on-site up to 930,000 gallons of beer per year; store such beer upon the licensed premises; sell such beer to importing distributors, distributors, and retail licensees; sell or offer for sale at retail such beer for off-premises consumption; sell or offer for sale at retail such beer for consumption on the licensed premises; and on-site sampling of such beer to the extent permitted by the Illinois Liquor Control Act of 1934, as amended.

Sales of alcohol manufactured outside the licensed premises are permitted if the licensee concurrently holds a valid Class "A" license issued by the Village of Hoffman Estates. Prior to operating, the holder of a Class "L" license must acquire and maintain a valid "class 1 brewer" license issued by the Illinois Liquor Control Commission. The annual fee for a Class "L" license shall be \$3,500.

Q. Class "M". A Class "M" license shall authorize the licensee to only manufacture on-site up to 50,000 gallons of wine per year; store such wine upon the licensed premises; sell and offer for sale at retail such wine from the licensed premises for off-premises consumption up to 50,000 gallons of such wine, but not for resale in any form; sell and offer for sale at retail such wine for consumption on the licensed premises; and on-site sampling of such wine to the extent permitted by the Illinois Liquor Control Act of 1934, as amended.

Sales of alcohol manufactured outside the licensed premises are permitted if the licensee concurrently holds a valid Class "A" license issued by the Village of Hoffman Estates. Prior to operating, the holder of a Class "M" license must acquire and maintain a valid "first-class wine-maker's" license and a "wine-maker's premises" license issued by the Illinois Liquor Control Commission. The annual fee for a Class "M" license shall be \$3,500.

R. Class "N". A Class "N" license shall authorize the licensee to only manufacture up to 155,000 gallons of beer per year on the licensed premises; store such beer upon the licensed premises; make sales of such beer to importing distributors and distributors; sell and offer for sale at retail from the licensed premises for off-premises consumption no more than 155,000 gallons of such beer; and sell and offer for sale at retail for use and consumption on the licensed premises any form of alcoholic liquors purchased from a licensed distributor or importing distributor. The holder of a Class "N" license must serve food prepared on the licensed premises. The holder of a Class "N" license must acquire and maintain a valid "brew pub" license issued by the Illinois Liquor Control Commission. The annual fee for a Class "N" license shall be \$3,500.

Section 4: That Section 8-5-13, ALCOHOLIC BEVERAGE MANUFACTURER, of Article 8-5, FOODS AND BEVERAGES, of the Hoffman Estates Municipal Code be and the same is hereby created to read as follows:

Section 8-5-13. ALCOHOLIC BEVERAGE MANUFACTURER

A. Definitions.

1. "Alcohol" means the product of distillation of any fermented liquid, whether rectified or diluted, whatever may be the origin thereof, and includes synthetic ethyl alcohol. It does not include denatured alcohol or wood alcohol.
2. "Alcoholic Beverage Manufacturer" means a person who distills, ferments, brews, makes, mixes, concocts, processes, blends, bottles or fills an original package with any alcoholic liquor, including a person engaged in the manufacture of alcohol, beer, wine, or spirits.



3. “Beer” means a beverage obtained by the alcoholic fermentation of an infusion or concoction of barley, or other grain, malt, and hops in water, and includes, among other things, beer, ale, stout, lager beer, porter, beverages brewed or fermented wholly or in part from malt products, and the like.

4. “Spirits” means any beverage which contains alcohol obtained by distillation, mixed with water or other substance in solution, and includes brandy, rum, whiskey, gin, or other spirituous liquors, and such liquors when rectified, blended or otherwise mixed with alcohol or other substances.

5. “Wine” means any alcoholic beverage obtained by the fermentation of the natural contents of fruits, or vegetables, containing sugar, including such beverages when fortified by the addition of alcohol or spirits.

B. License required. It shall be unlawful for any individual, partnership, limited liability company, corporation or other legal entity to engage in or do business as an Alcoholic Beverage Manufacturer in the Village without having first secured a license therefor.

C. Regulations. The applicant shall comply with all applicable regulations of the Department of Code Enforcement, including inspection before issuance of license, and the Illinois Liquor Control Act of 1934, as amended, 235 ILCS 5/1-1, et. seq.

D. Annual Fee. The annual fee for an Alcoholic Beverage Manufacturer license shall be Five Hundred Dollars (\$500.00).

Section 5: The Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 6: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2019

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 Amet	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk  
Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

# VILLAGE OF HOFFMAN ESTATES

## Memo

To: Jim Norris  
From: Bruce Anderson / Ric Signorella  
Regarding: Cable TV Report  
Date: May 9, 2019

### **Citizen Segments**

This month the Citizen covers: Bellworks Video, Bon Appetit, Small Business Award, Troop 290G and the activities of the Department of Health and Human Services.

### **Citizen Segments and Programs in development:**

Day-in-the-Life Fire Department  
Connect To Community Transition Summit  
Schaumburg H.S. Choral & Orchestra Concerts  
Hoffman Estates H.S. Band Concert  
Senior Mother's Day Luncheon  
Hideaway Brew Garden  
Memorial Day Ceremony  
Band & Showcase Concerts for Hoffman H.S.  
Fremd H.S. Choir Concert

### **Heart of Hoffman Estates**

Covers the Center for Enriched Living which is airing.

### **Medicaid Fraud**

A Senior Educational Program is airing.

### **Trustees Inauguration Ceremony**

Is airing.

### **Franchise Renewal**

Regional cable group communities meets to discuss renewal negotiations on May 17<sup>th</sup>, with negotiations to begin May 30<sup>th</sup>.

### **Board Room / Council Chambers Upgrade**

KeyCode Media substantially completed the Board Room upgrade. KCM will work on correcting audio issues that remain.

### **Sports**

Spring Sports covering Volleyball & Baseball ends in May.

### **Complaints/Inquiries**

There was one new complaint: regarding landscape restoration. There is one inquiry outstanding.



# HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

## HUMAN RESOURCES MANAGEMENT DEPARTMENT

### Monthly Report

April 2019

#### Staffing Activity

New Starts: 7 - PW Office Manager  
Cable TV Assistant  
Police Officer (2)  
Firefighter/Paramedic (3)

Separations: 0  
Transfers: 0  
Retirees: 0  
Promotions: 1 – ASO to Police Officer  
Reclassifications: 0  
Change in Status: 0

Staffing:	Full Time Employees	338 budgeted	338 current
	Part Time Employees	68 budgeted	63 current
	Temporary Employees	0 budgeted	0 current
	Seasonal Employees	21 budgeted	0 current
	Paid Interns	6 budgeted	3 current

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

0 Seasonal with	3 for year
1 Promotions with	4 for year
0 Separations with	11 for year
0 Retirements with	2 for year
0 Transfer with	0 for year

## **Recruitment Activity**

### **Crossing Guard – Police Dept. (5)**

Posted on 01/21/2019. The position was posted on the Village website, social media, and Village broadcast email. Two more crossing guards resigned in March. Applications will be forwarded to the Police Sergeant for review as they are received.

### **PW Office Manager – Public Works**

The position was posted on 02/05/2019. Candidate from 2018 recruitment withdrew her acceptance before the job start date. The position was re-posted on the Village website, social media, Indeed job board and broadcast email. Applications were forwarded to the interview team for review. Ten candidates were chosen for skills testing the first week of March. Eight advanced to interviews. An offer was made to one candidate, she accepted and started on April 15th.

### **PT Cable TV Assistant – General Government**

The position was posted on the Village website, social media and Village broadcast email. Three candidates were called in for interviews. An offer was made to one candidate and he accepted. He successfully completed pre-employment screening and started on April 8th.

### **Civil Engineer Summer Intern (3) – Development Services**

The recruitment was posted on the Village website, social media, Indeed job board, Handshake college recruiting site, numerous college career websites, and Village broadcast email. Applications were forwarded to the interview team for review as received. Eight students were interviewed in January. Three students were offered the internships and accepted. They have completed pre-employment screening and will start in May and June.

### **Civil Engineer I – Development Services**

The position was posted on the Village website, social media, Indeed job board, Handshake college recruiting site and Village broadcast email. Applications were forwarded to the interview team for review as received. Five candidates were interviewed between 02/18/2019 and 02/25/2019. An offer was made to one candidate on 02/28/2019 and he accepted. He completed pre-employment screening and is expected to start May 20th.

### **PW Maintenance I – Public Works**

The position was posted internally and externally. The position was posted on the Village website, social media, and Village broadcast email. Applications were reviewed by the interview team as they are received. Nine candidates were invited to participate in interviews April 23rd – 25th. An offer was made to

one candidate. He accepted and is completing pre-employment screening.

#### **PW Summer Seasonal (10) – Public Works**

The position was posted on the Village website, social media, Handshake college recruiting site and Village broadcast email. Applications are being reviewed by the Assistant Director of Public Works as they are received. Eight of ten positions have been filled to date.

#### **Summer Code Inspector – Development Services**

The position was posted on the Village website, social media, Handshake college recruiting site and Village broadcast email. Applications are being reviewed by the interview team as they are received. One candidate was called in for interview on April 18th. She was offered the position and accepted. She accepted and is currently completing pre-employment screening. It is expected that she will start on May 13th.

#### **Accounting Assistant – Finance**

The positions were posted on the Village website, social media, and Village broadcast email. Applications will be forwarded to the interview team for review as they are received. Thirteen candidates were selected for skills testing. Testing has been scheduled for early May.

#### **Community Service Officer (2) – Police**

The positions were posted on the Village website, social media, and Village broadcast email. Applications were forwarded to the interview team for review as they are received. Nine applicants were selected for interview in May.

### **Labor/Management Relations**

#### **Contract Status:**

**Police** (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2016 - December 31, 2018). A successor agreement is in process, with a mediation date of May 29, 2019.

**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).

**Police Sergeants** (Metropolitan Alliance of Police – MAP-97) Contract (Jan. 1, 2017 – December 31, 2019).

**Grievances** N/A

**Personnel/Benefits/Employee Services**

- As staff liaison to the Cultural Awareness Commission, the Director of HRM attended the monthly meeting.
- As staff liaison to the Celtic Fest, the Director of HRM attended the monthly meeting.
- The Director of HRM attended the National Public Employer Labor Relations Association Annual Training Conference.
- HRM staff coordinated Active Threat Training for non-sworn employees.
- 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 Meetings.

**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.
- Coordinated the inspection of several of the Village's pressure vessels by the property insurance carrier.
- Coordinated the claim administration of a large property loss due to fire at the Village Green.
- Compiled data to complete and submit the Illinois Worker's Compensation Commission, second injury fund payment.
- Conducted meetings with staff related to high exposure workers' compensation claims.
- Attended a Suburban Liability Insurance Pool (SLIP) board meeting.
- Met with Village staff to discuss a shared parking agreement with property owners in the Village.
- 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 continual written updates to appropriate management staff related to the status of several open workers' compensation claims.



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**Patrick J. Seger**  
Director of Human Resources Management

# HUMAN RESOURCES MANAGEMENT

## MONTHLY STAFFING REPORT

### APRIL 2019

#### RECRUITMENTS

**POSITION TITLE:** Crossing Guard (5 openings)  
**DEPARTMENT:** Police Dept.  
**DATE POSTED:** 01/21/2019  
**AD DEADLINE:** until filled  
**APPLICATIONS REC'D:** 5 applications received to date  
**STATUS:** The positions were posted on the Village website, social media, and Village broadcast email. Applications are forwarded to the Police Sergeant for review as they are received.

**POSITION TITLE:** Summer Civil Engineering Interns  
**DEPARTMENT:** Development Services Dept.  
**DATE POSTED:** 12/04/2018  
**AD DEADLINE:** until filled  
**APPLICATIONS REC'D:** 62 application received to date  
**STATUS:** The position was posted on the Village website, social media, Indeed job board, Handshake college recruiting site, numerous college career websites, and Village broadcast email. Applications were forwarded to the interview team for review as received. Eight students were interviewed in January. Three students were offered the internships and accepted. They completed the pre-employment screening and will start in May and June.

**POSITION TITLE:** Civil Engineer I  
**DEPARTMENT:** Development Services Dept.  
**DATE POSTED:** 01/04/2019  
**AD DEADLINE:** 02/16/2019  
**APPLICATIONS REC'D:** 54 application received  
**STATUS:** The position was posted on the Village website, social media, Indeed job board, Handshake college recruiting site and Village broadcast email. Applications were forwarded to the interview team for review as received. Five candidates were interviewed between 02/18/2019 and 02/25/2019. An offer was made to one candidate on 02/28/2019 and he accepted. He completed pre-employment screening and is expected to start May 20<sup>th</sup>.



**POSITION TITLE:** PW Seasonal Worker (10)  
**DEPARTMENT:** Public Works Dept.  
**DATE POSTED:** 03/06/2019  
**AD DEADLINE:** 04/05/2019  
**APPLICATIONS REC'D:** 20 applications received to date  
**STATUS:** The position was posted on the Village website, social media, Handshake college recruiting site, numerous college career websites and Village broadcast email. Applications are being reviewed by the Assistant Director of Public Works as they are received. Eight of ten positions have been filled to date.

**POSITION TITLE:** Summer Code Inspector  
**DEPARTMENT:** Development Services Dept.  
**DATE POSTED:** 03/22/2019  
**AD DEADLINE:** 04/21/2019  
**APPLICATIONS REC'D:** 9 applications received  
**STATUS:** The position was posted on the Village website, social media, Handshake college recruiting site, numerous college career websites and Village broadcast email. Applications are being reviewed by the Interview team as they are received. One candidate was called in for interview on April 18<sup>th</sup>. She was offered the position and accepted. She accepted and is currently completing pre-employment screening. It is expected that she will start on May 13<sup>th</sup>.

**POSITION TITLE:** Maintenance I  
**DEPARTMENT:** Public Works Dept.  
**DATE POSTED:** 03/20/2019  
**AD DEADLINE:** 03/31/2019  
**APPLICATIONS REC'D:** 120 application received  
**STATUS:** The position was posted on the Village website, social media, and Village broadcast email. Applications were reviewed by the interview team as they are received. Nine candidates were invited to participate in interviews April 23<sup>rd</sup> – 25<sup>th</sup>. An offer was made to one candidate. He accepted and is completing pre-employment screening.

**POSITION TITLE:** Community Service Officer (2)  
**DEPARTMENT:** Police Dept.  
**DATE POSTED:** 04/04/2019  
**AD DEADLINE:** 04/21/2019  
**APPLICATIONS REC'D:** 294 applications received  
**STATUS:** The positions were posted on the Village website, social media, and Village broadcast email. Applications were forwarded to the interview team for review as they are received. Nine applicants were selected for interview in May.

**POSITION TITLE:** Accounting Assistant – Delinquent Collections (PT)  
**DEPARTMENT:** Finance Dept.  
**DATE POSTED:** 04/04/2019  
**AD DEADLINE:** 04/21/2019  
**APPLICATIONS REC'D:** 124 applications received  
**STATUS:** The positions were posted on the Village website, social media, and Village broadcast email. Applications will be forwarded to the interview team for review as they are received. Thirteen candidates were selected for skills testing. Testing has been scheduled for early May.

## **NEW STARTS**

**POSITION TITLE:** PW Office Manager  
**DEPARTMENT:** Public Works Dept.  
**DATE POSTED:** 02/05/2019  
**AD DEADLINE:** 02/19/2019  
**APPLICATIONS REC'D:** 567 applications received  
**STATUS:** Candidate from 2018 recruitment withdrew her acceptance before the job start date. The position was re-posted on the Village website, social media, Indeed job board and broadcast email. Applications were forwarded to the interview team for review. Ten candidates were chosen for skills testing the first week of March. Eight advanced to interviews. An offer was made to one candidate, she accepted and started on April 15<sup>th</sup>.

**POSITION TITLE:** PT Cable TV Assistant  
**DEPARTMENT:** General Government  
**DATE POSTED:** 03/05/2019  
**AD DEADLINE:** 03/26/2019  
**APPLICATIONS REC'D:** 9 applications received  
**STATUS:** The position was posted on the Village website, social media and Village broadcast email. Three candidates were called in for interviews. An offer was made to one candidate and he accepted. He successfully completed pre-employment screening and started on April 8<sup>th</sup>.

**POSITION TITLE:** Firefighter/Paramedic  
**DEPARTMENT:** Fire  
**DATE POSTED:** N/A  
**AD DEADLINE:** N/A  
**APPLICATIONS REC'D:** N/A  
**STATUS:** Three new Firefighters started with the Village on April 8<sup>th</sup>.

**POSITION TITLE:** Police Officer  
**DEPARTMENT:** Police  
**DATE POSTED:** N/A  
**AD DEADLINE:** N/A  
**APPLICATIONS REC'D:** N/A  
**STATUS:** Three new Police Officers started with the Village on April 29<sup>th</sup>.

## SUMMARY OF EMPLOYMENT ACTIVITY APRIL 2019

	<u>Total Number</u>	<u>Position</u>
<b>New Starts</b>	<b>7</b>	<b>PW Office Manager</b> <b>Cable TV Assistant</b> <b>Police Officer (2)</b> <b>Firefighter/Paramedic (3)</b>
<b>Separations</b>	<b>0</b>	
<b>Promotions</b>	<b>1</b>	<b>ASO to Police Officer</b>
<b>Upgrades</b>	<b>0</b>	
<b>Downgrades</b>	<b>0</b>	
<b>Transfers</b>	<b>0</b>	
<b>Retirements</b>	<b>0</b>	
<b>Reclassifications</b>	<b>0</b>	
<b>Change in Status</b>	<b>0</b>	

## ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
<b>New Starts</b>	<b>16</b>	<b>PW Seasonal (9)</b> <b>Code Seasonal</b> <b>Engineering Interns (3)</b> <b>Temporary Civil Engineer I</b> <b>Civil Engineer I</b> <b>Maintenance I</b>
<b>Separations</b>	<b>0</b>	
<b>Promotions</b>	<b>0</b>	
<b>Transfers</b>	<b>0</b>	
<b>Reclassifications</b>	<b>0</b>	
<b>Change in Status</b>	<b>0</b>	
<b>Retirements</b>	<b>1</b>	<b>PW Flect Supervisor</b>
<b>New Positions</b>	<b>0</b>	
<b>Eliminated Positions</b>	<b>0</b>	

## 2019 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
<b>FULL TIME EMPLOYEES</b>	<b>338</b>	<b>338</b>
<b>PART TIME EMPLOYEES</b>	<b>68</b>	<b>63</b>
<b>TEMPORARY EMPLOYEES</b>	<b>0</b>	<b>0</b>
<b>SEASONAL EMPLOYEES</b>	<b>21</b>	<b>0</b>
<b>INTERNS (PAID)</b>	<b>6</b>	<b>3</b>
 <b>TOTAL</b>	 <b>433</b>	 <b>404</b>

### Total Vacancies:

#### Full Time

Budgeted – Posted

Civil Engineer I  
Community Service Officer (2)  
Maintenance I

Budgeted - Not Posted

Police Officer (2)

#### Part Time

Budgeted – Posted

Accounting Assistant  
Crossing Guard

Budgeted-Not Posted

Tech Support Specialist  
Staff Assistant – PD

## RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
<b>Full Time – Response to Recruitments</b>	<b>294</b>	<b>1,070</b>
<b>Part Time – Response to Recruitments</b>	<b>125</b>	<b>138</b>
<b>Seasonal Applicants</b>	<b>11</b>	<b>58</b>
<b>Unsolicited Applications/Walk-In</b>	<b>0</b>	<b>0</b>
 <b>TOTAL</b>	 <b>430</b>	 <b>1,266</b>

**HUMAN RESOURCES MANAGEMENT  
EMPLOYMENT ACTIVITY  
APRIL 2019**

**NEW HIRES**

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Steven Eisen	04/08/2019	PT Cable TV Assistant	Hugh Kennedy
Brandon Mitchell	04/08/2019	Firefighter/Paramedic	James Kotrba
Nicholas Watson	04/08/2019	Firefighter/Paramedic	Scott Mullis
Joshua Wigutow	04/08/2019	Firefighter/Paramedic	Tim Beyer
Kathy Hnilica	04/15/2019	PW Office Manager	Wendy Bednarz
Patrick Buch	04/29/2019	Police Officer	Peter Theoharis
Tori Wadowski	04/29/2019	Police Officer	Robert McGowan

**SEPARATIONS**

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
N/A			

**PROMOTIONS**

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Anne Marie Witt	04/29/2019	ASO	Police Officer

**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>
N/A			

**ADDITIONAL MONTHLY REPORT INFORMATION  
APRIL 2019**

# Anniversaries	<u>4</u>
# Interviews conducted during month	<u>10</u>
# Orientations conducted during month	<u>5</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:** April / May

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**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

#### **Schools:**

- Schedule Mayor to participate in MacArthur's Science Fair as a judge (annual event)
- Working with John Muir Literacy Academy on Kids Hope Celebration (end of year party) to be held 5/15

#### **Community Organizations:**

- Heart of Hoffman Estates filming COMPLETED 4/17 (Center for Enriched Living)
- Heart of Hoffman Estates filming TBD (Salvation Army) – they are interested
- Windy City Bulls / Chicago Bulls – I was contacted by the Chicago Bull staff as they invited the CAC to apply for a grant through their next grant cycle. CAC was nominated by Kalyn Hutchinson with the WCB and filtered through the Mayor's Office. Information has been sent to the CAC for follow-up. Grants range from \$2,000 to \$5,000.
- Met with Linda Scheck and Kim Bianchini (owner of Advanced Pre School to discuss partnerships). She was invited to the Higgins Education Center Advisory Meeting and attended.
- Attended the NWMC Communicators meeting on 4/11 at the Village of Mount Prospect. (Crisis communication training.)
- Coordinated a reception for the newly formed Troop 290G through Eisenhower Junior High School. Awards were also presented and the girls performed the flag ceremony at the Village Board meeting on 4/15.
- Coordinated a presentation at Fabbrini Flowers for the USCM to present Mayor with a small business partnership award. Fabbrini also received a proclamation. 4/16
- Partnered with the Park District / Board attended Egg Hunt #1 at Fabbrini Park on 4/20.
- Attended the POC Cinco de Mayo event with Trustee Pilafas on 5/2. The Village purchased a table for the event. Well attended.
- Attended the CAC SK Run / Walk Committee Meeting
- Scheduled Mayor and Board to visit Alden Poplar Creek on 5/10 to deliver carnations to the women and a Mother's Day proclamation.
- Coordinated the Kumon Student Award Ceremony certificates (Mayor attended).

## ON-GOING INITIATIVES

### **Complete Count Committee Status:**

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

- Meetings continue with the Complete Count Committee. Mayor McLeod mentions Census Bureau job opportunities in the June Citizen column.

### **Balloon Drop / Sponsorship Initiatives for the 60<sup>th</sup>:**

Working with the Linda Scheck and the 60<sup>th</sup> Anniversary Commission to solicit offers and donations for the fall picnic ball drop activity.

### **Wine Wednesday**

Wine Wednesday was very well attended in April, bring in 50+ attendees. We held the event at Rosati's and per their staff the event generated anywhere from \$600 to \$800. May WW will be held at Rookies and June WW will be held at the newly opened Hideaway Beer and Brew Garden at the Village Green.

### **Receptions, Events and Meetings:**

Trustee Gaeta Birthday Dinner – 4/8  
HEC Meeting - 4/15  
Trustee Arnet Birthday Dinner - 4/22  
Active Shooter Training – 4/23  
Swearing in Ceremony – 4/27  
Student Art Reception – 5/6  
Celtic Fest Commission meeting – 5/7

### **Coming Up:**

GS Troop #399 – girls will be here for a tour on 5/13.

### **Travel arrangements:**

- USCM – (June) – currently being planned – coordinating a short presentation featuring the “Metro Burb” project.

### **Written Materials and Proclamations:**

- Board and Commission profiles for June Citizen
- May and June Citizen Mayor's column
- Personalized proclamations were created for Mayor AL Larson and Supervisor Mary Wroblewski.

Earth Day	April 22, 2019	4/15/19
Arbor Day	April 26, 2019	4/15/19
Small Business Week	April 29 - May 5	
Mental Health Awareness Month	May	5/6/19
Municipal Clerks Week	May 5-11	5/6/19
National Economic Development Week	May 6-11	5/6/19
Public Service Awareness Week	May 5 - 11	5/6/19
National Nurses Week	May 6 - 12	5/6/19

National Public Works Week	May 20 - 26	5/13/19
Safe Boating Week	May 13 -19	5/13/19
National Police Week	May 13 - 19	5/13/19
Kids to Parks Day	May 18, 2019	5/13/19
Mother's Day (presented at Alden Poplar Creek)	May 12, 2019	5/10/19

Coordinated several calendar items across departments as needed.

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