

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
August 5, 2019

Immediately Following Planning, Building & Zoning

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 – July 8, 2019**

NEW BUSINESS

- 1. Request approval of an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village.

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 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.*

Village of Hoffman Estates

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

**DRAFT
July 8, 2019**

I. Roll Call

Members in Attendance:

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

Via Phone:

Trustee Michael Gaeta

**Management Team Members
in Attendance:**

**James Norris, Village Manager
Dan O'Malley, Deputy Village Manager
Arthur Janura, Corporation Counsel
Mark Koplin, Asst. Vlg. Mgr.-Dev. Services
Peter Gugliotta, Director of Planning
Patrick Fortunato, Fire Chief
Ted Bos, Police Chief
Kathryn Cawley, Asst. Police Chief
Patti Cross, Asst. Corporation Counsel
Joe Weesner, Senior Transportation Engineer
Ryan Johnson, Management Analyst
Patrick Seger, Director HRM
Richard Signorella, CATV Coordinator
Bev Romanoff, Village Clerk
Fred Besenhoffer, Director IS
Rachel Musiala, Finance Director
Monica Saavedra, Director of HHS
Suzanne Ostrovsky, Asst. to Village Mgr.**

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

Motion by Mayor McLeod, seconded by Trustee Stanton, to recess this meeting. Roll call vote taken. All ayes. Motion carried.

Meeting was reconvened at 7:22 pm.

II. Approval of Minutes – June 10, 2019

Motion by Trustee Pilafas, seconded by Trustee Mills, to approve the General Administration & Personnel Committee meeting minutes of June 10, 2019. Roll call vote taken. All ayes. Motion carried.

NEW BUSINESS

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

An item summary sheet from Rachel Musiala was presented to Committee.

Motion by Trustee Pilafas, seconded by Trustee Mills, to dispose of Village records that have exceeded their State-required retention period. Roll call 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 Pilafas, seconded by Trustee Stanton, to adjourn the meeting at 7:24 p.m. Roll call 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 for approval of an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village

MEETING DATE: August 5, 2019

COMMITTEE: General Administration & Personnel Committee

FROM: Matthew Galloway, Administrative Intern

PURPOSE: Approval of an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village, utilizing online auction.

DISCUSSION: The Village is required to declare surplus all property deemed no longer necessary, useful to, or in the best interests of the Village to retain prior to properly disposing of such property.

BACKGROUND: In the past, the Village has been able to dispose of surplus property by way of online public auction and live auction so as to reduce waste and derive any further value in the form of revenues to the extent possible. Surplus items not sold at auction can then be properly disposed of or recycled.

FINANCIAL IMPACT: The sale of Village surplus items is expected to generate marginal revenues from the online auction.

RECOMMENDATION: Approval of an Ordinance authorizing the sale of personal property owned by the Village, per the attachment.

ORDINANCE NO. _____ - 2019

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE AUTHORIZING THE SALE
OF PERSONAL PROPERTY OWNED BY
THE VILLAGE OF HOFFMAN ESTATES**

WHEREAS, in the opinion of at least three-fourths of the corporate authorities of the Village of Hoffman Estates, it is no longer necessary or useful to or for the best interests of the Village of Hoffman Estates to retain ownership of the personal property hereinafter described; and

WHEREAS, it has been determined by the President and Board of Trustees of the Village of Hoffman Estates to sell said personal property at a public auction to be held on the internet auction website www.publicsurplus.com.

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 pursuant to 65 ILCS 5/11-76-4 of the Illinois Revised Statutes, the President and Board of Trustees of the Village of Hoffman Estates find that the described personal property attached as Exhibit "A" now owned by the Village of Hoffman Estates, is no longer necessary or useful to the Village of Hoffman Estates and that the best interests of the Village of Hoffman Estates will be served by its sale.

Section 2: That pursuant to 65 ILCS 5/11-76-4, the Village Manager is hereby authorized and directed to sell the aforementioned property now owned by the Village of Hoffman Estates at public auction at the internet auction website www.publicsurplus.com, to the highest bidder of said personal property.

Section 3: That the Village Manager is hereby authorized and directed to advertise the sale of the aforementioned personal property in a newspaper published within the community not less than ten (10) days before the date of said public auction.

Section 4: That no bid which is less than the minimum price set forth in the list of property to be sold shall be accepted.

Section 5: That the Village Manager is hereby authorized and directed to enter into an agreement for the sale of said personal property.

Section 6: That upon payment of the full auction price, the Village Manager is hereby authorized and directed to convey and transfer title to the aforesaid personal property to the successful bidder.

Section 7: That if said personal property is not sold at such auction, then the Village Manager is authorized to sell without bid or properly dispose of or recycle any such property.

Section 8: That the Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 9: 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	_____	_____	_____	_____
President William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2019

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2019.

EXHIBIT "A"

ITEM	STARTING PRICE
Lot of 120 Metal Sycamore Leaf centerpieces	\$1.00
Toro Snow Blower	\$25.00
Ingersoll Rand Air Compressor	\$1.00
Maytag Washing Machine - Epic Z	\$25.00
Lot of 28 Misc. building surveillance cameras	\$10.00
Black/red The North Face backpack	\$5.00
Pair black Docker's slip-resistant shoes	\$5.00
Black Casio G-Shock watch	\$2.00
1882 Indian Head penny	\$2.00
HP Officejet 4630 scanner printer	\$5.00
Brother scanner printer	\$5.00
"Four Christmases" dvd	\$1.00
Black Dell laptop carrying case	\$2.00
Inflatable dinosaur costume	\$5.00
Gold-colored ring with red-orange stone and clear stones	\$1.00
Silver-colored ring with blue stone	\$1.00
Black and silver-colored ring with dragons	\$1.00
Gold-colored/silver-colored ring with clear stone	\$1.00
Silver-colored necklace with leaf detail and clear stone	\$1.00
Silver-colored necklace with purple stone	\$1.00
Braided gold-colored bracelet with clear stones	\$1.00
Linksys Velop Whole Home Wi-Fi	\$30.00
Bi-fold Fossil wallet	\$3.00
Bleu de Chanel cologne	\$10.00
Gadget Gear black earbuds with mic	\$5.00
HP 74/black 75/tri-color ink cartridges	\$10.00
3-pk Kodak Ultramax 400 film	\$2.00
Kodak HD Powerflash disposable camera	\$2.00
Hillman Expandable Coil with Metal Clip	\$0.50
Panasonic Cordless Telephone with Bluetooth and Digital Answering Machine (3 Handsets)	\$15.00
Vtech Cordless Digital Answering System (4 Handsets)	\$15.00
Uniden CAM945GT Automotive Video Recorder	\$15.00
iHome Wireless Go+ Grip Splashproof Bluetooth Wireless Speaker with Speakerphone	\$10.00
LED Light Show Projection	\$5.00
Freeze Hybrid blue bowling ball	\$2.00
HP OfficeJet Pro 6968 printer/scanner/fax	\$15.00
Alpha Series by Swann Compact Security System	\$30.00
Fellowes PowerShred Shredder	\$10.00
Croc Classic Hair Straightener	\$10.00
LG TONE TRIUMPH Bluetooth Wireless Headset	\$5.00
HMDX Bluetooth Wireless Speakers	\$5.00
Pair black Ralph Lauren 3" wedge sandals	\$5.00
Pair black/white Calvin Klein 4.5" heels	\$5.00
Pair coral Calvin Klein 3.5" heels	\$5.00
Pair brown Wrangler memory foam sandals	\$5.00
Pair embroidered Free People skinny jeans	\$5.00
Pocket Hose II	\$5.00
Black Coach crossbody bag	\$5.00
Black Extreme shoulder holster	\$5.00
Brown Michael Kors wallet	\$10.00
Green Manhattan suitcase	\$10.00
14k ring band with 3 diamonds	\$11,900.00

VILLAGE OF HOFFMAN ESTATES

Memo

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

Citizen Segments

This month the Citizen covers: D211 Summer Lunch Program, Senior's Summer Luncheon, Fire Promotions, Northwest Fourth-Fest Freedom Falls, Sunderlage Farm Open House, Sunderlage Farm Smoke House and the activities of Health & Human Services.

Citizen Segments and Programs in development:

Day-in-the-Life Fire Department
Connect To Community Transition Summit
Fitness for America
Bistro Wasabi Ribbon Cutting
National Night Out
Public Works Recycling Program
Special Olympics Truck Convoy
Senior Appreciation Day Luncheon
60th Anniversary Video
Summer Sounds on the Green
Hideaway Concerts

Heart of Hoffman Estates

Covers the Center for Enriched Living which is airing.

Family Time with the Mayor

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

Great Citizen Award

Covers the Mayor giving Patrick Zambito a Great Citizen Award which is airing.

Historical Sites Commission Video

Covers the Mayor, Trustee Karen Mills and Village Historian Pat Barch requesting commission members and old photos of Hoffman Estates and to join us at the upcoming 60th Anniversary picnic at Sears Centre Arena.

Medicaid Fraud

A Senior Educational Program which is airing.

4th of July Parade

Covers the Parade which is airing.

Franchise Renewal

Regional cable group communities continues meeting to discuss renewal negotiations.

Concerts

Summer Sounds Billy Croft & the 5 Alarm Band concert is airing.

Complaints/Inquiries

There was one new complaint regarding line down in yard; Customer line is fully lifted and fully repaired. There are no outstanding inquiries.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

July 2019

Staffing Activity

New Starts: 2 - Temporary CATV Contract Specialist
Temporary Clinic Nurse

Separations: 2 - Staff Assistant
Crossing Guard

Transfers: 0

Retirees: 0

Promotions: 8 - Production Assistant to Cable TV Coordinator
Cable TV Assistant to Production Assistant
Civil Engineer II to Senior Project Manager
Firefighter/Paramedic to Fire Lieutenant (3)
Fire Lieutenant to Fire Captain
Maintenance II to Fleet Supervisor

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	338 budgeted	335 current
	Part Time Employees	68 budgeted	60 current
	Temporary Employees	0 budgeted	3 current
	Seasonal Employees	21 budgeted	10 current
	Paid Interns	6 budgeted	6 current

Month & Year-to-Date Activity:

0 Seasonal with	14 for year
8 Promotions with	14 for year
2 Separations with	19 for year
0 Retirements with	8 for year
0 Transfer with	0 for year

Recruitment Activity

Crossing Guard – Police Dept. (8)

The positions are posted on the Village website, social media, and Village broadcast email. The Traffic Sergeant has contacted the District Superintendent to advertise the openings with the schools. Unfortunately, one more crossing guard resigned in July. Applications are forwarded to the Police Sergeant for review as they are received.

Weekend Administrative 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. Seven candidates were chosen for skills testing. Six candidates advanced to interviews July 19 - 26. We are awaiting the hiring decision of the interview team.

PT Staff Assistant – Police

The position was posted on the Village website, social media, and Village broadcast email on July 25th. Applications will be forwarded to the interview team for review as they are received. Deadline for applications is August 9, 2019.

Fleet Services Supervisor – Public Works

The position was posted internally. Three applications were forwarded to the interview team for review as they were received. Skills testing took place the first week of July, followed by interviews. One internal candidate was offered the position, he accepted and started as Supervisor on July 22, 2019.

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 next negotiation meeting date to be determined.

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 Celtic Fest, the Director of HRM attended the monthly meeting.
- As a member of the Board, the Director of HRM attended the Fire Pension Board meeting.
- The Assistant to the HRM Director attended a training on employment legislative updates hosted by the Illinois Public Employer Labor Relations Association.
- 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.
- HRM staff continued work on the onboarding program.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.
- Conducted 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.
- Participated in an ADA discussion with staff to determine if there are reasonable accommodations available for a disabled employee.
- Attended a Fire Department Health and Safety Committee meeting to discuss worker's compensation.


Patrick J. Seger
 Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT

MONTHLY STAFFING REPORT

JULY 2019

RECRUITMENTS

POSITION TITLE: Crossing Guard (8 openings)
DEPARTMENT: Police Dept.
DATE POSTED: 01/21/2019
AD DEADLINE: until filled
APPLICATIONS REC'D: 8 applications received to date
STATUS: The positions were posted on the Village website, social media, and Village broadcast email. The Traffic Sergeant has contacted the District Superintendent to advertise the openings with the schools. Unfortunately, one more crossing guard resigned in July. Applications are forwarded to the Police Sergeant for review as they are received.

POSITION TITLE: Weekend ASO (2)
DEPARTMENT: Police Dept.
DATE POSTED: 06/12/2019
AD DEADLINE: until filled
APPLICATIONS REC'D: 109 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. Seven candidates were chosen for skills testing. Six candidates advanced to interviews July 19 - 26. We are awaiting the hiring decision of the interview team.

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 will be forwarded to the interview team for review as they are received. Deadline for applications is August 9, 2019.

NEW STARTS

POSITION TITLE: Fleet Supervisor
DEPARTMENT: Public Works Dept.
DATE POSTED: 06/11/2019
AD DEADLINE: 06/18/2019
APPLICATIONS REC'D: 3 applications received
STATUS: The position was posted internally. Applications were forwarded to the interview team for review as they were received. Skills testing took place the first week of July, followed by interviews. One internal candidate was offered the position, he accepted and started as Supervisor on July 22, 2019.

**SUMMARY OF EMPLOYMENT ACTIVITY
 JULY 2019**

	<u>Total Number</u>	<u>Position</u>
New Starts	2	Temporary CATV Contract Specialist Temporary Clinic Nurse
Separations	2	Crossing Guard Staff Assistant
Promotions	8	Production Asst. to Cable TV Coordinator Cable TV Assistant to Production Asst. Civil Engineer II to Senior Project Manager Firefighter/Paramedic to Fire Lieutenant (3) Fire Lieutenant to Fire Captain Maintenance II to Fleet Supervisor
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	Weekend ASO (2)
Separations	0	
Promotions	0	
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	0	
New Positions	0	
Eliminated Positions	0	

2019 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	338	335
PART TIME EMPLOYEES	68	60
TEMPORARY EMPLOYEES	0	3
SEASONAL EMPLOYEES	21	10
INTERNS (PAID)	6	6
TOTAL	433	414

Total Vacancies:

Full Time

Budgeted – Posted

Budgeted - Not Posted

Police Officer (4)

Part Time

Budgeted – Posted

Budgeted-Not Posted

Weekend ASO (2)

Crossing Guard (8)

Staff Assistant - PD

Tech Support Specialist

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	0	1,073
Part Time – Response to Recruitments	91	340
Seasonal Applicants	0	64
Unsolicited Applications/Walk-In	0	0
TOTAL	91	1,477

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
JULY 2019**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Bruce Anderson	07/08/2019	Temporary CATV	N/A
Cindy McCune	07/23/2019	Temporary Clinic Nurse	N/A

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Angie Hosp	07/22/2019	Crossing Guard	Resigned
Karen Heiss	07/26/2019	PT Staff Assistant	Resigned

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Ric Signorella	07/01/2019	Production Asst.	Cable TV Coordinator
Andrew LoBosco	07/01/2019	Civil Engineer II	Senior Project Manager
Tim Beyer	07/08/2019	Firefighter/Paramedic	Fire Lieutenant
Jeff Golden	07/08/2019	Fire Lieutenant	Fire Captain
Jim Kotrba	07/08/2019	Firefighter/Paramedic	Fire Lieutenant
Scott Mullis	07/08/2019	Firefighter/Paramedic	Fire Lieutenant
Joe Capiga	07/22/2019	Maintenance II	Fleet Supervisor
Steve Eisen	07/22/2019	Cable TV Asst.	Production Asst.

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>
Krista McClellan	07/23/2019	Unpaid Nursing Intern	End of Internship

**ADDITIONAL MONTHLY REPORT INFORMATION
JULY 2019**

# Anniversaries	<u>0</u>
# Interviews conducted during month	<u>10</u>
# Orientations conducted during month	<u>4</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: July 4 – August 4

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

Commissions:

- Working with the Arts Commission (and Suzanne Ostrovsky) to publicize the Summer Sounds on the Green via social media outlets. (ongoing)
- Processing Celtic Fest applications as they come in. Sponsorship invoices mailed in early July. (on-going)
- Secured a \$1,000 sponsorship from Garibaldi's (new for the Celtic Fest this year).
- Coordinating with Platzkonzert commissioners to obtain volunteers for the event in September.
- Coordinating with the Chamber to register three groups for the upcoming golf outing. (9/19)

Community Organizations:

- Attended CAC's 5K wrap up meeting. Discussed asking other Hoffman Estates personnel (Police Department) to consider joining the committee for 2020. Will also connect with HEHS staff to loop in the high school groups.
- Kids Hope program at John Muir will begin in August (start of school)
- Higgins Education Center meetings will resume in August (8/19) at the Village Hall.
- Assisting Commissioner Kevin Morrison's staff to set up a Town Hall Meeting at the Hall (8/27)

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 Citizen column going forward.
- Created a Top 10 list for us by the Commission. The list will be handed out during community events.

Balloon Drop / Sponsorship Initiatives for the 60th:

Working with the Linda Scheck and the 60th Anniversary Commission to solicit offers and donations for the fall picnic ball drop activity. Several donations have been received so far. (on-going)

Wine Wednesday

Wine Wednesday was very well attended in June at Moretti's – approximately 65 people in attendance. Crowds continue to grow. People are attending from Hoffman Estates as well as surrounding suburbs (Bartlett, Elgin, Glen Ellyn, Schaumburg, Lake in the Hills, Palatine, Rolling Meadows, Arlington Heights, etc.)



History Book

Working with the Village team to obtain photographs for the book.

CEO Meetings

- Omron – COMPLETED 7/10 (Mayor McLeod and Trustee Pilafas attended)
- CDK Global – in progress

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

Fourth of July Parade – 7/4

OMRON meeting – 7/10

Northwest Communicators (NWMC) – 7/17

US Minority Contractors Assoc. Meeting – 7/17

Choral Aires Chorus Meeting – 7/18

Brookdale Margaritaville – 7/18

Kids Hope Meeting – 7/18

Coffee with the Board – 7/20

Eagle Court of Honor – 7/20

Eagle Court of Honor – 7/21

Roy Klein Meeting – 7/23

Mayor for a Day – 7/24

Wine Wednesday Moretti's – 7/25

CAC 5K Wrap up meeting – 7/25

Streamwood Summer Parade – 7/27

Barrington Square Picnic – 7/27

WACO Wingfest – 7/28

Pack the Bus – 8/3

Party in the Park – 8/3

Written Materials and Proclamations:

- Board and Commission profiles for September Citizen
- September Citizen Mayor’s column

National Parks and Recreation Month	July	7/8/19
Americans with Disabilities Act Awareness Day	July 26, 2018	7/22/19

Personalized Proclamations: (Eagle Court of Honor x 7)

Ryan Cox, Luke Schmidt, Max Schmidt, Dylan Kozlick, Matthew Hoppesch, Jimmy Garwood, Rob Budak, James Bayus

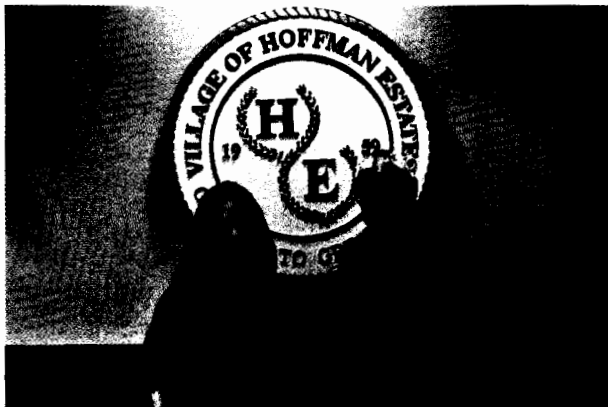
Great Citizen Presentation:

Patrick Zambito was presented with a Great Citizen award on 7/12



Mayor for a Day:

Scheduled the following for Debbie Martin (Mayor for a Day) on 7/24
Tours with PW, PD, FIRE, lunch at Claim Jumper



Coordinated several calendar items across departments as needed.

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