

## AGENDA

### GENERAL ADMINISTRATION & PERSONNEL COMMITTEE VILLAGE OF HOFFMAN ESTATES

September 8, 2008

Immediately following Planning, Building and Zoning

Members: Karen Mills, Chairperson  
Ray Kincaid, Vice-Chairperson  
Gary Pilafas, Trustee

I. Roll Call

II. Approval of Minutes – August 4, 2008 (*Deferral Requested*)

#### NEW BUSINESS

1. Discussion of Household Hazardous Waste Disposal options and other special disposal and recycling programs.
2. Request approval of list of surplus items for auction purposes.
3. Request acceptance of Cable TV Monthly Report.
4. Request acceptance of Human Resources Management Monthly Report.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

*The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.*

# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Discussion regarding Household Hazardous Waste Disposal options and other special disposal and recycling programs.

**MEETING DATE:** September 8, 2008

**COMMITTEE:** General Administration and Personnel

**FROM:** Molly Norton, Assistant to the Village Manager

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**PURPOSE:** Discussion regarding Household Hazardous Waste Disposal options and other special disposal and recycling programs.

**DISCUSSION:** The following discussion points provide an overview of options for residents of Hoffman Estates to dispose of or recycle items in order to prevent those items from ending up in local landfills.

### **Household Hazardous/Chemical Waste**

Household Hazardous (or Chemical) Waste is defined by the Environmental Protection Agency (EPA) as leftover household products that contain corrosive, toxic, ignitable, or reactive ingredients. These products include:

- Aerosol Paints & Pesticides
- Lawn Chemicals
- Antifreeze
- Mercury
- Cleaning Products
- Old Gasoline
- Drain Cleaners
- Oil-based (latex) Paint
- Fluorescent Lamp Bulbs
- Paint Thinners
- Herbicides
- Pesticides
- Hobby Chemicals
- Pool Chemicals
- Batteries (permitted in landfills)
- Solvents
- Insecticides
- Used Motor Oil

GAP Committee September 8, 2008  
Discussion of HHW Disposal and Recycling Programs

**Household Hazardous/Chemical Waste (continued)**

There are three permanent facilities that accept HHW at no cost in the Northern Illinois region. These facilities are funded by the IEPA.

**Permanent Facilities:**

Naperville – Naperville Fire Station #4

1971 Brookdale Road

Naperville, IL 60563

Accepts HHW (no latex paint); 9:00 am – 2:00 pm Saturday and Sunday

630-420-4190

Rockford – Rock River Reclamation District

3333 Kishwaukee Street

Rockford, IL 61109

Accepts HHW (no latex paint); 8:00 am – 4:00 pm Saturday; 12:00 pm – 4:00 pm Sunday

815-387-7400

Chicago – Cook County Household Chemical and Computer Recycling Facility at Goose Island

1150 N. Branch Street

Chicago, IL 60622

Accepts HHW, computer materials, free latex paint swap, propane tanks, fire extinguishers and smoke detectors

Tuesdays: 7:00 am – 12:00 pm

Thursdays: 2:00 pm – 7:00 pm

1<sup>st</sup> Saturday of the month: 8:00 am – 3:00 pm

Special one day collection events are hosted throughout the area and publicized by the Village as information becomes available. Information related to HHW disposal, the permanent facilities and one-day collection events is readily available on the Village's website, the SWANCC website and the IEPA website. Unfortunately, this information is not available with enough advance notice to include it in the Citizen newsletter due to the current production schedule.

These events are typically hosted by the IEPA and another agency, such as SWANCC (Solid Waste Agency of Northern Cook County) or SWALCO (Solid Waste Agency of Lake County). In recent years, federal and state funding for the one-day collection events has dropped dramatically. Typically, the cost of holding a one-day collection event in the Hoffman Estates area is approximately \$250,000. In the event that there is a chemical spill or contamination, of the event site (which is usually a school, business or municipal parking lot) – clean-up and remediation costs can run anywhere from \$250,000 to \$1,000,000, depending on the spilled substance. It is because of this extremely high cost that the one-day collection events have become less frequent and the EPA and IEPA are focusing funding efforts on permanent drop-off locations.

GAP Committee September 8, 2008  
Discussion of HHW Disposal and Recycling Programs

**Latex Paint**

The Village has recently begun accepting Latex Paint at no-cost to Village residents through our membership in SWANCC. This program is also no cost to the Village other than the staff time required to accept the paint. Latex paint may be dropped at the Public Works Center (2305 Pembroke Avenue) on the first Friday of the month from 4:00 pm – 8:00 pm. The limited drop-off hours are due the staffing requirements related to the secured collection receptacle.

Non-latex based paint is not considered hazardous waste. This paint may be dried out (by pouring kitty litter or sand into the paint container) and set at the curb with regular collection items.

**CFL Bulb Collection**

The Village Hall is a drop site for the CFL bulb collection program. A receptacle is in the Village Hall (near the front counter) where residents can safely bring burnt out CFL bulbs to be recycled. CFL bulbs contain a small amount of mercury sealed in the glass tubing – an average of 5 mgs (roughly equivalent to the tip of a ball-point pen). Because mercury poses potential health risks, the CFLs should not be disposed of in the garbage if recycling them is an option. Additionally, the Village accepts 4' long fluorescent bulbs to be recycled. This program is funded entirely by SWANCC at no cost to the Village.

**Prescription Drug/Sharps Collection**

SWANCC introduced a program in 2007 for the safe disposal of residentially-generated unused prescriptions, expired over-the-counter drugs, and needles known as sharps. Residents can bring these items to the Village Hall during business hours for safe disposal. This program is provided at no cost to the Village.

**Electronics Recycling**

There are several options available to Village residents for electronics recycling. Electronic items that qualify for recycling programs include: cell phones, calculators, personal computers (desktops, laptops, notebooks and peripheral devices such as mice, keyboards, power cords, etc.), monitors, CPUs, printers, scanners, fax machines, electric typewriters, telephones, answering machines, shredders, postage machines, TVs, VHS/DVD players, stereos, and microwaves. These programs are listed below:

**At Home Pick-Up** – The At Home Pick-Up Program is offered to residents by SWANCC. The cost is \$25.00 per pick-up and up to 6 items can be included. Pick-ups are scheduled through SWANCC by calling 847-724-9205 or email [athome@swancc.org](mailto:athome@swancc.org)

**One-Day and Permanent Drop-Off Locations** – One day recycling events are publicized by the Village and SWANCC as the events are made available. Many electronic and office supply stores will accept electronic equipment at the time of purchase of new equipment. A list of area locations is attached.

**Donation Options** – There are many donation options for recycling electronics. The Hoffman Estates Police Department accepts old cell phones and reprograms and distributes them to victims of domestic violence. Many schools and non-profits will accept computer donations and refurbish them for sale or use by the organization. A list of area donation options is included.

**Document Destruction Event**

The Village of Hoffman Estates hosts a Document Destruction Event sponsored by SWANCC. This annual event will be held on Saturday, October 4, 2008 in the Sears Centre parking lot. Residents of SWANCC communities, including the Village of Hoffman Estates, are encouraged to bring their documents to be shredded onsite in a secure fashion and then recycled. More information is forthcoming and will be in the Citizen newsletter, posted on the website and distributed to the newspapers.

**Other Resources**

Residents are encouraged to frequently visit the websites of the following agencies for recycling and disposal resources. Additionally, the SWANCC E-List is an email list serve that notifies residents of one-day collection events that are held in the area.

Solid Waste Agency of Northern Cook County: [www.swancc.org](http://www.swancc.org)

Illinois Environmental Protection Agency: [www.ilepa.gov](http://www.ilepa.gov)

Village of Hoffman Estates (Solid Waste and Recycling):  
[www.hoffmanestates.org/garbage](http://www.hoffmanestates.org/garbage)

**RECOMMENDATION:** For discussion.

##

## Permanent Electronics Drop-off Facilities

### **Abt Electronics**

Abt recycles cardboard, polystyrene (styrofoam), appliances, all batteries, cell phones and electronics. Please bring your recyclables to the freestanding building located just west of the main building.

Available Thursday - Saturday from 2:00 pm - 7:00 pm.

- TVs over 32 inches - \$30.00
- TVs under 32 inches - \$10.00
- All computers, fax machines, VCRs, and DVD players—\$5
- Refrigerators - \$20.00
- Air Conditioners - \$15.00

1200 N. Milwaukee Ave. Glenview, IL 60025

(847) 967-8830

[www.abtelectronics.com/green](http://www.abtelectronics.com/green)

### **Circuit City Trade-in**

Provides customers with a way to trade in used, working, technology products in exchange for a Circuit City Gift Card.

[www.cc.eztradein.com/cc](http://www.cc.eztradein.com/cc)

### **Costco**

The Costco Trade-In and Recycle Program is a service provided to Costco customers by GreenSight Technologies, LLC. Only eligible products qualify for trade-in or recycle. You will receive a confirmation email and an email with a Pre-Paid UPS shipping label, along with instructions for packing and shipping the trade-in product and a link to a UPS Store locator. Shipping charges are pre-paid by GreenSight, however you will be responsible for properly packing your trade-in. The UPS Store can provide assistance with packing and shipment. Any cost associated with packing your trade-in will be your responsibility.

Costco Recycling/Trade-in Help Desk: (866) 314-2059

[www.greensight.com](http://www.greensight.com)

### **Epson Recycling Program**

Service costs \$10 per item which includes shipping and recycling costs. By participating in this program with Epson, you will receive a \$5 coupon per item returned, good on your next purchase at the Epson Store.

[www.epson.com/cgi-bin/Store/Recycle/RecycleProgram.jsp](http://www.epson.com/cgi-bin/Store/Recycle/RecycleProgram.jsp)

### **Gateway Product Trade-in**

Provides a program in which customers can get cash for pre-owned, working technology products. Or, will recycle your used computer or electronics in accordance with environmental best practices.

[www.gateway.eztradein.com/gateway](http://www.gateway.eztradein.com/gateway)

### **Office Depot**

Customers can recycle all types of personal electronics, from digital cameras to computers, by buying the appropriate-sized Tech Recycling Box at Office Depot stores. The boxes sell for \$5, \$10 and \$15 and include all shipping and handling.

Customers take the box home and fill it with used electronic devices, including cords and cables, and return the unsealed box to the store. Small tv's and electronics are accepted. Download Office Depot's brochure below for acceptable and unacceptable items and materials.

[www.officedepot.com](http://www.officedepot.com)

### **Office Max**

Provides a pilot recycling program for residents and businesses at any location nationwide. Charges vary per item from \$5.00 - \$20.00 with an accompanying coupon varying from \$5.00 - \$30.00 for use in an OfficeMax store. Individual items may not exceed 50 pounds. No equipment with broken glass or leaking batteries shall be accepted at any OfficeMax store.

[www.officemax.com](http://www.officemax.com)

### **Sam's Club Mail-in Program**

The Sam's Club Trade-In and Recycle Program is available only to members of Sam's Club who elect to trade in or recycle any qualifying consumer electronic product currently offered by the program. The list of qualifying products is displayed on the trade-in platform home page. Based on the configuration and condition of your item, Sam's Club will offer to purchase your item at the value displayed by the trade-in value estimator. All trade-in valuations are subject to final evaluation by our technical staff. If your item does not qualify for any trade-in value, you will be offered the opportunity to recycle your item for free. Our recycling program employs a zero tolerance landfill policy meaning all of the material that is subject to recycling is disassembled by hand, carefully separated and eventually utilized as feedstock for various raw material extraction processes (including smelting and refining). Shipping for both trade-in and recycle items is free.

[recycleortrade@econewonline.com](mailto:recycleortrade@econewonline.com)

[www.econewonline.com/samsclub](http://www.econewonline.com/samsclub)

### **Staples**

Provides a recycling program for residents and businesses at any location nationwide. \$10.00 per item (keyboards and mice are included in the cost). Only computer materials accepted.

[www.staples.com](http://www.staples.com)

## Electronics Donation Options

### **Assistive Technology Exchange Network**

A program of United Cerebral Palsy Association  
(800) 476-2836  
[www.ucpnet.org](http://www.ucpnet.org)

### **Equipping the Saints**

1254 Keezletown Rd  
Weyers Cave, VA 24486  
(540) 234-6222  
[ets@rica.net](mailto:ets@rica.net)  
[www.etsusa.org](http://www.etsusa.org)  
Pentium or above.

### **HOB International**

1202 Nagle Blvd, Batavia  
(630) 761-0500  
Buys used equipment.

### **Salvation Army locations:**

- 528 Kedzie St, Evanston  
(847) 869-3033
- 5112 S Ashland, Chicago  
(888) 574-2587  
Pentium or higher accepted.

### **Share the Technology**

P.O. Box 548  
Rancocas, NJ 08073  
[www.sharetechnology.org](http://www.sharetechnology.org)  
National database of donation requests from over 700 schools and non-profit organizations in 46 states. Prospective donors can search to find donation requestors in their state and connect with them. No charge for donor listing.

### **Time Dollar Tutoring**

A peer tutoring program for inner city students.  
(773) 233-4442  
[www.timedollartutoring.org](http://www.timedollartutoring.org)

### **Wireless Foundation's "Call-to-Protect" Program**

Aids victims of domestic abuse.  
(888) 901-SAFE  
[www.calltoprotect.org](http://www.calltoprotect.org)



**World Computer Exchange**

WCE is a global educational and environmental organization looking for donations of working Pentium 3 or newer computers.

Frank Haas (847) 433-3850

[www.worldcomputerexchange.org](http://www.worldcomputerexchange.org)

**Youth Umbrella Organization**

Tonya Patterson

847-866-1200, ex. 225

Reuse Organizations (Sell for profit)

**Computers for Schools**

3350 N Kedzie Ave, Chicago

(800) 939-6000

[www.pcsforschools.org](http://www.pcsforschools.org)

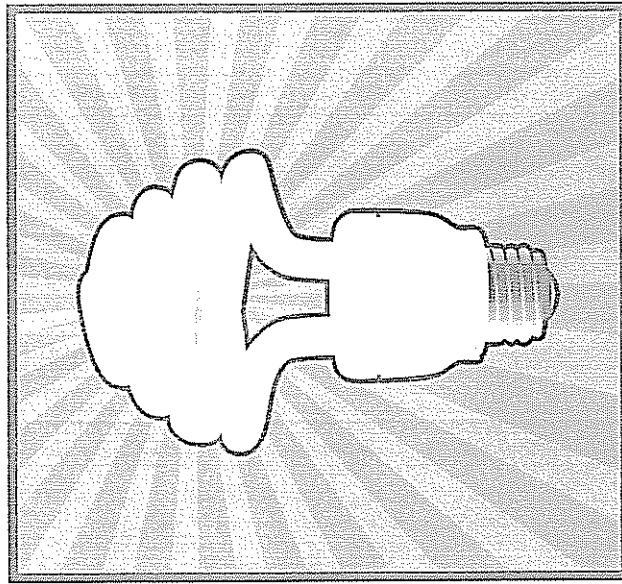
**Software Plus**

710 S Buffalo Grove Rd, Buffalo Grove

(847) 520-1717

[softplus@sysmatrix.net](mailto:softplus@sysmatrix.net)

# Compact Fluorescent Lightbulb (CFL) Recycling Program



For information on recycling, special collection events or waste reduction resources such as:

Programs and Resource Materials:

"Alternative Cleaning Methods" Guide

Athletic Shoe Recycling

"Closing the Loop" Brochure

Computer and Electronics Recycling

Eco-Friendly Fashion Show

Eco-Friendly Marketplace

Glenview Transfer Station

"Green Pages" Guide

Household Chemical Waste Collections

Document Destruction Events

Presentations and Workshops

Recycling Drop-off Centers

"Recycling Etc." Community Newsletter

"Recycling Rangers" Program

Roll-off Rentals

SWANCC Resource Material

"Taking Care of Our Earth" (Pre-K) Presentation

"Waste Reduction Tips" Brochure

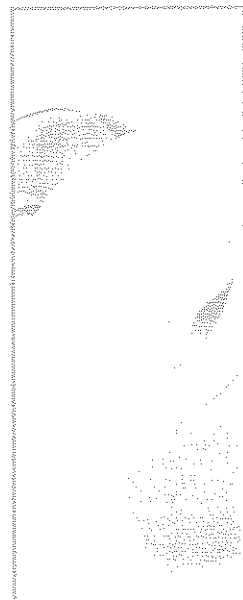
Check out SWANCC's website at  
[www.swancc.org](http://www.swancc.org), contact SWANCC at  
[info@swancc.org](mailto:info@swancc.org) or call (847) 724-9205.

## SWANCC Member Communities

The SWANCC-sponsored recycling program is for residentially-generated spent Compact Fluorescent Light Bulbs (CFLs) from SWANCC-member community households.

Arlington Heights	Mount Prospect
Barrington	Niles
Buffalo Grove	Palatine
Elk Grove Village	Park Ridge
Evanston	Prospect Heights
Glencoe	Rolling Meadows
Glenview	Skokie
Hoffman Estates	South Barrington
Inverness	Wheeling
Kenilworth	Wilmette
Lincolnwood	Winnetka
Morton Grove	

Visit [www.swancc.org](http://www.swancc.org) for drop-off locations and information details.



**SOLID WASTE AGENCY OF  
NORTHERN COOK COUNTY**

[www.swancc.org](http://www.swancc.org)



Printed on recycled paper.

[www.swancc.org](http://www.swancc.org)  
(847) 724-9205

# Compact Fluorescent Lightbulbs (CFL)

## BENEFITS OF COMPACT FLUORESCENT LIGHTBULBS

The U.S. Environmental Protection Agency recommends the use of CFLs when compared to incandescent bulbs for the following reasons:



- They produce the same amount of light, but use 2/3 less energy and last 10 times longer.
- Each CFL bulb can save you at least \$25 in energy costs over the life of the bulb.
- CFLs produce about 70% less heat than standard incandescent bulbs and are cool to the touch.
- CFLs reduce air pollution for a cleaner environment. If every IL household replaced one incandescent bulb with an 18-watt CFL, the results would be equivalent to:
  - ... removing 294,000 tons of carbon emissions from the air;
  - ... planting 39.4 million trees;
  - ... removing over 74,000 vehicles from Illinois roads each year.

This information is taken from the Dept. of Commerce and Economic Opportunity.

## DANGERS OF CFLS

Each CFL contains a small amount of mercury sealed within the glass tubing - an average of 5 milligrams (roughly equivalent to the tip of a ball-point pen). Mercury poses potential health risks, therefore the CFLs should not be disposed of in the garbage if there is a recycling option.

## HOW DO I PARTICIPATE IN SWANCC'S CFL PROGRAM?

Visit [www.swancc.org](http://www.swancc.org) for a list of SWANCC-member communities that are providing a drop-off location for CFLs. Some communities may include rechargeable batteries (Ni-Cad & Lithium), button cell, cell phone and 4 foot fluorescent lamps. Bring spent bulbs in a zip-lock-type baggie for extra protection to a drop-off location during designated hours.

## CFL FAQ'S

Information and resources on all sources of mercury can be found at [www.epa.gov/mercury](http://www.epa.gov/mercury).

## FREQUENTLY ASKED QUESTIONS

Is it true that CFLs contain mercury? Why and how much? CFLs contain a very small amount of mercury sealed within the glass tubing - an average of 5 milligrams (roughly equivalent to the tip of a ball-point pen). Mercury is an essential irreplaceable element in CFLs and is what allows the bulb to be an efficient light source. By comparison, older home thermometers contain 500 milligrams of mercury and many manual thermostats contain up to 3000 milligrams. It would take between 100 and 600 CFLs to equal those amounts.

There is currently no substitute for mercury in CFLs; however, manufacturers have taken significant steps to reduce mercury used in their fluorescent lighting products over the past decade.

What should I do with a CFL when it burns out?

Like paint, batteries, thermostats and other hazardous household items, CFLs should be disposed of properly. To locate the nearest drop-off location and hours of operation for CFLs in your community, visit [www.swancc.org](http://www.swancc.org).

Should I be concerned about using CFLs in my home?

CFLs are safe to use in your home. No mercury is released when the bulbs are in use and they pose no danger to you or your family when used properly. However, CFLs are made of glass tubing and can break if dropped or roughly handled. Be careful when removing the lamp from its packaging, installing it or replacing it. Always screw and unscrew the lamp by its base and never forcefully twist the CFL into a light socket by its tubes. Used CFLs should be disposed of properly using the guides above.

What should I do if a CFL breaks?

Because there is such a small amount of mercury in CFLs, your greatest risk if a bulb breaks is getting cut from glass shards.

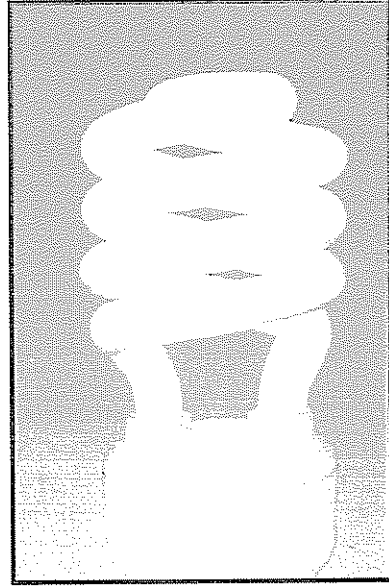
Research indicates that there is no immediate health risk to you or your family should a bulb break and it is cleaned up properly. You can minimize any risks by following these proper clean-up and disposal guidelines:

- Sweep up - do not vacuum - all of the glass fragments and fine particles.
- Place broken pieces in a sealed plastic bag and wipe the area with a damp paper towel to pick up any stray shards of glass or fine particles. Put the used towel in the plastic bag as well and place in the garbage.
- If the weather permits, open windows to allow the room to ventilate.

## SWANCC ELIST

Do not miss out on upcoming program opportunities and recycling events sponsored by SWANCC. Be on SWANCC's "Elist" and receive Agency information. Sign up online at [www.swancc.org](http://www.swancc.org).

For more information about SWANCC and its many school and community programs and special material collections or events, visit [www.swancc.org](http://www.swancc.org) or call the Agency at (847) 724-9205.

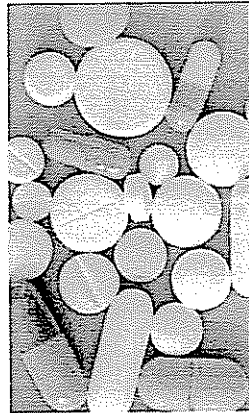


# SWANCC

SWANCC is providing a new disposal program for prescription drug waste called the *Prescription Drug/Sharps Disposal Program*.

- Ensure environmental safety
- Guard against potential theft associated with disposing of old medications
- For residentially-generated unused prescriptions, expired over-the-counter drugs, and needles known as "sharps"
- No commercial or institutional waste will be accepted

Visit [www.swancc.org](http://www.swancc.org), email [info@swancc.org](mailto:info@swancc.org) or call SWANCC at (847) 724-9205 for participating disposal locations.



For information on recycling, special collection events or waste reduction resources such as:

"Alternative Cleaning Methods" Guide

Athletic Shoe Recycling

"Closing the Loop" Brochure

Computer and Electronics Recycling

Document Destruction Events

Eco-Friendly Fashion Show

Eco-Friendly Marketplace

Glenview Transfer Station

"Green Pages" Guide

Household Chemical Waste Collections

Presentations and Workshops

Recycling Drop-off Centers

"Recycling Etc." Community Newsletter

"Recycling Rangers" Program

Roll-off Rentals

SWANCC Resource Materials

"Waste Reduction Tips" Brochure

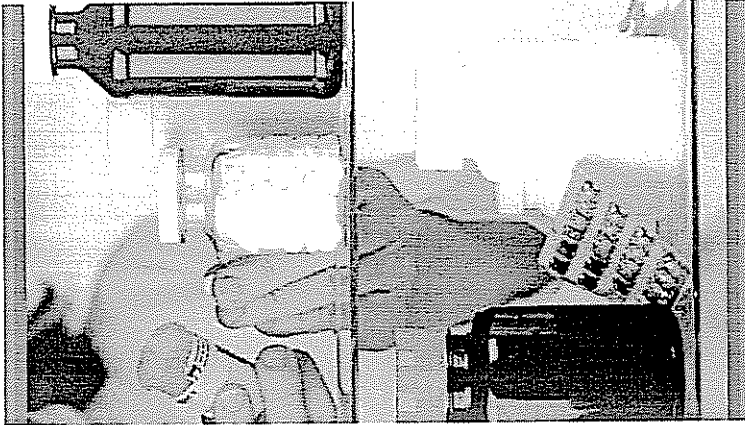
Check out SWANCC's website at [www.swancc.org](http://www.swancc.org), contact SWANCC at [info@swancc.org](mailto:info@swancc.org) or call (847) 724-9205.

**SOLID WASTE AGENCY OF  
NORTHERN COOK COUNTY**  
**[www.swancc.org](http://www.swancc.org)**



Printed on recycled paper.

## SWANCC Prescription Drug and Sharps Disposal Program



**These bottles will not age well.**



Solid Waste Agency of Northern Cook County  
(847) 724-9205  
[www.swancc.org](http://www.swancc.org)

## SWANCC's Disposal Program



This program is for residents that live in one of SWANCC's 23 member communities. No prescription drugs or sharps from businesses, schools or hospitals will be accepted. ID's will be checked for verification of residency.

### General tips:

- Prescription drugs that are more than a year old should be disposed of properly.
- Turn in non-prescription medicines without an expiration date that are more than six months old.
- Keep pharmaceuticals in their original containers with labels to identify contents.
- All sharps need to be placed in a rigid container with a sealed lid. Put the container in a zipped plastic bag prior to dropping off. A new sharps container will be provided.

### Acceptable items:

- Unused prescription medications
- Expired prescription medications
- Prescription cough syrup
- Prescription eye drops
- Expired over-the-counter medications
- Residential sharps (needles/syringes)

### Unacceptable items:

- Institutional or business waste
- Non-prescription liquids
- Latex gloves
- Household Chemical Waste

## Dangers of medicine in the water system

Recent research conducted by the U.S. Environmental Protection Agency and the U.S. Geological Survey found substantial amounts of antibiotics and steroidal hormones in rivers, lakes and wells from samples analyzed in 36 states. For more information, visit [www.epa.gov/nerlesd1/chemistry/pharma](http://www.epa.gov/nerlesd1/chemistry/pharma).



## Dangers of needles in trash

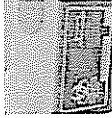
According to the US Environmental Protection Agency, each year, 8 million people use more than 3 billion needles, syringes, and lancets, also called sharps, to manage medical conditions at home. Some sharps users throw their used needles in the trash or flush them down the toilet. Used sharps left loose among other waste can hurt sanitation workers during collection rounds, at sorting and recycling facilities and at landfills, or become lodged in equipment, forcing worker to remove them by hand.



Children, adults and even pets are also at risk for needle-stick injuries when sharps are disposed improperly at home or in public settings. For more information, visit [www.epa.gov/osw](http://www.epa.gov/osw).

## Personal Sharps Containers

Any resident that lives in a SWANCC-member community and administers home-injections is eligible to receive a 1 quart sharps container. They need to go to the designated prescription drug drop-off site in their community to request one.

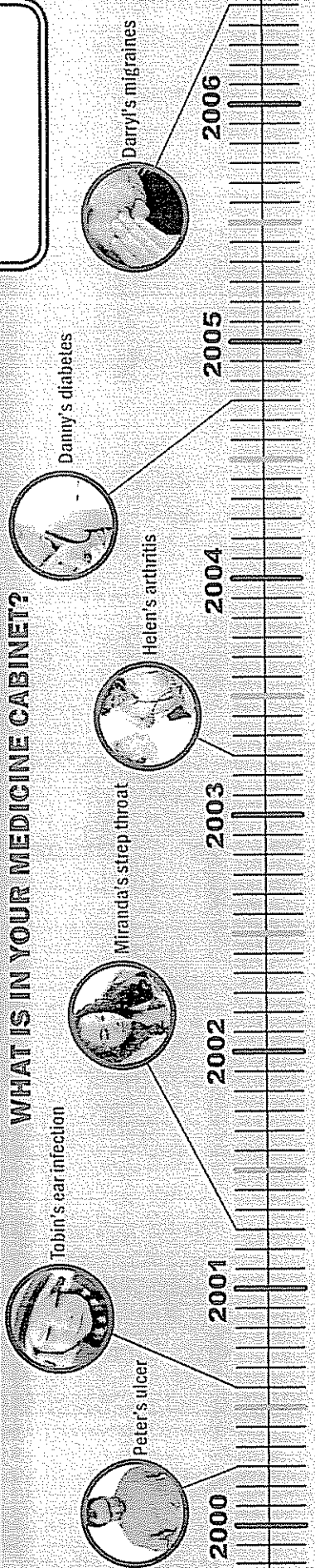


For sources of facts and information, visit [www.swancc.org](http://www.swancc.org).

**SWANCC Communities**

- Arlington Heights
- Barrington
- Buffalo Grove
- Elk Grove Village
- Evanston
- Glencoe
- Glenview
- Hoffman Estates
- Inverness
- Kenilworth
- Lincolnwood
- Morton Grove
- Mount Prospect
- Niles
- Palatine
- Park Ridge
- Prospect Heights
- Rolling Meadows
- Skokie
- South Barrington
- Wheeling
- Wilmette
- Winnetka

## WHAT IS IN YOUR MEDICINE CABINET?



# SWANCC

SWANCC is dedicated to providing resources and programs to assist residents with reusing, recycling or disposing of waste in an environmentally-friendly manner.

SWANCC's *At Home Computer Pick-Up Program*, is available to all SWANCC-area residents (see list of member communities inside).

- > Convenient programs (847) 724-9205
- > Drop-off at either SWANCC site
- > Schedule a pick-up
- > Put your items out on the curb, ready for pick-up
- > It's that easy!

Even though residents can dispose of their personal computers and electronics in the garbage, SWANCC encourages recycling or donating materials to reduce waste and potentially harmful materials going to landfills as much as possible - whenever possible.

Call SWANCC at (847) 724-9205, ext. 9 or email [athome@swancc.org](mailto:athome@swancc.org) to schedule a pick-up. For more information visit [www.swancc.org](http://www.swancc.org).

Convenient. Dedicate. Earth-friendly.

For information on recycling, special collection events or waste reduction resources such as:

"Alternative Cleaning Methods" Guide

Athletic Shoe Recycling

"Closing the Loop" Brochure

Computer and Electronics Recycling

Eco-Friendly Fashion Show

Eco-Friendly Marketplace

Glenview Transfer Station

"Green Pages" Guide

Household Chemical Waste Collections

Document Destruction Events

Presentations and Workshops

Recycling Drop-off Centers

"Recycling Etc." Community Newsletter

"Recycling Rangers" Program

Roll-off Rentals

SWANCC Resource Materials

"Waste Reduction Solutions" Brochure

Check out SWANCC's website at [www.swancc.org](http://www.swancc.org), contact SWANCC at [info@swancc.org](mailto:info@swancc.org) or call (847) 724-9205.

**SOLID WASTE AGENCY OF  
NORTHERN COOK COUNTY**

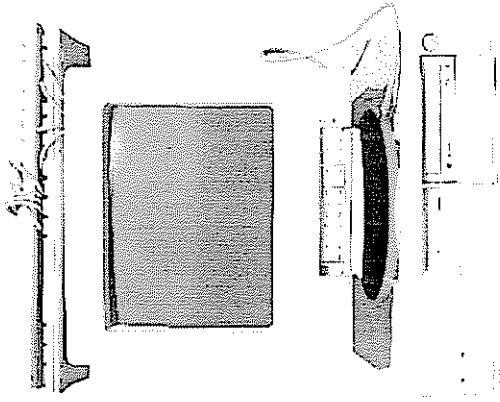
[www.swancc.org](http://www.swancc.org)



Printed on recycled paper.



SWANCC pick-up program



Do you have old computer and electronic equipment piling up in your home office or basement?

Recycle it!

Only \$25.00 for convenient at your door pick-up!



Solid Waste Agency of Northern Cook County  
(847) 724-9205 [www.swancc.org](http://www.swancc.org)



# computer pick-up.....

- The \$25.00 fee allows 6 items per pick-up.
- No individual item can exceed 50 pounds
- Cell phones and calculators are the only items accepted that do not count as an item

## Accepted Items:

- Printers, Fax, Modem, Scanner, Keyboard, Mouse, Monitor, Cable, Modem, Router, Cell Phone, Calculator
- TV's over 27" screen only
- VHS, DVD, CDs
- Radio, Boom Box
- Stereo, Tuning, etc
- Air-Conditioners
- Mini-fridges
- Cell Phone
- Calculators

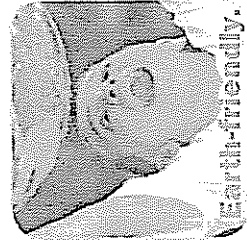
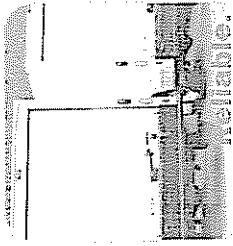
## Unacceptable Materials:

- TV's over 27" screen consoles
- Air Conditioners
- Copper wiring
- Hazardous, D-Detonators
- Small/Appliance Range Appliances
- Power Tools
- Software
- Disk
- CO's or DVD's



According to the U.S. Environmental Protection Agency, it is estimated that billions of consumer electronics will be scrapped during the rest of this decade. Because there are both potentially harmful and recoverable materials in computers and electronic equipment - recycling old equipment is the responsible thing to do.

All materials in SWANCC's program will be dismantled domestically and recycled by an ISO 14001 and 9001 certified contractor. Due to these recycling efforts, natural resources and energy are conserved, materials are recovered or disposed of in a safe manner as well as saving landfill space.



For additional information regarding reuse and recycling programs for computers and electronics or other materials, visit SWANCC's "Green Pages - Service Directory" online at [www.swancc.org](http://www.swancc.org).

Do not just throw it all away because you can - think before you throw and make a difference!

[www.swancc.org](http://www.swancc.org)

**To be eligible to participate you must:**

- Live in a SWANCC member community
- Have street level access to front door

**SWANCC COMMUNITY**

Arlington Heights	Mount Prospect
Barrington	Niles
Buffalo Grove	Palatine
Elk Grove Village	Park Ridge
Evanston	Prospect Heights
Glencoe	Rolling Meadows
Glenview	Skokie
Hoffman Estates	South Barrington
Inverness	Wheeling
Kenilworth	Wilmette
Lincolnwood	Winnetka
Morton Grove	

## SWANCC's At Home pick-up program is easy as 1, 2, 3!

**Step 1.** Schedule a pick-up by contacting SWANCC at (847) 724-9205 ext. 9 from 9:00 am to 4:00 pm Monday through Friday. For questions, email [athome@swancc.org](mailto:athome@swancc.org).

**Step 2** Place electronic and computer equipment without packaging on the front porch or steps by 7:30 am on scheduled day of pick-up.

**Step 3** Tag equipment with signage provided by SWANCC.

# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Request for approval of an Ordinance authorizing the sale of personal property owned by the Village.

**MEETING DATE:** September 8, 2008

**COMMITTEE:** General Administration and Personnel Committee

**FROM:** Rebecca Suhajda, Administrative Intern

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**PURPOSE:** Approval an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village, utilizing the contracted auction services provided by the Northwest Municipal Conference.

**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 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.

The NWMC has entered into a contract with Obenauf Auction Services for online auction services.

**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.

**ATTACHMENTS:** 2



ORDINANCE NO. \_\_\_\_\_ - 2008

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.obenaufactions.com](http://www.obenaufactions.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.obenaufactions.com](http://www.obenaufactions.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 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 \_\_\_\_\_, 2008

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen Mills	_____	_____	_____	_____
Trustee Cary Collins	_____	_____	_____	_____
Trustee Raymond Kincaid	_____	_____	_____	_____
Trustee Jacquelyn Green	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary Pilafas	_____	_____	_____	_____
Mayor William McLeod	_____	_____	_____	_____

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2008

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

ATTEST:

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

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

EXHIBIT "A"

Item	Quantity	Minimum Price
Small Generator	2	\$100
Cut Off Saw	1	\$20
Backpack Blower	1	\$10
Plate Compactor	1	\$10
Climbing Chainsaw	2	\$10
Bucking Chainsaw	1	\$10
Large Generator	1	\$3,500
Various Laptops	16	\$50-\$500
Monitors	12	\$25
PC Towers	11	\$10-\$50
Printer	1	\$25
Servers	8	\$20
Telephones	218	\$1
Zodiac Boat/trailer	1	\$900
Air Compressor	3	\$50
Sony 42" TV	2	\$30
Various Office Chairs	125	\$1
Various Tables	25	\$1
Various Desks	15	\$1
Various Cabinets	35	\$1
Various Shelves	15	\$1
US \$1 bill silver certificate	1	\$1
CD player	1	\$1
Gold Watch - Men's	1	\$1
Gold Ring - Women's	2	\$1
CD player	1	\$1
Camcorder	3	\$1
Tire Gauge	1	\$1
Sunglasses	4	\$1
Football	1	\$1
Car Stereo	5	\$1
Baseball/Basketball Cards	1	\$1
GPS	3	\$1
Stereo Speaker	2	\$1
Chainsaw	1	\$1
XBOX controller	1	\$1
XBOX	1	\$1
Misc. Games	?	\$1
Paintball Gun	1	\$1
Holster & Paintball Bottle	1	\$1
VCR	1	\$1
Playstation 2	1	\$1
Digital Camera	1	\$1
Navigation System	1	\$1
Faceplate	1	\$1
Power Inverter	1	\$1
I-Pod	4	\$1
2GB screen	1	\$1
Blue Tooth	1	\$1
Nintendo game	1	\$1
Nintendo 64 games	2	\$1
Blu Ray Disc Remote Control	1	\$1
Keg Tapper	1	\$1

# VILLAGE OF HOFFMAN ESTATES

## Memo

To: Jim Norris  
From: Bruce Anderson  
Regarding: Cable TV Report  
Date: September 3, 2008

### **Citizen**

Covers: Summer Concert Series, Picture This Awards, Lightning Alarm, Spectrum Teen Week, Conant Track Reception, Harper PATH Information, and Health and Human Services Activities.

#### Citizen Segments in development:

Jack Hoffman Visit  
Summer Concerts  
Basl and Blodgett Farewells  
Distribution Drill  
Fire Station 24 Ground Breaking

### **Behind the Badge**

Covers: Administrative Hearings, HEC PAA Appreciation and Buckle Buddies.

#### Segments in development:

Casper  
Police AEDs  
Police Testing  
Warning Sirens

### **Fire Line**

Covers: Dive Rescue, Residential Sprinklers, Promotions, House Fire

### **Destination Versailles**

This hour long presentation will run in late July and August.

### **Barefoot Hawaiian**

This half-hour program ran during the second half of August and will run into September.

**Changes**

Two half-hour programs done by Schaumburg with Senior Citizens from "The Barn" Started running in late August and will continue through September.

**Complaints/Inquiries**

This month the Village received 6 inquiries: 2 problems resolving service problems, an installation problem, an outage, an outstanding repair and the availability of AT&T U-Verse service. There are still 4 issues outstanding.



# HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

## HUMAN RESOURCES MANAGEMENT DEPARTMENT

### Monthly Report

August 2008

#### Staffing Activity

New Starts: 1 – GIS Technician (Public Works)

Separations: 3 – Maintenance I  
Pre-doctoral Interns (2)

Transfers: 0

Retirees: 0

Promotions: 1 – Maintenance III

Downgrades: 0

Reclassifications: 1 – Customer Service Supervisor (from Permit Services Supervisor)

Staffing:	Full Time Employees	390 budgeted	380 current
	Part Time Employees	63 budgeted	59 current
	Temporary Employees	0 budgeted	0 current
	Seasonal Employees	20 budgeted	8 current

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

0 Seasonal with	17 for year
1 Promotions with	16 for year
3 Separations with	14 for year
0 Retirement with	7 for year
0 Transfers with	4 for year

## Recruitment Activity

Recruitment: Maintenance III Mechanic – One internal Maintenance II employee promoted on 08/18/08.

Part-time Cable TV Intern (2 unpaid positions) – Advertising placed at various colleges including Illinois School of Broadcasting, Columbia College, Roosevelt University, Southern Illinois University and Harper College.

Part-time Customer Service Rep – Seven candidates interviewed and one scheduled to start on 09/08/08.

Maintenance I Heavy Equipment Operator – An internal only posting was done for Public Works employees.

GIS Specialist (Internal Applicants Only) – One candidate applied and interview to be scheduled.

## Labor/Management Relations

Contract Status: **Police** (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2005 - December 31, 2007). Parties agree to begin the arbitration selection process.

**Fire** (International Association of Firefighters - Local 2061) – Third year of contract reopener (Jan. 1, 2006 – December 31, 2008). Preliminary work underway for upcoming contract negotiations.

**Public Works** (International Brotherhood of Teamsters, Local 714) – Three (3) year contract (Jan. 1, 2007 – Dec. 31, 2009).

**Police Sergeants** (Metropolitan Alliance of Police – MAP-97) Contract (Jan. 1, 2005 – December 31, 2008)

Grievances: One (1) IAFF Local 2061

Two (2) Unfair Labor Practice (ULP) filed against the Village by IAFF Local 2061 – Parties agree to discuss ULP during upcoming negotiations.

Two (2) MAP 96

### **Personnel/Benefits/Employee Services**

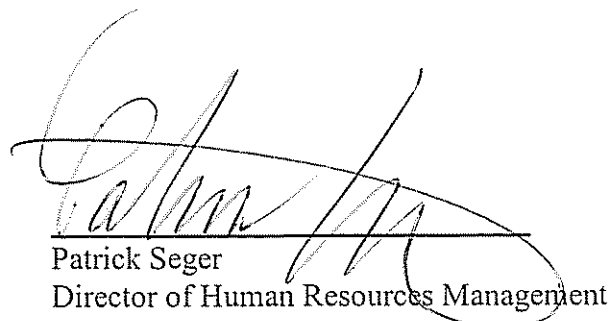
- Director of HRM, HR Coordinator and Risk Manager met several times to discuss the 2008/2009 Training Program.
- Director of HRM participated in a Local 2061 grievance hearing.
- As Vice-President of IPELRA, Director of HRM, attended the monthly IPELRA meeting.
- Risk Manager and Director of HRM scheduled a meeting with Fire Admin staff to discuss Workers Compensation issues.
- Director of HRM participated in the Management Team Meeting.
- Director of HRM and Risk Manager facilitated a meeting regarding procedures for the collection of unused prescription medications and sharps at Village Hall. Also participating in this meeting were management staff from Finance, Development Services and Health and Human Services.
- HR Generalist attended a training session for PublicSalary.com website.
- HR Coordinator, Risk Manager and Director of HRM met to discuss post-PEDA benefit accruals.
- Director of HRM and HR Coordinator held a meeting at the Village Hall with IPBC representative Dave Torrie and client representatives from Medco. The discussion was centered on recent issues with the switch to Medco.
- HR Coordinator and Director of HRM participated in a meeting with the Village Crossing Guards and Police Administration to address the concerns regarding compensation and other work related issues.
- Director of HRM and HR Coordinator met with the Fire Chief to discuss a personnel issue.
- Director of HRM attended the IPBC Operational meeting.

### **Risk Management/Safety/Loss Control**

- Continued to facilitate the proper handling of all open workers' compensation claims. Two (2) third party claims administrators are currently being used to administer the Village's workers' compensation claims.



- Negotiated to the recovery of a workers' compensation lien the Village had in place due to a claim that occurred in 2006. Full statutory recovery was obtained, and claim file has been closed.
- Contacted the Village's occupational health facility to schedule an examination and discuss the prognosis of an injured employee.
- Met with the Director of HRM and the HR Coordinator to discuss the HRM training schedule for the remainder of 2008 and into 2009.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. All results were reported as negative.
- Investigated and discussed the Village's sharps and medication collection program. Procedures are being created to improve on the administration of the program.
- Investigated a significant water main leak that caused water damages to several residents' properties. All claims will be brought to conclusion in a fair and amicable manner.
- The Risk Manager administered several general liability claims against the Village. Met with claimants to discuss the disposition of their claim. Many of the claims were brought to conclusion during the reporting period.
- Provided continual written updates to appropriate management staff related to the status of several open workers' compensation claims.
- Met with the Director of HRM and the HR Coordinator to discuss employee status upon the expiration of their PEDAs benefits.
- Met with one of the Village's workers' compensation defense attorneys to discuss the disposition of high exposure workers' compensation claims.
- Met with the Village's Central Safety Committee to discuss the preparations for the Safety Lunch which will be held on October 3, 2008.



Patrick Seger  
Director of Human Resources Management

**HUMAN RESOURCES MANAGEMENT  
MONTHLY STAFFING REPORT  
AUGUST 2008**

**RECRUITMENTS**

**POSITION TITLE:** Maintenance III – Mechanic  
**DEPARTMENT:** Public Works (Internal Posting)  
**DATE POSTED:** 07/01/08  
**AD DEADLINE:** 07/09/08  
**APPLICATIONS REC'D:** 2

**STATUS:** One internal Maintenance II employee promoted on 08/18/08.

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**POSITION TITLE:** Part-time Customer Service Representative  
**DEPARTMENT:** Village Clerk's Office  
**DATE POSTED:** 07/30/08  
**AD DEADLINE:** 08/11/08  
**APPLICATIONS REC'D:** 152

**STATUS:** Seven candidates interviewed and one scheduled to start on 9/8/09.

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**POSITION TITLE:** GIS Specialist (Internal Applicants Only)  
**DEPARTMENT:** Information Systems  
**DATE POSTED:** 08/08/08  
**AD DEADLINE:** 08/25/08  
**APPLICATIONS REC'D:** 1

**STATUS:** One candidate applied and interview to be scheduled.

---

**POSITION TITLE:** Part-time Cable TV Intern (2 unpaid positions)  
**DEPARTMENT:** General Government  
**DATE POSTED:** 08/20/08  
**AD DEADLINE:** Until Filled  
**APPLICATIONS REC'D:** 1

**STATUS:** Advertising placed at various colleges including Illinois School of Broadcasting, Columbia College, Roosevelt University, Southern Illinois University, Harper College.

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**POSITION TITLE:** Maintenance I – Heavy Equipment Operator  
**DEPARTMENT:** Public Works (Internal Applicants Only)  
**DATE POSTED:** 08/18/08  
**AD DEADLINE:** 08/25/08  
**APPLICATIONS REC'D:** 0

**STATUS:** An internal only posting was done for Public Works employees.

## NEW STARTS

**POSITION TITLE:** GIS Technician  
**DEPARTMENT:** Public Works  
**DATE POSTED:** 05/05/08  
**AD DEADLINE:** Until Filled  
**APPLICATIONS REC'D:** 45

**STATUS:** One hired 08/18/08.

---

## SUMMARY OF EMPLOYMENT ACTIVITY AUGUST 2008

	<u>Total Number</u>	<u>Position</u>
New Starts	1	GIS Technician (Public Works)
Separations	3	Maintenance I Pre-doctoral Interns (2)
Promotions	1	Maintenance III
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	0	
Reclassifications	1	Customer Service Supervisor (from Permit Services Supervisor)

### Seasonal/Additional Activity

13 seasonal employees resigned.

3 practicum students (H & HS) completed internships.

(See HRM Employment Activity Report attached)

### ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	5	Police Officer Pre-doctoral Interns (2) Part-time Customer Service Representative (Clerk's Office) Alternate Crossing Guard
Separations	2	Firefighter Part-time Fire Inspector
Promotions	0	
Transfers	0	
Reclassifications	0	
Retirements	0	
New Positions	0	
Cancelled Positions	0	

## EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	390	380
PART TIME EMPLOYEES	63	59
TEMPORARY EMPLOYEES	0	0
SEASONAL EMPLOYEES	20	8

### Total Vacancies:

#### Full Time

Budgeted – Posted	2	GIS Specialist (IS Department) Maintenance I (Heavy Equipment Operator)
Budgeted - Not Posted	8	Police Officer (3) Coordinator of Outreach and Prevention Maintenance I – PM Shift Maintenance I Maintenance II Firefighter
<b>TOTAL FULL TIME</b>	<b>10</b>	

#### Part Time

Budgeted – Posted	1	Part-time Customer Service Representative – Clerk’s (reclassification of Office Assistant position)
Budgeted-Not Posted	3	FPB Part-time Inspector Part-time Custodian Part-time Planner
<b>TOTAL PART TIME</b>	<b>4</b>	

## RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	0	537
Walk-Ins	9	36
Part Time – Response to Recruitments	197	396
Walk-Ins	0	1
Seasonal Applicants	0	46
<b>TOTAL RECRUITMENTS</b>	<b>206</b>	<b>1,016</b>

**HUMAN RESOURCES MANAGEMENT  
EMPLOYMENT ACTIVITY  
AUGUST 2008**

**NEW HIRES**

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Sean Diatte	08/18/08	GIS Technician	New

**SEPARATIONS**

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
David Fickensher	08/15/08	Maintenance I	Resignation
Mark Steenwyck	08/29/08	Pre-Doctoral Intern	Internship ended
Oksana Lexell	08/29/08	Pre-Doctoral Intern	Internship ended

**PROMOTIONS**

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Scott Lasken	08/18/08	Maintenance II	Maintenance III – Mechanic

**TRANSFERS**

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
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**DOWNGRADES**

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

**RECLASSIFICATIONS**

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Susan Wenderski	08/11/08	Permit Services Supervisor	Customer Service Spvr.

**CANCELLATIONS**

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

**SEASONAL/TEMPORARY POSITIONS/UNPAID INTERNSHIPS**

13 Seasonal positions resigned for season.  
3 practicum student internships ended.

# ADDITIONAL MONTHLY REPORT INFORMATION

AUGUST 2008

# Anniversaries attended	<u>3</u>
# Interviews conducted during month	<u>7</u>

Customer Service Rep. 7

EMPLOYER'S CLAIM SERVICE, INC.  
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
 From: 12/31/1999 Through: 08/31/2008

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
00 102	Planning (Dept)	1	1.8%	1	0	0	1	0	0.00	0.00	0.00	0.00	0.0%
00 1	Community Development (Sub-Loc)	1	1.8%	1	0	0	1	0	0.00	0.00	0.00	0.00	0.0%
00 206	Customer Service (Dept)	1	1.8%	0	1	0	1	1	3,974.20	3,974.20	0.00	3,974.20	1.4%
00 2	Finance (Sub-Loc)	1	1.8%	0	1	0	1	1	3,974.20	3,974.20	0.00	3,974.20	1.4%
00 250	PPO Payments (Dept)	1	1.8%	1	0	1	0	0	114,765.73	114,765.73	0.00	114,765.73	41.7%
00 25	PPO Payments (Sub-Loc)	1	1.8%	1	0	1	0	0	114,765.73	114,765.73	0.00	114,765.73	41.7%
00 300	Administration (Dept)	1	1.8%	0	1	0	1	0	193.50	193.50	0.00	193.50	0.1%
00 301	Fire Suppression (Dept)	12	21.4%	6	6	1	11	3	8,160.22	92,574.64	5,348.00	97,922.64	35.6%
00 303	Emergency Medical Services (Dept)	7	12.5%	5	2	0	7	1	2,302.35	16,116.43	0.00	16,116.43	5.9%
00 3	Fire (Sub-Loc)	20	35.7%	11	9	1	19	4	5,711.63	108,884.57	5,348.00	114,232.57	41.5%
00 400	Manager's Office (Dept)	1	1.8%	0	1	0	1	0	4,452.45	4,452.45	0.00	4,452.45	1.6%
00 401	Cable TV (Dept)	1	1.8%	1	0	0	1	0	260.40	260.40	0.00	260.40	0.1%
00 402	Boards & Commissions (Dept)	1	1.8%	1	0	0	1	0	413.43	413.43	0.00	413.43	0.2%
00 4	General Government (Sub-Loc)	3	5.4%	2	1	0	3	0	1,708.76	5,126.28	0.00	5,126.28	1.9%
00 600	Administration (Dept)	1	1.8%	0	1	0	1	0	0.00	0.00	0.00	0.00	0.0%
00 6	Human Resources Management (Sub-Loc)	1	1.8%	0	1	0	1	0	0.00	0.00	0.00	0.00	0.0%
00 700	Patrol (Dept)	16	28.6%	13	3	0	16	2	1,761.71	28,187.36	0.00	28,187.36	10.2%
00 704	Traffic (Dept)	1	1.8%	1	0	0	1	0	1,159.40	1,159.40	0.00	1,159.40	0.4%
00 7	Police (Sub-Loc)	17	30.4%	14	3	0	17	2	1,726.28	29,346.76	0.00	29,346.76	10.7%
00 801	Water & Sewer (Dept)	4	7.1%	2	2	0	4	0	733.76	2,935.02	0.00	2,935.02	1.1%
00 802	Building & Grounds (Dept)	1	1.8%	0	1	0	1	0	1,411.10	1,411.10	0.00	1,411.10	0.5%
00 804	Forestry (Dept)	5	8.9%	5	0	0	5	0	565.72	2,828.60	0.00	2,828.60	1.0%
00 805	Clerical (Dept)	1	1.8%	1	0	0	1	0	452.50	452.50	0.00	452.50	0.2%
00 8	Public Works (Sub-Loc)	11	19.6%	8	3	0	11	0	693.38	7,627.22	0.00	7,627.22	2.8%
00 9	Information Systems (Sub-Loc)	1	1.8%	1	0	0	1	0	168.50	168.50	0.00	168.50	0.1%
00 01	Village of Hoffman Estates (Loc)	56	100.0%	38	18	2	54	7	4,915.02	269,893.26	5,348.00	275,241.26	100.0%
Totals for 2000 Claims:													
01 300	Administration (Dept)	2	3.1%	1	1	0	2	0	538.72	1,077.44	0.00	1,077.44	0.1%
01 301	Fire Suppression (Dept)	8	12.3%	3	5	1	7	2	36,896.67	265,039.41	30,133.98	295,173.39	24.9%

EMPLOYER'S CLAIM SERVICE, INC.  
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
 From: 12/31/1999 Through: 08/31/2008

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
01 303	Emergency Medical Services (Dept)	7	10.8%	2	5	2	5	4	36,103.74	206,539.20	46,186.97	252,726.17	21.4%
01 304	ESDA (Dept)	1	1.5%	1	0	0	1	0	425.39	425.39		425.39	0.0%
01 3	Fire (Sub-Loc)	18	27.7%	7	11	3	15	6	30,522.36	473,081.44	76,320.95	549,402.39	46.4%
01 400	Manager's Office (Dept)	1	1.5%	1	0	0	1	0	4,374.81	4,374.81		4,374.81	0.4%
01 4	General Government (Sub-Loc)	1	1.5%	1	0	0	1	0	4,374.81	4,374.81		4,374.81	0.4%
01 505	Immunization (Dept)	1	1.5%	1	0	0	1	0	391.50	391.50		391.50	0.0%
01 5	Health & Human Services (Sub-Loc)	1	1.5%	1	0	0	1	0	391.50	391.50		391.50	0.0%
01 700	Patrol (Dept)	20	30.8%	11	9	0	20	7	10,615.24	212,304.82		212,304.82	17.9%
01 702	Crime Prevention (Dept)	1	1.5%	1	0	0	1	0	5,663.17	5,663.17		5,663.17	0.5%
01 704	Traffic (Dept)	3	4.6%	1	2	0	3	2	2,887.00	8,660.99		8,660.99	0.7%
01 707	Records (Dept)	4	6.2%	1	3	0	4	3	14,372.31	57,489.25		57,489.25	4.9%
01 7	Police (Sub-Loc)	28	43.1%	14	14	0	28	12	10,147.08	284,118.23		284,118.23	24.0%
01 800	Streets (Dept)	5	7.7%	3	2	0	5	1	48,719.89	243,599.47		243,599.47	20.6%
01 801	Water & Sewer (Dept)	4	6.2%	2	2	0	4	1	24,096.40	96,385.58		96,385.58	8.1%
01 802	Building & Grounds (Dept)	3	4.6%	3	0	0	3	0	422.63	1,267.88		1,267.88	0.1%
01 803	Equipment & Supply (Dept)	1	1.5%	1	0	0	1	0	210.60	210.60		210.60	0.0%
01 804	Forestry (Dept)	3	4.6%	2	1	0	3	0	1,150.17	3,450.50		3,450.50	0.3%
01 8	Public Works (Sub-Loc)	16	24.6%	11	5	0	16	2	21,557.13	344,914.03		344,914.03	29.1%
01 9	Information Systems (Sub-Loc)	1	1.5%	1	0	0	1	0	301.50	301.50		301.50	0.0%
01 01	Village of Hoffman Estates (Loc)	65	100.0%	35	30	3	62	20	18,207.73	1,107,181.51	76,320.95	1,183,502.46	100.0%
Totals for 2001 Claims:													
02 102	Planning (Dept)	1	2.6%	0	1	0	1	0	28,933.52	28,933.52		28,933.52	4.4%
02 1	Community Development (Sub-Loc)	1	2.6%	0	1	0	1	0	28,933.52	28,933.52		28,933.52	4.4%
02 301	Fire Suppression (Dept)	5	13.2%	1	4	0	5	2	11,335.45	56,677.26		56,677.26	8.6%
02 303	Emergency Medical Services (Dept)	8	21.1%	4	4	0	8	1	7,441.19	59,529.50		59,529.50	9.1%
02 306	Technical Rescue (Dept)	1	2.6%	0	1	0	1	0	5,830.00	5,830.00		5,830.00	0.9%
02 3	Fire (Sub-Loc)	14	36.8%	5	9	0	14	3	8,716.91	122,036.76		122,036.76	18.6%
02 700	Patrol (Dept)	11	28.9%	5	6	1	10	6	24,276.36	255,636.95	11,403.01	267,039.96	40.7%
02 704	Traffic (Dept)	1	2.6%	0	1	0	1	1	224,788.23	224,788.23		224,788.23	34.3%



EMPLOYER'S CLAIM SERVICE, INC.  
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
 From: 12/31/1999 Through: 08/31/2008

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
02 706	Communication	1	2.6%	1	0	0	1	0	1,777.50	1,777.50		1,777.50	0.3%
02 7	Police	13	34.2%	6	7	1	12	7	37,969.67	482,202.68	11,403.01	493,605.69	75.2%
02 800	Streets	5	13.2%	4	1	0	5	0	1,511.20	7,556.00		7,556.00	1.2%
02 801	Water & Sewer	2	5.3%	0	2	0	2	0	1,227.90	2,455.80		2,455.80	0.4%
02 803	Equipment & Supply	1	2.6%	1	0	0	1	0	281.70	281.70		281.70	0.0%
02 804	Forestry	2	5.3%	2	0	0	2	0	642.60	1,285.20		1,285.20	0.2%
02 8	Public Works	10	26.3%	7	3	0	10	0	1,157.87	11,578.70		11,578.70	1.8%
02 01	Village of Hoffman Estates	38	100.0%	18	20	1	37	10	17,267.23	644,751.66	11,403.01	656,154.67	100.0%
Totals for 2002 Claims:													
		38	100.0%	18	20	1	37	10	17,267.23	644,751.66	11,403.01	656,154.67	100.0%
03 301	Fire Suppression	5	14.3%	2	3	0	5	2	25,542.01	127,710.07		127,710.07	31.2%
03 303	Emergency Medical Services	12	34.3%	9	3	0	12	2	15,553.15	186,637.80		186,637.80	45.7%
03 305	Underwater Rescue	1	2.9%	1	0	0	1	0	785.49	785.49		785.49	0.2%
03 3	Fire	18	51.4%	12	6	0	18	4	17,507.41	315,133.36		315,133.36	77.1%
03 700	Patrol	7	20.0%	5	2	0	7	1	1,467.76	10,274.35		10,274.35	2.5%
03 701	Investigations	1	2.9%	0	1	0	1	1	79,722.54	79,722.54		79,722.54	19.5%
03 704	Traffic	3	8.6%	1	2	0	3	0	88.33	265.00		265.00	0.1%
03 7	Police	11	31.4%	6	5	0	11	2	8,205.63	90,261.89		90,261.89	22.1%
03 801	Water & Sewer	3	8.6%	3	0	1	2	0	699.33	2,098.00		2,098.00	0.5%
03 802	Building & Grounds	2	5.7%	2	0	0	2	0	477.00	954.00		954.00	0.2%
03 803	Equipment & Supply	1	2.9%	1	0	0	1	0	310.50	310.50		310.50	0.1%
03 8	Public Works	6	17.1%	6	0	1	5	0	560.42	3,362.50		3,362.50	0.8%
03 01	Village of Hoffman Estates	35	100.0%	24	11	1	34	6	11,678.79	408,757.75		408,757.75	100.0%
Totals for 2003 Claims:													
		35	100.0%	24	11	1	34	6	11,678.79	408,757.75		408,757.75	100.0%
04 201	Water Billing	1	2.1%	1	0	0	1	0	1,295.10	1,295.10		1,295.10	0.1%
04 2	Finance	1	2.1%	1	0	0	1	0	1,295.10	1,295.10		1,295.10	0.1%
04 301	Fire Suppression	10	20.8%	6	4	1	9	2	3,760.56	24,339.98	13,265.65	37,605.63	3.6%
04 303	Emergency Medical Services	11	22.9%	7	4	0	11	0	12,225.62	134,481.79		134,481.79	13.0%
04 3	Fire	21	43.8%	13	8	1	20	2	8,194.64	158,821.77	13,265.65	172,087.42	16.6%
04 504	Health Screening	1	2.1%	1	0	0	1	0	405.00	405.00		405.00	0.0%

EMPLOYER'S CLAIM SERVICE, INC.  
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
From: 12/31/1999 Through: 08/31/2008

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
04 5	Health & Human Services (Sub-Loc)	1	2.1%	1	0	0	1	0	405.00	405.00		405.00	0.0%
04 600	Administration (Dept)	1	2.1%	1	0	0	1	0	248.68	248.68		248.68	0.0%
04 6	Human Resources Management (Sub-Loc)	1	2.1%	1	0	0	1	0	248.68	248.68		248.68	0.0%
04 700	Patrol (Dept)	16	33.3%	12	4	0	16	4	40,543.58	648,697.32		648,697.32	62.6%
04 703	Tactical (Dept)	2	4.2%	2	0	0	2	0	137.84	275.68		275.68	0.0%
04 7	Police (Sub-Loc)	18	37.5%	14	4	0	18	4	36,054.06	648,973.00		648,973.00	62.6%
04 800	Streets (Dept)	3	6.3%	1	2	0	3	2	43,878.25	131,634.74		131,634.74	12.7%
04 801	Water & Sewer (Dept)	1	2.1%	1	0	0	1	0	0.00	0.00		0.00	0.0%
04 803	Equipment & Supply (Dept)	1	2.1%	0	1	0	1	1	81,422.11	81,422.11		81,422.11	7.9%
04 804	Forestry (Dept)	1	2.1%	1	0	0	1	0	481.50	481.50		481.50	0.0%
04 8	Public Works (Sub-Loc)	6	12.5%	3	3	0	6	3	35,589.73	213,538.35		213,538.35	20.6%
04 01	Village of Hoffman Estates (Loc)	48	100.0%	33	15	1	47	9	21,594.74	1,023,281.90	13,265.65	1,036,547.55	100.0%
	Totals for 2004 Claims:	48	100.0%	33	15	1	47	9	21,594.74	1,023,281.90	13,265.65	1,036,547.55	100.0%
05 301	Fire Suppression (Dept)	6	11.3%	4	2	0	6	0	1,012.80	6,076.77		6,076.77	1.9%
05 303	Emergency Medical Services (Dept)	20	37.7%	12	8	2	18	3	13,569.50	229,918.40	41,471.53	271,389.93	84.5%
05 3	Fire (Sub-Loc)	26	49.1%	16	10	2	24	3	10,671.80	235,995.17	41,471.53	277,466.70	86.4%
05 504	Health Screening (Dept)	1	1.9%	1	0	0	1	0	184.50	184.50		184.50	0.1%
05 5	Health & Human Services (Sub-Loc)	1	1.9%	1	0	0	1	0	184.50	184.50		184.50	0.1%
05 700	Patrol (Dept)	7	13.2%	5	2	0	7	1	3,015.10	21,105.71		21,105.71	6.6%
05 701	Investigations (Dept)	1	1.9%	1	0	0	1	0	297.00	297.00		297.00	0.1%
05 704	Traffic (Dept)	1	1.9%	1	0	0	1	0	1,186.85	1,186.85		1,186.85	0.4%
05 707	Records (Dept)	1	1.9%	0	1	0	1	1	10,253.45	10,253.45		10,253.45	3.2%
05 7	Police (Sub-Loc)	10	18.9%	7	3	0	10	2	3,284.30	32,843.01		32,843.01	10.2%
05 800	Streets (Dept)	4	7.5%	4	0	0	4	0	627.99	2,511.94		2,511.94	0.8%
05 801	Water & Sewer (Dept)	5	9.4%	5	0	0	5	0	1,066.50	5,332.50		5,332.50	1.7%
05 802	Building & Grounds (Dept)	1	1.9%	1	0	0	1	0	437.00	437.00		437.00	0.1%
05 803	Equipment & Supply (Dept)	2	3.8%	2	0	0	2	0	697.05	1,394.10		1,394.10	0.4%
05 804	Forestry (Dept)	4	7.5%	3	1	0	4	0	259.88	1,039.50		1,039.50	0.3%
05 8	Public Works (Sub-Loc)	16	30.2%	15	1	0	16	0	669.69	10,715.04		10,715.04	3.3%

250 VILLAGE OF HOFFMAN ESTATES EMPLOYER'S CLAIM SERVICE, INC.  
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
From: 12/31/1999 Through: 08/31/2008

250 VILLAGE OF HOFFMAN ESTATES

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
05 01	Village of Hoffman Estates (Loc)	53	100.0%	39	14	2	51	5	6,060.55	279,737.72	41,471.53	321,209.25	100.0%
Totals for 2005 Claims:													
06 201	Water Billing (Dept)	1	1.8%	0	1	0	1	0	1,527.37	1,527.37		1,527.37	0.1%
06 2	Finance (Sub-Loc)	1	1.8%	0	1	0	1	0	1,527.37	1,527.37		1,527.37	0.1%
06 301	Fire Suppression (Dept)	9	16.1%	5	4	1	8	2	38,247.37	174,066.92	170,159.44	344,226.36	31.6%
06 303	Emergency Medical Services (Dept)	14	25.0%	7	7	4	10	3	38,908.22	176,076.75	368,638.28	544,715.03	50.0%
06 3	Fire (Sub-Loc)	23	41.1%	12	11	5	18	5	38,649.63	350,143.67	538,797.72	888,941.39	81.6%
06 700	Patrol (Dept)	17	30.4%	11	6	1	16	3	4,511.55	71,956.77	4,739.50	76,696.27	7.0%
06 701	Investigations (Dept)	1	1.8%	1	0	0	1	0	0.00	0.00		0.00	0.0%
06 703	Tactical (Dept)	4	7.1%	3	1	0	4	0	2,311.32	9,245.26		9,245.26	0.8%
06 704	Traffic (Dept)	2	3.6%	2	0	0	2	0	3,850.97	7,701.94		7,701.94	0.7%
06 707	Records (Dept)	1	1.8%	0	1	0	1	1	24,709.39	24,709.39		24,709.39	2.3%
06 7	Police (Sub-Loc)	25	44.6%	17	8	1	24	4	4,734.11	113,613.36	4,739.50	118,352.86	10.9%
06 800	Streets (Dept)	1	1.8%	1	0	0	1	0	4,201.51	4,201.51		4,201.51	0.4%
06 801	Water & Sewer (Dept)	2	3.6%	1	1	0	2	0	112.50	225.00		225.00	0.0%
06 802	Building & Grounds (Dept)	1	1.8%	0	1	0	1	0	70,689.99	70,689.99		70,689.99	6.5%
06 804	Forestry (Dept)	3	5.4%	3	0	0	3	0	2,038.90	6,116.71		6,116.71	0.6%
06 8	Public Works (Sub-Loc)	7	12.5%	5	2	0	7	0	11,604.74	81,233.21		81,233.21	7.5%
06 01	Village of Hoffman Estates (Loc)	56	100.0%	34	22	6	50	9	19,465.26	546,517.61	543,537.22	1,090,054.83	100.0%
Totals for 2006 Claims:													
07 301	Fire Suppression (Dept)	9	18.8%	7	2	3	6	2	22,326.12	77,827.21	123,107.83	200,935.04	48.5%
07 303	Emergency Medical Services (Dept)	7	14.6%	7	0	0	7	0	1,683.07	11,781.51		11,781.51	2.8%
07 3	Fire (Sub-Loc)	16	33.3%	14	2	3	13	2	13,294.78	89,608.72	123,107.83	212,716.55	51.3%
07 600	Administration (Dept)	1	2.1%	0	1	0	1	0	0.00	0.00		0.00	0.0%
07 6	Human Resources Management (Sub-Loc)	1	2.1%	0	1	0	1	0	0.00	0.00		0.00	0.0%
07 700	Patrol (Dept)	10	20.8%	6	4	2	8	2	5,216.08	19,663.18	32,497.59	52,160.77	12.6%
07 703	Tactical (Dept)	2	4.2%	2	0	0	2	0	356.16	712.31		712.31	0.2%
07 704	Traffic (Dept)	4	8.3%	2	2	0	4	1	4,376.80	17,507.19		17,507.19	4.2%
07 7	Police (Sub-Loc)	16	33.3%	10	6	2	14	3	4,398.77	37,882.68	32,497.59	70,380.27	17.0%

EMPLOYER'S CLAIM SERVICE, INC.  
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
 From: 12/31/1999 Through: 08/31/2008

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
07 800	Streets (Dept)	3	6.3%	2	1	1	2	1	9,384.82	9,400.86	18,753.61	28,154.47	6.8%
07 801	Water & Sewer (Dept)	4	8.3%	4	0	0	4	0	1,093.37	4,373.47		4,373.47	1.1%
07 802	Building & Grounds (Dept)	1	2.1%	1	0	0	1	0	743.84	743.84		743.84	0.2%
07 803	Equipment & Supply (Dept)	3	6.3%	3	0	0	3	0	1,148.10	3,444.30		3,444.30	0.8%
07 804	Forestry (Dept)	4	8.3%	3	1	1	3	1	23,674.44	57,239.75	37,457.99	94,697.74	22.8%
07 8	Public Works (Sub-Loc)	15	31.3%	13	2	2	13	2	8,760.92	75,202.22	56,211.60	131,413.82	31.7%
07 01	Village of Hoffman Estates (Loc)	48	100.0%	37	11	7	41	7	8,635.64	202,693.62	211,817.02	414,510.64	100.0%
Totals for 2007 Claims:		48	100.0%	37	11	7	41	7	8,635.64	202,693.62	211,817.02	414,510.64	100.0%
08 200	Accounting (Dept)	1	3.4%	1	0	1	0	0	0.00	0.00		0.00	0.0%
08 2	Finance (Sub-Loc)	1	3.4%	1	0	1	0	0	0.00	0.00		0.00	0.0%
08 300	Administration (Dept)	1	3.4%	1	0	0	1	0	633.02	633.02		633.02	0.1%
08 301	Fire Suppression (Dept)	8	27.6%	5	3	4	4	0	1,452.43	7,417.70	4,201.75	11,619.45	2.6%
08 303	Emergency Medical Services (Dept)	8	27.6%	6	2	6	2	2	26,298.07	9,418.32	200,966.21	210,384.53	47.4%
08 3	Fire (Sub-Loc)	17	58.6%	12	5	10	7	2	13,096.29	17,469.04	205,167.96	222,637.00	50.2%
08 400	Manager's Office (Dept)	1	3.4%	0	1	0	1	0	0.00	0.00		0.00	0.0%
08 4	General Government (Sub-Loc)	1	3.4%	0	1	0	1	0	0.00	0.00		0.00	0.0%
08 700	Patrol (Dept)	5	17.2%	4	1	2	3	0	1,232.74	6,163.68		6,163.68	1.4%
08 701	Investigations (Dept)	1	3.4%	0	1	1	0	1	91,783.78	32,572.67	59,211.11	91,783.78	20.7%
08 704	Traffic (Dept)	1	3.4%	0	1	1	0	0	10,277.50	7,900.77	2,376.73	10,277.50	2.3%
08 705	Canine (Dept)	1	3.4%	1	0	1	0	0	5,940.13	5,940.13		5,940.13	1.3%
08 7	Police (Sub-Loc)	8	27.6%	5	3	5	3	1	14,270.64	52,577.25	61,587.84	114,165.09	25.7%
08 801	Water & Sewer (Dept)	1	3.4%	0	1	1	0	0	3,600.00	0.00	3,600.00	3,600.00	0.8%
08 804	Forestry (Dept)	1	3.4%	0	1	1	0	1	103,277.86	30,783.72	72,494.14	103,277.86	23.3%
08 8	Public Works (Sub-Loc)	2	6.9%	0	2	2	0	1	53,438.93	30,783.72	76,094.14	106,877.86	24.1%
08 01	Village of Hoffman Estates (Loc)	29	100.0%	18	11	18	11	4	15,299.31	100,830.01	342,849.94	443,679.95	100.0%
Totals for 2008 Claims:		29	100.0%	18	11	18	11	4	15,299.31	100,830.01	342,849.94	443,679.95	100.0%

250 VILLAGE OF HOFFMAN ESTATES

EMPLOYER'S CLAIM SERVICE, INC.  
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
 From: 12/31/1999 Through: 08/31/2008

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
250	Village of Hoffman Estates	428		276	152	41	387	77	13,620.70	4,583,645.04	1,246,013.32	5,829,658.36	

Open Medical: 12  
 Open Comp: 7  
 Open Legal: 22