

**AGENDA**  
**GENERAL ADMINISTRATION & PERSONNEL COMMITTEE**  
**VILLAGE OF HOFFMAN ESTATES**  
**APRIL 11, 2016**

*7:00 p.m. – Board Room*

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

**I.     Roll Call**

**II.    Approval of Minutes – March 14, 2016**

**NEW BUSINESS**

1.     Request approval:
  - a)     of an ordinance authorizing the renewal of the aggregation program for electric load; and
  - b)     to waive bidding and authorize solicitation of bids and allow the Village Manager to enter into a contract with a third party supplier.
  
2.     Request approval to enter into an agreement with Northern Illinois Municipal Electric Collaborative (NIMEC) for consulting services regarding the Municipal Electric Aggregation Program.
  
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**

**Village of Hoffman Estates**

**GENERAL ADMINISTRATION & PERSONNEL  
COMMITTEE MEETING MINUTES**

**March 14, 2016**

**I. Roll Call**

**Members in Attendance:**

**Gayle Vandenberg, Chairman  
Gary Stanton, Vice Chairman  
Anna Newell, Trustee  
Michael Gaeta, Trustee  
Mayor William D. McLeod**

**Members Absent:**

**Karen Mills, Trustee  
Gary Pilafas, Trustee**

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Dan O'Malley, Deputy Village Manager  
Mark Koplín, Asst. Vlg. Mgr. – Dev. Services  
Rachel Musiala, Finance Director  
Kevin Kramer, Economic Dev. Coord.  
Mike Hankey, Director of Transportation  
Patrick Seger, Director of HRM  
Jeff Jorian, Fire Chief  
Fred Besenhoffer, IS Director  
Joe Nebel, Dir. Of Public Works  
Monica Saavedra, Dir. HHS  
Ashley Monroe, Asst. to Village Manager  
Austin Pollack, Administration Intern  
Bruce Anderson, CATV Coordinator  
Ben Gibbs, GM of Sears Centre Arena  
Patti Cross, Asst. Corporation Counsel**

The General Administration & Personnel Committee meeting was called to order at 8:07 p.m.

**II. Approval of Minutes – February 8, 2016**

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve the General Administration & Personnel Committee meeting minutes of February 8, 2016. Voice vote taken. Five ayes. Two abstentions (Trustee Mills and Trustee Pilafas). Motion carried.

**NEW BUSINESS**

**1. Discussion regarding Legislative Update.**

An item summary sheet by Austin Pollack was presented to Committee.

Mr. Norris provided comments on status of pending state legislation that may impact the Village.

Trustee Gaeta asked Mr. Norris to expound on HB5522.

**2. Request acceptance of the Cable TV Monthly Report.**

The Cable TV Monthly Report was submitted to the Committee.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to accept the Cable TV Monthly Report. Voice vote taken. All ayes. Motion carried.

**3. Request acceptance of the Human Resources Management Monthly Report.**

The Human Resources Management Monthly Report was submitted to the Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to accept the Human Resources Management Monthly Report. Voice vote taken. All ayes. Motion carried.

**II. President's Report**

**III. Other**

**V. Items in Review**

**VI. Adjournment**

Motion by Trustee Gaeta, seconded by Mayor McLeod, to adjourn the meeting at 8:12 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

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Date

# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

NB1

**SUBJECT:** Consideration of an Ordinance authorizing the renewal of the Municipal Electric Load Aggregation Program

**MEETING DATE:** April 11, 2016

**COMMITTEE:** General Administration & Personnel

**FROM:** Daniel P. O'Malley, Deputy Village Manager

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**PURPOSE:** To consider the proposed ordinance that authorizes the renewal and continuation of the Village's Municipal Electric Load Aggregation Program and authorizes the Village Manager to enter into a contract with a third party supplier. Additionally, approval should be considered to waive formal bidding and authorize the solicitation of third party electric suppliers.

**BACKGROUND:** The State of Illinois amended the Illinois Power Agency Act (20 ILCS 3855/1-92) to deregulate the electric market and provide for the aggregation of municipal electric loads. Consequently, the Village enacted the initial Municipal Electric Aggregation Program in April 2012 and then renewed this program in 2014 and 2015. As you may recall, the Village went through an extensive process to enact the initial Electric Aggregation Program. State law required a referendum and several public hearings before the Village could approve the Electric Aggregation Plan of Operation and Governance. Once the program was created, bids were solicited through our consultant, Northern Illinois Municipal Electric Collaborative (NIMEC). Based on the results of that bid process, the Village entered into a contract with First Energy Solutions (FES) for a two-year term then renewed the program in 2014 and 2015 with one year contracts with Constellation Energy to provide the electric supply for the municipal aggregation program. The current one year term is due to expire in August 2016. The Village may now seek to again renew the Electric Aggregation Program and pursue a successor third party supplier contract as was done the past two years.

**DISCUSSION:** With the current electric supply contract expiring in August, it would be necessary to solicit the market for new electric supply bids should the Village wish to continue the Aggregation Program. The current electric supply market is favorable and it is a good time to solicit rates in an attempt to secure a lower rate. As with last year's renewal, NIMEC could be retained again to consult with the

development of bid specifications, analysis of the bids and negotiation of a successor contract with an alternate retail electric supplier (ARES). The next agenda item addresses this matter separately. However, if the Village decides to continue the program, this course of action could be accomplished by approving the attached Ordinance which authorizes the necessary steps.

While the electric supply market has changed significantly since the initial aggregation program when rates were .04-.05/kWh, it has still been beneficial for residents and small businesses to participate in the program. Participants that have continued in the program from inception through January 1 have realized, on average, a savings of \$237 versus the ComEd costs for the supply of electricity.

The electric supply market has fluctuated since that time as rates jumped between .07-.08+ cents per kWh a year ago. The current Constellation contract provides a rate of .0697 cents per kWh and will expire August 2016. The ComEd base rate is .06987 cents per kWh and they are crediting the purchased electric adjustment (PEA) for a current rate of .06546 per kWh. The current market shows that electric supply rates may be lowering and, therefore, may be a good time to solicit rates. However, until we solicit in the market we will not have any hard numbers to compare to the ComEd rate which could be reset in May.

In preparing for all previous bid processes, the Committee provided staff with program parameters when reviewing the bid results to guide the selection of the alternative retail electric supply contract. Staff is again seeking direction from Committee as to those parameters. Last year, Committee requested that a no early termination fee provision be included in the contract. Other issues to consider may be the percentage of green energy purchased, length of term and the ability to suspend the program. Each of these issues will have some impact upon the rate offered by the ARES in the bid process. Providing direction on the Committee's priority and importance of each issue will assist with the selection of the most favorable ARES bid to meet the Committee's expectations.

**FINANCIAL IMPACT:** The only expense associated with this program is the staff time necessary to manage the program.

**RECOMMENDATION:** Staff recommends approval of the attached ordinance which renews and continues the existing aggregation program and authorizes the Village Manager to enter into a contract with a third party supplier. Staff further recommends the waiving of formal bidding and authorizing the solicitation of third party electric suppliers.

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AUTHORIZING THE  
RENEWAL OF AGGREGATION PROGRAM  
FOR ELECTRICAL LOAD

WHEREAS, the Illinois Power Agency Act, Chapter 20, Illinois Compiled Statutes, Act 3855, added Section 1-92 entitled Aggregation of Electrical Load by Municipalities and Counties (hereinafter referred to as the "Act") allows for municipal electric load aggregation; and

WHEREAS, under the Act, the Village may operate the aggregation program as an opt-out program for residential and small commercial retail customers, if a referendum is passed by a majority vote of the residents pursuant to the requirements under the Act; and

WHEREAS, the Village submitted the question in a referendum on March 20, 2012, and a majority of the electors voting on the question voted in the affirmative; and

WHEREAS, the Corporate Authorities then determined that it was in the best interest of the Village to operate the aggregation program under the Act as an opt-out program and to implement the program according to the terms of the Act; and

WHEREAS, the Village held the required Public Hearings for the Electric Power Aggregation Plan of Operation and Governance on April 16, 2012 and April 23, 2012 and provided the required public notice prior to adopting said plan on April 23, 2012 as set forth in the Village's Ordinance No. 4299-2012.

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

Section 1: The Corporate Authorities of the Village find that the recitals set forth above are true and correct.

Section 2: The Corporate Authorities of the Village find and determine that it is in the best interests of the Village to continue to operate the electric aggregation program under the Act as an opt-out program.

Section 3:

A. The Corporate Authorities of the Village hereby are authorized to continue to aggregate in accordance with the terms of the Act residential and small commercial retail electrical loads located within the corporate limits of the Village, and for that purpose may solicit bids and enter into successor service agreements to facilitate for those loads the sale and purchase of electricity and related services and equipment.

B. The Corporate Authorities of the Village are granted the authority to exercise such authority jointly with any other municipality or county and, in combination with two or more municipalities or counties, may initiate a process jointly to authorize aggregation by a majority vote of each particular municipality or county as required by the Act.

C. The Aggregation Program for the Village shall continue to operate as an opt-out program for residential and small commercial retail customers.

D. The Aggregation Program shall be approved by a majority of the members of the Corporate Authority of the Village.

F. As an opt-out program, the Corporate Authorities of the Village shall fully inform residential and small commercial retail customers in advance that they have the right to opt-out of the Aggregation Program. The disclosure and information provided to the customers shall comply with the requirements of the Act.

G. The electric aggregation shall occur automatically for each person owning, occupying, controlling, or using an electrical load center proposed to be aggregated in the corporate limits of the Village, subject to a right to opt-out of the program as described under this ordinance and the Act.

H. The Corporate Authorities hereby grant the Village Manager or his designee in writing the specific authority to execute a successor contract without further action by the Corporate Authorities and with the authority to bind the Village.

Section 4: The Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 5: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2016

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

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016

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

ATTEST:

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

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

NB2

**SUBJECT:** Request approval to enter into an agreement with the Northern Illinois Municipal Electric Collaborative (NIMEC) for consulting services regarding the Municipal Electric Aggregation Program

**MEETING DATE:** April 11, 2016

**COMMITTEE:** General Administration & Personnel

**FROM:** Daniel P. O'Malley, Deputy Village Manager

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**PURPOSE:** To consider an agreement for consulting services with NIMEC regarding the Municipal Electric Aggregation Program.

**BACKGROUND:** The Village enacted the Municipal Electric Aggregation Program in April 2012 and renewed the program in 2014 and 2015. To renew this program, bids were solicited through the assistance of our consultant, Northern Illinois Municipal Electric Collaborative (NIMEC). Ultimately, the Village entered into a contract with Constellation Energy for a one year term to provide the electric supply for this program. NIMEC plays a critical role in the bid process by developing the bid specifications, analysis of the bids, negotiation of the contract with potential suppliers, assisting in the customer transition to the new supplier and continued customer service on behalf of our residents and businesses.

**DISCUSSION:** The existing electric supply contract will expire in August and it will be necessary to solicit the market for new electric supply bids to continue the Aggregation Program. As with the initial and first two renewals of the program, NIMEC could be retained to consult for those same services discussed above (detailed in the attached agreement) for this successor electric supply contract. Staff has been very satisfied with the quality of service that NIMEC has provided over the past four years and they are very experienced working with municipal electric aggregation programs and developing, reviewing, and advising on the bid process for alternative retail electric suppliers.

**FINANCIAL IMPACT:** Based on the structure of the Aggregation Program, there is no direct cost to the Village. The consultant would be compensated by the alternate retail electric supplier (ARES) selected by the Village. NIMEC's fee is \$.00019/kWh, the same rate as the prior contract, and is capped not to exceed \$19,000.

**RECOMMENDATION:** Staff recommends approval to enter into an agreement with NIMEC for consulting services pursuant to the attached agreement.

**AGREEMENT FOR CONSULTING SERVICES  
REGARDING THE AGGREGATION OF ELECTRICITY PROGRAM**

THIS AGREEMENT entered into as \_\_\_\_\_, 2016 by and between the Glenview Consulting Group, Ltd., d/b/a Northern Illinois Municipal Electric Collaborative, Inc. 417 Cherry Creek Lane, Suite 250, Prospect Heights, Illinois 60070 (hereinafter referred to as NIMEC) and the Village of Hoffman Estates (hereinafter referred to as Village).

WHEREAS, on December 5, 2011, the Village Board of Trustees passed Resolution No. 1504-2011 providing for the Submission to the Electors of the Village of Hoffman Estates, situated in Cook and Kane Counties, Illinois the Question Whether the Village Should Have the Authority under Public Act 096-0176 to Arrange for the Supply of Electricity for Its Residential and Small Commercial Retail Customers Who Have Not Opted Out of Such Program; and

WHEREAS, at the Consolidated Election held on Tuesday, March 20, 2012, the following public question regarding program for Aggregation of Electricity was approved by the voters of the Village of Hoffman Estates, Cook and Kane Counties, Illinois:

Shall the Village of Hoffman Estates have the authority to arrange for the supply of electricity for its residential and small commercial retail customers who have not opted out of such program?

WHEREAS, the Village Board of Trustees has determined that it would be in the best interests of the Village to obtain a consultant to assist the Village in implementing the program; and

WHEREAS, NIMEC is experienced in providing consulting services to municipalities in arranging for the supply of electricity and first provided those consulting services to the Village in 2012, 2014 and again in 2015. Additionally, NIMEC has managed more municipal aggregation in northern Illinois than any other broker/consultant.

NOW, THEREFORE, the parties hereto agree as follows:

1. ASSISTANCE IN ARRANGING FOR THE SUPPLY OF ELECTRICITY.

(a) The Village agrees to use NIMEC as its exclusive consultant in arranging for the supply of electricity for the term of the renewal contract of the aggregation program under the terms and conditions set forth herein.

(b) NIMEC shall provide the Village with a list of potential suppliers and assist the Village in preparing a Request for Proposals or bids from qualified suppliers capable of providing electricity to meet the needs of residential and small commercial retail customers within the Village who do not opt out of the program.

(c) Upon the Village receiving responses to its Request for Proposals, NIMEC shall assist the Village in reviewing and evaluating the price and other terms and conditions in each proposal and the qualifications, including capacity and reliability, of each of the suppliers with the aim of obtaining the best price and most favorable terms and conditions for electricity supplied to residential and small commercial retail customers within the Village who do not opt out of the program.

(d) NIMEC shall investigate and advise the Village as to the potential for aggregating electricity supply with other municipalities and counties to leverage purchasing power, if there is an advantage to doing so.

(e) Upon the Village selecting an electricity supplier, NIMEC shall assist the Village in negotiating the proposed contract.

(f) NIMEC shall stay abreast of pending regulations and advise the Village of any potential impact upon the Aggregation Program. Should any changes impact our supplier agreement, NIMEC will be available (at no additional charge) to negotiate on the Village's behalf.

(g) In the event that the Village has not accepted a proposal from any of said suppliers and entered into a contract with such supplier within one hundred and twenty (120) days after said electricity supplier has been selected by the Village as provided herein above in paragraph (e), the Village may at any time thereafter terminate this Agreement by giving NIMEC a 5-day written notice thereof without any financial or other obligation to NIMEC and seek a supplier from other sources.

2. ASSISTANCE IN PROVIDING INFORMATION TO RESIDENTIAL AND SMALL COMMERCIAL RETAIL CUSTOMERS.

(a) NIMEC shall assist the Village in providing information to residential and small commercial retail customers within the Village regarding the program through newsletters, interviews on the local cable television channel, group presentations, a website or any other public relations media.

(b) Also, NIMEC shall also provide the following services as requested by the Village.

(1) Train Village Staff to receive calls from residential and small commercial retail customers and assist in responding thereto.

(2) Preparation and/or review of an Opt Out letter in conjunction with Supplier and securing a high level of readership thereof.

(3) Work with the Supplier and ComEd to identify and make contact with "missing" customers who did not receive the Opt Out letter.

- (4) Manage data flow from Supplier to ComEd and vice versa to ensure that data is in required format.
- (5) Sort the ComEd data to ensure that customer classes are not included or excluded unless appropriate to do so.
- (6) Provide template document for Plan of Operation and Governance and assist in making any revisions thereto.
- (7) Assist in revising the Plan of Operation and Governance for the aggregation program (if necessary).
- (8) Lead public meetings as needed.
- (9) Monitor the Program for the duration of the initial contract.
- (10) Perform such other duties and responsibilities as may be reasonably requested by Village Manager and/or Deputy Village Manager.

3. CONFIDENTIALITY. The Parties acknowledge that certain customer information obtained from ComEd and/or the Supplier must be held in confidence in accordance with legal requirements and each of the Parties agrees to fully comply with all of its legal obligations, including the Illinois Freedom of Information Act, regarding confidential customer information.

4. CONFORMITY WITH LEGAL REQUIREMENTS. The Parties acknowledge that the Illinois Commerce Commission and the Illinois Attorney General's Office are in the process of holding hearings and/or conducting inquiries which may lead to the adoption and/or issuance of rules, regulations, directives and policies regarding the implementation of the Aggregation of Electricity Program. Each of the Parties agrees to fully comply with all applicable rules, regulations, directives and policies regarding the Aggregation of Electricity Program when and if adopted and/or issued by the Illinois Commerce Commission, the Illinois Attorney General's Office and/or any other governmental agency or authority.

5. NIMEC'S COMPENSATION. No fee shall be earned by or paid to NIMEC for any services performed by NIMEC until the Village enters into a contract with the successful supplier. For all of the services provided hereunder, NIMEC's only compensation shall be its receipt from the supplier with whom the Village enters into a contract of a fee at the rate not to exceed \$0.00019/kWh, equating to an amount not to exceed \$19,000 annually in total for all work performed pursuant to this agreement.

6. TERM. The term of this Agreement shall extend for a period to coincide with end of term of the renewal agreement entered into with a winning supplier.

7. TERMINATION. Except as otherwise provided in this contract, either Party may terminate this Agreement upon giving the other Party a 10-day written notice thereof if the other Party is in breach of any term, condition or provision of this Agreement, provided that the Party in breach shall be allowed to cure said breach within said 10-day period.

8. BREACH. The sole remedy available to NIMEC, upon any breach by the Village, shall be the cancellation of this Agreement under its terms. It is of the essence of this Agreement that the Village shall not be liable in damages for any breach of this Agreement.

9. NO THIRD PARTY BENEFICIARIES. This Agreement is not intended to confer upon any person other than the parties to this Agreement any rights or remedies hereunder.

10. NO ASSIGNMENT. Neither the Village nor NIMEC shall assign, transfer, convey or otherwise hypothecate this Agreement, or any part thereof, or their rights, duties or obligations hereunder to any person, firm or corporation without the prior written consent of the other.

11. ENTIRE AGREEMENT. This Agreement constitutes the entire understanding between the Village and NIMEC with respect to the subject matter contained herein and supersedes any and all prior understandings and/or agreements between the parties, whether written, oral, or otherwise. Any and all representations, agreements, promises and/or understandings not expressly set forth herein are hereby null, void and of no legal effect.

12. AMENDMENT. This Agreement may be modified or amended only by the mutual consent of the parties. Any modifications or amendment of this Agreement must be in writing, approved by the Corporate Authority and duly executed. Any attempt to modify or amend this Agreement that fails to conform to these requirements shall be null, void and of no legal effect.

13. CHANGE IN LAWS AND SEVERABILITY. Throughout the term of this Agreement, federal, state, county or local legislation may change in a way that may impact the terms of this Agreement. Accordingly, the terms, conditions and provisions of this Agreement shall be severable, and if any term, condition or provision is found to be unenforceable for any reason whatsoever while this Agreement is in effect, the remaining terms, conditions and provisions shall remain in full force and effect so long as the material purposes of this Agreement can be determined and effectuated.

14. NOTICES. All requests, notices, demands, authorizations, directions, consents, waivers or other documents required by this Agreement shall be in writing and shall be delivered in person to, or shall be mailed by certified or registered mail, postage prepaid, addressed as follows:

If to NIMEC: David Hoover  
Northern Illinois Municipal Electric Collaborative  
417 Cherry Lane  
Suite 250  
Prospect Heights, Illinois 60070

If to Village: Village Manager  
Village of Hoffman Estates  
1900 Hassell Road  
Hoffman Estates, IL 60169

15. APPLICABLE LAWS. This Agreement shall be governed by the laws of the State of Illinois. In any legal action relating to this Agreement, venue shall lie in the Circuit Court of Cook County, Illinois.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the aforesaid date at Hoffman Estates, Cook and Kane Counties, Illinois.

VILLAGE OF HOFFMAN ESTATES

GLENVIEW CONSULTING GROUP, LTD.  
d/b/a NORTHERN ILLINOIS MUNICIPAL  
ELECTRIC COLLABORATIVE, INC.

By: \_\_\_\_\_  
Its President

By: \_\_\_\_\_  
Its President

ATTEST: \_\_\_\_\_  
Village Clerk

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Memo

**TO:** Jim Norris  
**FROM:** Bruce Anderson  
**RE:** CABLE TV MONTHLY REPORT  
**DATE:** April 7, 2016

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## **Citizen Segments**

This month the Citizen covers: The Celtic Fest, Windy City Bulls Fan Fest, Royal Airs Invitation and AT&T ribbon cutting.

### Citizen Segments and Programs in Development:

HEHS Choral and Band Concerts  
Community Transition Summit  
Child Abuse Awareness  
Sister Cities Anniversary  
Coco Chanel  
Bon Appetit

## **Game of the Week**

We are covering baseball and soccer games.

## **Concerts**

The Schaumburg Choral concert and Fremd Band Benefit are running. The Hoffman Estates Winter Choral, Orchestra and Band Concerts are next.

## **Complaints/Inquiries**

There were two inquiries: one about utility pole relocation and another about backyard utility access. There are no inquiries outstanding.



# HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

NB 4

## HUMAN RESOURCES MANAGEMENT DEPARTMENT

### Monthly Report

March 2016

#### Staffing Activity

New Starts: 8 – PW Maintenance I (4)  
PT Weekend ASO (2)  
GIS Administrator  
Engineering Intern

Separations: 1 – Firefighter/Paramedic

Transfers: 0

Retirees: 1 – Data Processor

Promotions: 0

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	332 budgeted	328 current
	Part Time Employees	68 budgeted	64 current
	Temporary Employees	0 budgeted	0 current
	Seasonal Employees	17 budgeted	0 current
	Paid Interns	6 budgeted	4 current

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

0 Seasonals with	0 for year
0 Promotions with	5 for year
1 Separations with	8 for year
1 Retirements with	3 for year
0 Transfer with	1 for year

## **Recruitment Activity**

### Recruitment:

#### **ASO I (PT weekends) – Police**

Posting date: 9/23/2015. The position was posted on the Village website and social media. Applications were reviewed by the interview team. Seven candidates were chosen for skills testing and interview. Skills testing and interviews took place from October 28<sup>th</sup> through November 16<sup>th</sup>. Offers were made to four candidates. They accepted and two started in December and two were scheduled to start in January. Candidates completed pre-employment screening. Both candidates withdrew from consideration prior to starting. The three remaining positions were reposted as “until filled”. Five candidates were interviewed February 10 and 11<sup>th</sup> - offers were made to three. They accepted – one started February 20<sup>th</sup> and two started in March.

#### **Maintenance I - 4 openings– Public Works**

Posted on 01/13/2016. The positions were posted in Public Works for Teamster members. No applications were received. Positions were then posted for non-Teamster internal and external applicants. 379 applications were received. The applications were sent to the PW Director and Assistant Director for review. Thirteen candidates were interviewed February 22<sup>nd</sup> and 23<sup>rd</sup>. Offers were made to four candidates. They accepted and have completed pre-employment screening. They started March 1, 2016.

#### **Summer Seasonals (10) – Public Works Dept.**

Posted 03/11/2016. 9 applications to date. The positions were posted on the Village website and social media, and with several local community colleges and universities. Applications were also sent to seasonals that have worked for the Village in the past. Applications were forwarded to the Assistant Public Works Director as received. Interviews were held for new candidates. Six returning Seasonals and two new candidates have been offered positions to date. Recruitment continues to fill the remaining two openings.

#### **Spring Seasonals (5) – Public Works Dept.**

Posted 03/11/2016. 3 applications to date. The position was posted on the Village website, electronic boards and social media. Applications were forwarded to the Assistant Public Works Director for review as they are received. One returning Seasonal has been offered a position to date. Recruitment continues to fill the remaining four openings.

**GIS Administrator – IS Department**

Posted on 10/27/2015. The position was posted on the Village website, GMIS website, PublicSalary, several local colleges and social media. New candidate applications were forwarded to the IS Director for review. Three applicants were chosen for interview. Interviews took place in early January. No candidate was identified for the position. The position was reposted on 01/15/2016 as “until filled”. The Director reviewed applications as they were received. Five candidates were chosen to interview on February 24<sup>th</sup>. An offer was made to one of the candidates. He accepted and started on March 21, 2016.

**Management Analyst – Development Services**

Posted 01/13/2016. 97 applications received. The position was posted on the Village website, ILCMA/IAMMA websites, PublicSalary, Indeed and several local colleges and social media. Candidate applications were forwarded to the Asst. Village Manager and interview team for review. Six candidates were chosen for skills testing and interview the first week of March. An offer was made to one candidate. He accepted and is scheduled to start on April 4, 2016.

**Engineering Intern (3) – Development Services**

Posted 01/29/2016. 37 applications received. The position was posted on the Village website and social media, and on 15 university job centers. Applications are being reviewed by the Village Engineer as they are received. Interviews have been scheduled. Two of the three positions have been filled. Interviews continue to fill the third opening.

**Management Assistant/Analyst – Public Works**

Posted 02/26/2016. The position was posted on the Village website, ILCMA/IAMMA website, APWA website, ELGL website, PublicSalary, Indeed, NIU MPA program and Village social media. Candidate applications have been forwarded to the Public Works Director for review.

## **Labor/Management Relations**

**Contract Status:** **Police** (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2013 - December 31, 2015). A successor agreement is in process.

**Fire** (International Association of Firefighters - Local 2061) – Contract (January 1, 2012 – December 31, 2017).

**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, 2014 – December 31, 2016).

## **Grievances**

One (1) grievance filed by the International Association of Firefighters Local 2061 against the Village.

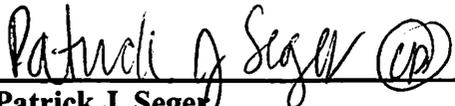
## **Personnel/Benefits/Employee Services**

- As staff liaison to the Celtic Fest Commission, the Director of HRM attended the Celtic Fest.
- As Chair of the IPBC, the Director of HRM participated in the IPBC Board meeting.
- Director of HRM and Assistant to the HRM Director attended IPELRA employment law seminar.
- Director of HRM participated in the Management Team meetings.
- HRM staff participated in SunGard Public Sector Optimization workshop.
- HRM staff continued work on update of the personnel policy manual.
- HRM staff worked on ACA reporting requirements.

## **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 a mandatory follow-up DOT drug and alcohol test.

- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Continue to provide consultation related to risk management issues related to the Sears Centre.
- Provided continual written updates to appropriate management staff related to the status of several open workers' compensation claims.
- Investigated and brought to conclusion several liability claims made against the Village.

  
Patrick J. Seger  
Director of Human Resources Management

# HUMAN RESOURCES MANAGEMENT MONTHLY STAFFING REPORT MARCH 2016

## RECRUITMENTS

**POSITION TITLE:** Management Analyst  
**DEPARTMENT:** Development Services Department  
**DATE POSTED:** 01/13/2016  
**AD DEADLINE:** 02/15/2016  
**APPLICATIONS REC'D:** 97 applications received  
**STATUS:** The position was posted on the Village website, ILCMA/IAMMA websites, PublicSalary, Indeed and several local colleges and social media. Candidate applications were forwarded to the Asst. Village Manager and interview team for review. Six candidates were chosen for skills testing and interview the first week of March. An offer was made to one candidate. He accepted and is scheduled to start on April 4, 2016.

**POSITION TITLE:** Engineering Intern (3)  
**DEPARTMENT:** Development Services  
**DATE POSTED:** 01/29/2016  
**AD DEADLINE:** 02/29/2016  
**APPLICATIONS REC'D:** 66 applications received  
**STATUS:** The position was posted on the Village website and social media, and on 15 university job centers. Applications are being reviewed by the Village Engineer as they are received. Interviews have been scheduled. Two of the three positions have been filled. Interviews continue to fill the third opening.

**POSITION TITLE:** Management Assistant/Analyst  
**DEPARTMENT:** Public Works Department  
**DATE POSTED:** 02/26/2016  
**AD DEADLINE:** 03/18/2016  
**APPLICATIONS REC'D:** 148 applications to date  
**STATUS:** The position was posted on the Village website, ILCMA/IAMMA website, APWA website, ELGL website, PublicSalary, Indeed, NIU MPA program and Village social media. Candidate applications have been forwarded to the Public Works Director for review.

**POSITION TITLE:** Seasonals (10)  
**DEPARTMENT:** Public Works  
**DATE POSTED:** 03/11/2016  
**AD DEADLINE:** 04/22/2016  
**APPLICATIONS REC'D:** 9 applications received to date.

**STATUS:** The positions were posted on the Village website and social media, and with several local community colleges and universities. Applications were also sent to seasonals that have worked for the Village in the past. Applications were forwarded to the Assistant Public Works Director as received. Interviews were held for new candidates. Six returning Seasonals and two new candidates have been offered positions to date. Recruitment continues to fill the remaining two openings.

**POSITION TITLE:** Spring Seasonals (5 positions)  
**DEPARTMENT:** Public Works  
**DATE POSTED:** 03/11/2016  
**AD DEADLINE:** Until filled  
**APPLICATIONS REC'D:** 3 applications received to date  
**STATUS:** The position was posted on the Village website, electronic boards and social media. Applications were forwarded to the Assistant Public Works Director for review as they are received. One returning Seasonal has been offered a position to date. Recruitment continues to fill the remaining four openings.

## **NEW STARTS**

**POSITION TITLE:** ASO I-Part time Weekends (3)  
**DEPARTMENT:** Police  
**DATE POSTED:** 09/23/2015  
**AD DEADLINE:** Until Filled  
**APPLICATIONS REC'D:** 49 applications received to date  
**STATUS:** The position was posted on the Village website and social media. Applications were reviewed by the interview team. Seven candidates were chosen for skills testing and interview. Skills testing and interviews took place from October 28<sup>th</sup> through November 16<sup>th</sup>. Offers were made to four candidates. They accepted and two started in December and two were scheduled to start in January. Candidates completed pre-employment screening. Both candidates withdrew from consideration. The positions were reposted as "until filled". Five candidates were interviewed February 10 and 11<sup>th</sup> - offers were made to three. They accepted – one started February 20<sup>th</sup> and two started in March.

**POSITION TITLE:** Maintenance I (internal only) – 4 openings  
**DEPARTMENT:** Public Works  
**DATE POSTED:** 01/13/2016  
**AD DEADLINE:** 01/20/2016  
**APPLICATIONS REC'D:** 0 Teamster application received  
379 Internal (non-union) and external applications received  
**STATUS:** The positions were posted in Public Works for Teamster members. No applications were received. Positions were then posted for non-Teamster internal and external applicants. The applications were sent to the PW Director and Assistant Director for review. Thirteen candidates were interviewed February 22<sup>nd</sup> and 23<sup>rd</sup>. Offers were made to four candidates. They accepted and have completed pre-employment screening. They started March 1, 2016.

**POSITION TITLE:** GIS Administrator  
**DEPARTMENT:** IS Department  
**DATE POSTED:** 10/27/2015  
**AD DEADLINE:** Until Filled  
**APPLICATIONS REC'D:** 44 applications received  
**STATUS:** The position was posted on the Village website, GMIS website, PublicSalary, several local colleges and social media. New candidate applications were forwarded to the IS Director for review. Three applicants were chosen for interview. Interviews took place in early January. No candidate was identified for the position. The position was reposted on 01/15/2016 as "until filled". The Director reviewed applications as they were received. Five candidates were chosen to interview on February 24<sup>th</sup>. An offer was made to one of the candidates. He started on March 21, 2016

## SUMMARY OF EMPLOYMENT ACTIVITY MARCH 2016

	<u>Total Number</u>	<u>Position</u>
<b>New Starts</b>	<b>8</b>	<b>PW Maintenance I (4) PT Weekend ASO (2) GIS Administrator Engineering Intern Firefighter/Paramedic</b>
<b>Separations</b>	<b>1</b>	
<b>Promotions</b>	<b>0</b>	
<b>Upgrades</b>	<b>0</b>	
<b>Downgrades</b>	<b>0</b>	
<b>Transfers</b>	<b>0</b>	
<b>Retirements</b>	<b>1</b>	<b>Data Processor</b>
<b>Reclassifications</b>	<b>0</b>	

## ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
<b>New Starts</b>	<b>2</b>	<b>Management Analyst PW Spring Seasonal</b>
<b>Separations</b>	<b>0</b>	
<b>Promotions</b>	<b>0</b>	
<b>Transfers</b>	<b>0</b>	
<b>Reclassifications</b>	<b>0</b>	
<b>Change in Status</b>	<b>0</b>	
<b>Retirements</b>	<b>1</b>	<b>Police Officer</b>
<b>New Positions</b>	<b>0</b>	
<b>Eliminated Positions</b>	<b>0</b>	

## 2016 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
<b>FULL TIME EMPLOYEES</b>	<b>332</b>	<b>328</b>
<b>PART TIME EMPLOYEES</b>	<b>68</b>	<b>64</b>
<b>TEMPORARY EMPLOYEES</b>	<b>0</b>	<b>0</b>
<b>SEASONAL EMPLOYEES</b>	<b>17</b>	<b>0</b>
<b>INTERNS (PAID)</b>	<b>6</b>	<b>4</b>
 <b>TOTAL</b>	 <b>423</b>	 <b>396</b>

### Total Vacancies:

#### Full Time

<b>Budgeted – Posted</b>	<b>2</b>	<b>Management Assistant/Analyst Management Analyst</b>
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<b>Budgeted - Not Posted</b>	<b>3</b>	<b>Police Officer (3)</b>
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<b>TOTAL FULL TIME</b>	<b>5</b>	
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#### Part Time

<b>Budgeted – Posted</b>	<b>0</b>	
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<b>Budgeted-Not Posted</b>	<b>4</b>	<b>Clinic Nurse (2) Customer Service Rep Rental Inspector</b>
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<b>TOTAL PART TIME</b>	<b>4</b>	
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## RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
<b>Full Time – Response to Recruitments</b>	<b>121</b>	<b>738</b>
<b>Part Time – Response to Recruitments</b>	<b>0</b>	<b>21</b>
<b>Seasonal Applicants</b>	<b>29</b>	<b>67</b>
<b>Unsolicited Applications/Walk-Ins</b>	<b>1</b>	<b>11</b>
 <b>TOTAL</b>	 <b>151</b>	 <b>837</b>

**HUMAN RESOURCES MANAGEMENT  
EMPLOYMENT ACTIVITY  
MARCH 2016**

**NEW HIRES**

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Michael Cahill	03/01/2016	PW Maintenance I	Rick Kassal
John Cosgriff	03/01/2016	PW Maintenance I	N/A
Adam Rabey	03/01/2016	PW Maintenance I	Dante Henderson
Julio Salas	03/01/2016	PW Maintenance I	Kevin McGraw
Cody Barker	03/11/2016	Weekend ASO	N/A
Robert Paddock	03/31/2016	Weekend ASO	N/A
Jacob Lozano	03/21/2016	GIS Administrator	N/A
Thomas LoBosco	03/15/2016	Engineering Intern	N/A

**SEPARATIONS**

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Brian Duffy	03/16/2016	Firefighter/Paramedic	Resigned
Barbara Victor	03/15/2016	Data Processor	Retired

**PROMOTIONS**

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

**TRANSFERS**

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

**RECLASSIFICATIONS**

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

**CANCELLATIONS**

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

**UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY**

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

**ADDITIONAL MONTHLY REPORT INFORMATION  
MARCH 2016**

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

**EMPLOYER'S CLAIM SERVICE, INC.  
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
From: 12/31/1996 Through: 03/31/2016**

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
97	804	Forestry (Dept)		1	100.0%	0	0	1	100%	1	0	175,893.60	117,206.33	58,687.27	175,893.60	100.0%
97	8	Public Works (Sub-Loc)		1	100.0%	0	0	1	100%	1	0	175,893.60	117,206.33	58,687.27	175,893.60	100.0%
97	01	Village of Hoffman Estates (Loc)		1	100.0%	0	0	1	100%	1	0	175,893.60	117,206.33	58,687.27	175,893.60	100.0%
<b>Totals for 1997 Claims:</b>				<b>1</b>	<b>100.0%</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>100%</b>	<b>1</b>	<b>0</b>	<b>175,893.60</b>	<b>117,206.33</b>	<b>58,687.27</b>	<b>175,893.60</b>	<b>100.0%</b>
00	102	Planning (Dept)		1	1.8%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
00	1	Community Development (Sub-Loc)		1	1.8%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
00	206	Customer Service (Dept)		1	1.8%	0	0	1	100%	0	1	3,974.20	3,974.20		3,974.20	1.3%
00	2	Finance (Sub-Loc)		1	1.8%	0	0	1	100%	0	1	3,974.20	3,974.20		3,974.20	1.3%
00	250	PPO Payments (Dept)		1	1.8%	1	0	0	0%	0	1	152,127.86	152,127.86		152,127.86	49.1%
00	25	PPO Payments (Sub-Loc)		1	1.8%	1	0	0	0%	0	1	152,127.86	152,127.86		152,127.86	49.1%
00	300	Administration (Dept)		1	1.8%	0	1	0	0%	0	1	193.50	193.50		193.50	0.1%
00	301	Fire Suppression (Dept)		12	21.4%	6	3	3	25%	0	12	7,922.89	95,074.64		95,074.64	30.7%
00	303	Emergency Medical Servic (Dept)		7	12.5%	5	1	1	14%	0	7	2,302.35	16,116.43		16,116.43	5.2%
00	3	Fire (Sub-Loc)		20	35.7%	11	5	4	20%	0	20	5,569.23	111,384.57		111,384.57	36.0%
00	400	Manager's Office (Dept)		1	1.8%	0	1	0	0%	0	1	4,452.45	4,452.45		4,452.45	1.4%
00	401	Cable TV (Dept)		1	1.8%	1	0	0	0%	0	1	260.40	260.40		260.40	0.1%
00	402	Boards & Commissions (Dept)		1	1.8%	1	0	0	0%	0	1	413.43	413.43		413.43	0.1%
00	4	General Government (Sub-Loc)		3	5.4%	2	1	0	0%	0	3	1,708.76	5,126.28		5,126.28	1.7%
00	600	Administration (Dept)		1	1.8%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
00	6	Human Resources Manag (Sub-Loc)		1	1.8%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
00	700	Patrol (Dept)		16	28.6%	13	1	2	13%	0	16	1,761.71	28,187.36		28,187.36	9.1%
00	704	Traffic (Dept)		1	1.8%	1	0	0	0%	0	1	1,159.40	1,159.40		1,159.40	0.4%
00	7	Police (Sub-Loc)		17	30.4%	14	1	2	12%	0	17	1,726.28	29,346.76		29,346.76	9.5%
00	801	Water & Sewer (Dept)		4	7.1%	2	2	0	0%	0	4	733.76	2,935.02		2,935.02	0.9%
00	802	Building & Grounds (Dept)		1	1.8%	0	1	0	0%	0	1	1,411.10	1,411.10		1,411.10	0.5%
00	804	Forestry (Dept)		5	8.9%	5	0	0	0%	0	5	565.72	2,828.60		2,828.60	0.9%
00	805	Clerical (Dept)		1	1.8%	1	0	0	0%	0	1	452.50	452.50		452.50	0.1%
00	8	Public Works (Sub-Loc)		11	19.6%	8	3	0	0%	0	11	693.38	7,627.22		7,627.22	2.5%

**EMPLOYER'S CLAIM SERVICE, INC.**  
**POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY**  
**From: 12/31/1996 Through: 03/31/2016**

Year	Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
00	9	Information Systems (Sub-Loc)	1	1.8%	1	0	0	0%	0	1	168.50	168.50		168.50	0.1%
00	01	Village of Hoffman Estates (Loc)	56	100.0%	38	11	7	13%	0	56	5,531.35	309,755.39		309,755.39	100.0%
Totals for 2000 Claims:			56	100.0%	38	11	7	13%	0	56	5,531.35	309,755.39		309,755.39	100.0%
01	300	Administration (Dept)	2	3.1%	1	1	0	0%	0	2	538.72	1,077.44		1,077.44	0.1%
01	301	Fire Suppression (Dept)	8	12.3%	3	3	2	25%	0	8	35,023.68	280,189.41		280,189.41	23.7%
01	303	Emergency Medical Servic (Dept)	7	10.8%	2	1	4	57%	0	7	38,418.72	268,931.02		268,931.02	22.7%
01	304	ESDA (Dept)	1	1.5%	1	0	0	0%	0	1	425.39	425.39		425.39	0.0%
01	3	Fire (Sub-Loc)	18	27.7%	7	5	6	33%	0	18	30,590.18	550,623.26		550,623.26	46.5%
01	400	Manager's Office (Dept)	1	1.5%	1	0	0	0%	0	1	4,374.81	4,374.81		4,374.81	0.4%
01	4	General Government (Sub-Loc)	1	1.5%	1	0	0	0%	0	1	4,374.81	4,374.81		4,374.81	0.4%
01	505	Immunization (Dept)	1	1.5%	1	0	0	0%	0	1	391.50	391.50		391.50	0.0%
01	5	Health & Human Services (Sub-Loc)	1	1.5%	1	0	0	0%	0	1	391.50	391.50		391.50	0.0%
01	700	Patrol (Dept)	20	30.8%	11	2	7	35%	0	20	10,615.24	212,304.82		212,304.82	17.9%
01	702	Crime Prevention (Dept)	1	1.5%	1	0	0	0%	0	1	5,663.17	5,663.17		5,663.17	0.5%
01	704	Traffic (Dept)	3	4.6%	1	0	2	67%	0	3	2,887.00	8,660.99		8,660.99	0.7%
01	707	Records (Dept)	4	6.2%	1	0	3	75%	0	4	14,372.31	57,489.25		57,489.25	4.9%
01	7	Police (Sub-Loc)	28	43.1%	14	2	12	43%	0	28	10,147.08	284,118.23		284,118.23	24.0%
01	800	Streets (Dept)	5	7.7%	3	1	1	20%	0	5	48,719.89	243,599.47		243,599.47	20.6%
01	801	Water & Sewer (Dept)	4	6.2%	2	1	1	25%	0	4	24,096.40	96,385.58		96,385.58	8.1%
01	802	Building & Grounds (Dept)	3	4.6%	3	0	0	0%	0	3	422.63	1,267.88		1,267.88	0.1%
01	803	Equipment & Supply (Dept)	1	1.5%	1	0	0	0%	0	1	210.60	210.60		210.60	0.0%
01	804	Forestry (Dept)	3	4.6%	2	1	0	0%	0	3	1,150.17	3,450.50		3,450.50	0.3%
01	8	Public Works (Sub-Loc)	16	24.6%	11	3	2	13%	0	16	21,557.13	344,914.03		344,914.03	29.1%
01	9	Information Systems (Sub-Loc)	1	1.5%	1	0	0	0%	0	1	301.50	301.50		301.50	0.0%
01	01	Village of Hoffman Estates (Loc)	65	100.0%	35	10	20	31%	0	65	18,226.51	1,184,723.33		1,184,723.33	100.0%
Totals for 2001 Claims:			65	100.0%	35	10	20	31%	0	65	18,226.51	1,184,723.33		1,184,723.33	100.0%
02	102	Planning (Dept)	1	2.6%	0	1	0	0%	0	1	28,933.52	28,933.52		28,933.52	3.9%
02	1	Community Development (Sub-Loc)	1	2.6%	0	1	0	0%	0	1	28,933.52	28,933.52		28,933.52	3.9%

**EMPLOYER'S CLAIM SERVICE, INC.**  
**POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY**  
**From: 12/31/1996 Through: 03/31/2016**

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% of Total
02	301	Fire Suppression	(Dept)	5	13.2%	1	2	2	40%	0	5	11,335.45	56,677.26		56,677.26	7.6%
02	303	Emergency Medical Servic	(Dept)	8	21.1%	4	3	1	13%	0	8	7,441.19	59,529.50		59,529.50	8.0%
02	306	Technical Rescue	(Dept)	1	2.6%	0	1	0	0%	0	1	5,830.00	5,830.00		5,830.00	0.8%
02	3	Fire	(Sub-Loc)	14	36.8%	5	6	3	21%	0	14	8,716.91	122,036.76		122,036.76	16.3%
02	700	Patrol	(Dept)	11	28.9%	5	0	6	55%	0	11	24,662.45	271,286.95		271,286.95	36.3%
02	704	Traffic	(Dept)	1	2.6%	0	0	1	100%	0	1	310,828.16	310,828.16		310,828.16	41.6%
02	706	Communication	(Dept)	1	2.6%	1	0	0	0%	0	1	1,777.50	1,777.50		1,777.50	0.2%
02	7	Police	(Sub-Loc)	13	34.2%	6	0	7	54%	0	13	44,914.82	583,892.61		583,892.61	78.2%
02	800	Streets	(Dept)	5	13.2%	4	1	0	0%	0	5	1,511.20	7,556.00		7,556.00	1.0%
02	801	Water & Sewer	(Dept)	2	5.3%	0	2	0	0%	0	2	1,227.90	2,455.80		2,455.80	0.3%
02	803	Equipment & Supply	(Dept)	1	2.6%	1	0	0	0%	0	1	281.70	281.70		281.70	0.0%
02	804	Forestry	(Dept)	2	5.3%	2	0	0	0%	0	2	642.60	1,285.20		1,285.20	0.2%
02	8	Public Works	(Sub-Loc)	10	26.3%	7	3	0	0%	0	10	1,157.87	11,578.70		11,578.70	1.6%
02	01	Village of Hoffman Estates	(Loc)	38	100.0%	18	10	10	26%	0	38	19,643.20	746,441.59		746,441.59	100.0%
Totals for 2002 Claims:				38	100.0%	18	10	10	26%	0	38	19,643.20	746,441.59		746,441.59	100.0%
03	301	Fire Suppression	(Dept)	5	14.3%	2	1	2	40%	0	5	25,542.01	127,710.07		127,710.07	31.2%
03	303	Emergency Medical Servic	(Dept)	12	34.3%	9	1	2	17%	0	12	15,553.15	186,637.80		186,637.80	45.7%
03	305	Underwater Rescue	(Dept)	1	2.9%	1	0	0	0%	0	1	785.49	785.49		785.49	0.2%
03	3	Fire	(Sub-Loc)	18	51.4%	12	2	4	22%	0	18	17,507.41	315,133.36		315,133.36	77.1%
03	700	Patrol	(Dept)	7	20.0%	5	1	1	14%	0	7	1,467.76	10,274.35		10,274.35	2.5%
03	701	Investigations	(Dept)	1	2.9%	0	0	1	100%	0	1	79,722.54	79,722.54		79,722.54	19.5%
03	704	Traffic	(Dept)	3	8.6%	1	2	0	0%	0	3	88.33	265.00		265.00	0.1%
03	7	Police	(Sub-Loc)	11	31.4%	6	3	2	18%	0	11	8,205.63	90,261.89		90,261.89	22.1%
03	801	Water & Sewer	(Dept)	3	8.6%	3	0	0	0%	0	3	699.33	2,098.00		2,098.00	0.5%
03	802	Building & Grounds	(Dept)	2	5.7%	2	0	0	0%	0	2	477.00	954.00		954.00	0.2%
03	803	Equipment & Supply	(Dept)	1	2.9%	1	0	0	0%	0	1	310.50	310.50		310.50	0.1%
03	8	Public Works	(Sub-Loc)	6	17.1%	6	0	0	0%	0	6	560.42	3,362.50		3,362.50	0.8%
03	01	Village of Hoffman Estates	(Loc)	35	100.0%	24	5	6	17%	0	35	11,678.79	408,757.75		408,757.75	100.0%

**EMPLOYER'S CLAIM SERVICE, INC.**  
**POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY**  
 From: 12/31/1996 Through: 03/31/2016

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% of Total
<b>Totals for 2003 Claims:</b>				<b>35</b>	<b>100.0%</b>	<b>24</b>	<b>5</b>	<b>6</b>	<b>17%</b>	<b>0</b>	<b>35</b>	<b>11,678.79</b>	<b>408,757.75</b>		<b>408,757.75</b>	<b>100.0%</b>
04	201	Water Billing (Dept)		1	2.1%	1	0	0	0%	0	1	1,295.10	1,295.10		1,295.10	0.1%
04	2	Finance (Sub-Loc)		1	2.1%	1	0	0	0%	0	1	1,295.10	1,295.10		1,295.10	0.1%
04	301	Fire Suppression (Dept)		10	20.8%	6	2	2	20%	0	10	4,666.25	46,662.48		46,662.48	4.4%
04	303	Emergency Medical Servic (Dept)		11	22.9%	7	4	0	0%	0	11	12,225.62	134,481.79		134,481.79	12.7%
04	3	Fire (Sub-Loc)		21	43.8%	13	6	2	10%	0	21	8,625.92	181,144.27		181,144.27	17.1%
04	504	Health Screening (Dept)		1	2.1%	1	0	0	0%	0	1	405.00	405.00		405.00	0.0%
04	5	Health & Human Services (Sub-Loc)		1	2.1%	1	0	0	0%	0	1	405.00	405.00		405.00	0.0%
04	600	Administration (Dept)		1	2.1%	1	0	0	0%	0	1	248.68	248.68		248.68	0.0%
04	6	Human Resources Manag (Sub-Loc)		1	2.1%	1	0	0	0%	0	1	248.68	248.68		248.68	0.0%
04	700	Patrol (Dept)		16	33.3%	12	0	4	25%	0	16	41,219.86	659,517.75		659,517.75	62.4%
04	703	Tactical (Dept)		2	4.2%	2	0	0	0%	0	2	137.84	275.68		275.68	0.0%
04	7	Police (Sub-Loc)		18	37.5%	14	0	4	22%	0	18	36,655.19	659,793.43		659,793.43	62.5%
04	800	Streets (Dept)		3	6.3%	1	0	2	67%	0	3	43,878.25	131,634.74		131,634.74	12.5%
04	801	Water & Sewer (Dept)		1	2.1%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
04	803	Equipment & Supply (Dept)		1	2.1%	0	0	1	100%	0	1	81,422.11	81,422.11		81,422.11	7.7%
04	804	Forestry (Dept)		1	2.1%	1	0	0	0%	0	1	481.50	481.50		481.50	0.0%
04	8	Public Works (Sub-Loc)		6	12.5%	3	0	3	50%	0	6	35,589.73	213,538.35		213,538.35	20.2%
04	01	Village of Hoffman Estates (Loc)		48	100.0%	33	6	9	19%	0	48	22,008.85	1,056,424.83		1,056,424.83	100.0%
<b>Totals for 2004 Claims:</b>				<b>48</b>	<b>100.0%</b>	<b>33</b>	<b>6</b>	<b>9</b>	<b>19%</b>	<b>0</b>	<b>48</b>	<b>22,008.85</b>	<b>1,056,424.83</b>		<b>1,056,424.83</b>	<b>100.0%</b>
05	301	Fire Suppression (Dept)		6	11.3%	4	2	0	0%	0	6	1,012.80	6,076.77		6,076.77	2.0%
05	303	Emergency Medical Servic (Dept)		20	37.7%	12	5	3	15%	0	20	12,979.04	259,580.79		259,580.79	83.9%
05	3	Fire (Sub-Loc)		26	49.1%	16	7	3	12%	0	26	10,217.60	265,657.56		265,657.56	85.9%
05	504	Health Screening (Dept)		1	1.9%	1	0	0	0%	0	1	184.50	184.50		184.50	0.1%
05	5	Health & Human Services (Sub-Loc)		1	1.9%	1	0	0	0%	0	1	184.50	184.50		184.50	0.1%
05	700	Patrol (Dept)		7	13.2%	5	1	1	14%	0	7	3,015.10	21,105.71		21,105.71	6.8%
05	701	Investigations (Dept)		1	1.9%	1	0	0	0%	0	1	297.00	297.00		297.00	0.1%
05	704	Traffic (Dept)		1	1.9%	1	0	0	0%	0	1	1,186.85	1,186.85		1,186.85	0.4%

**EMPLOYER'S CLAIM SERVICE, INC.**  
**POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY**  
 From: 12/31/1996 Through: 03/31/2016

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% of Total
05	707	Records	(Dept)	1	1.9%	0	0	1	100%	0	1	10,253.45	10,253.45		10,253.45	3.3%
05	7	Police	(Sub-Loc)	10	18.9%	7	1	2	20%	0	10	3,284.30	32,843.01		32,843.01	10.6%
05	800	Streets	(Dept)	4	7.5%	4	0	0	0%	0	4	627.99	2,511.94		2,511.94	0.8%
05	801	Water & Sewer	(Dept)	5	9.4%	5	0	0	0%	0	5	1,066.50	5,332.50		5,332.50	1.7%
05	802	Building & Grounds	(Dept)	1	1.9%	1	0	0	0%	0	1	437.00	437.00		437.00	0.1%
05	803	Equipment & Supply	(Dept)	2	3.8%	2	0	0	0%	0	2	697.05	1,394.10		1,394.10	0.5%
05	804	Forestry	(Dept)	4	7.5%	3	1	0	0%	0	4	259.88	1,039.50		1,039.50	0.3%
05	8	Public Works	(Sub-Loc)	16	30.2%	15	1	0	0%	0	16	669.69	10,715.04		10,715.04	3.5%
05	01	Village of Hoffman Estates	(Loc)	53	100.0%	39	9	5	9%	0	53	5,837.74	309,400.11		309,400.11	100.0%
Totals for 2005 Claims:				53	100.0%	39	9	5	9%	0	53	5,837.74	309,400.11		309,400.11	100.0%
06	201	Water Billing	(Dept)	1	1.8%	0	1	0	0%	0	1	1,527.37	1,527.37		1,527.37	0.1%
06	2	Finance	(Sub-Loc)	1	1.8%	0	1	0	0%	0	1	1,527.37	1,527.37		1,527.37	0.1%
06	301	Fire Suppression	(Dept)	9	16.1%	5	2	2	22%	0	9	38,029.36	342,264.26		342,264.26	31.5%
06	303	Emergency Medical Servic	(Dept)	14	25.0%	7	3	4	29%	0	14	39,335.55	550,697.76		550,697.76	50.8%
06	3	Fire	(Sub-Loc)	23	41.1%	12	5	6	26%	0	23	38,824.44	892,962.02		892,962.02	82.3%
06	700	Patrol	(Dept)	17	30.4%	11	3	3	18%	0	17	3,949.26	67,137.34		67,137.34	6.2%
06	701	Investigations	(Dept)	1	1.8%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
06	703	Tactical	(Dept)	4	7.1%	3	1	0	0%	0	4	2,311.32	9,245.26		9,245.26	0.9%
06	704	Traffic	(Dept)	2	3.6%	2	0	0	0%	0	2	3,850.97	7,701.94		7,701.94	0.7%
06	707	Records	(Dept)	1	1.8%	0	0	1	100%	0	1	25,046.89	25,046.89		25,046.89	2.3%
06	7	Police	(Sub-Loc)	25	44.6%	17	4	4	16%	0	25	4,365.26	109,131.43		109,131.43	10.1%
06	800	Streets	(Dept)	1	1.8%	1	0	0	0%	0	1	4,201.51	4,201.51		4,201.51	0.4%
06	801	Water & Sewer	(Dept)	2	3.6%	1	1	0	0%	0	2	112.50	225.00		225.00	0.0%
06	802	Building & Grounds	(Dept)	1	1.8%	0	1	0	0%	0	1	70,689.99	70,689.99		70,689.99	6.5%
06	804	Forestry	(Dept)	3	5.4%	3	0	0	0%	0	3	2,038.90	6,116.71		6,116.71	0.6%
06	8	Public Works	(Sub-Loc)	7	12.5%	5	2	0	0%	0	7	11,604.74	81,233.21		81,233.21	7.5%
06	01	Village of Hoffman Estates	(Loc)	56	100.0%	34	12	10	18%	0	56	19,372.39	1,084,854.03		1,084,854.03	100.0%
Totals for 2006 Claims:				56	100.0%	34	12	10	18%	0	56	19,372.39	1,084,854.03		1,084,854.03	100.0%

**EMPLOYER'S CLAIM SERVICE, INC.  
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
From: 12/31/1996 Through: 03/31/2016**

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
07	301	Fire Suppression	(Dept)	9	18.8%	7	0	2	22%	0	9	42,805.36	385,248.23		385,248.23	50.6%
07	303	Emergency Medical Servic	(Dept)	7	14.6%	6	0	1	14%	0	7	2,644.72	18,513.01		18,513.01	2.4%
07	3	Fire	(Sub-Loc)	16	33.3%	13	0	3	19%	0	16	25,235.08	403,761.24		403,761.24	53.0%
07	600	Administration	(Dept)	1	2.1%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
07	6	Human Resources Manag	(Sub-Loc)	1	2.1%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
07	700	Patrol	(Dept)	10	20.8%	6	2	2	20%	1	9	17,880.50	174,115.28	4,689.67	178,804.95	23.5%
07	703	Tactical	(Dept)	2	4.2%	2	0	0	0%	0	2	356.16	712.31		712.31	0.1%
07	704	Traffic	(Dept)	4	8.3%	2	1	1	25%	0	4	4,376.80	17,507.19		17,507.19	2.3%
07	7	Police	(Sub-Loc)	16	33.3%	10	3	3	19%	1	15	12,314.03	192,334.78	4,689.67	197,024.45	25.9%
07	800	Streets	(Dept)	3	6.3%	2	0	1	33%	0	3	8,294.56	24,883.69		24,883.69	3.3%
07	801	Water & Sewer	(Dept)	4	8.3%	4	0	0	0%	0	4	1,093.37	4,373.47		4,373.47	0.6%
07	802	Building & Grounds	(Dept)	1	2.1%	1	0	0	0%	0	1	743.84	743.84		743.84	0.1%
07	803	Equipment & Supply	(Dept)	3	6.3%	3	0	0	0%	0	3	1,148.10	3,444.30		3,444.30	0.5%
07	804	Forestry	(Dept)	4	8.3%	3	0	1	25%	0	4	31,828.77	127,315.08		127,315.08	16.7%
07	8	Public Works	(Sub-Loc)	15	31.3%	13	0	2	13%	0	15	10,717.36	160,760.38		160,760.38	21.1%
07	01	Village of Hoffman Estates	(Loc)	48	100.0%	36	4	8	17%	1	47	15,865.54	756,856.40	4,689.67	761,546.07	100.0%
<b>Totals for 2007 Claims:</b>				<b>48</b>	<b>100.0%</b>	<b>36</b>	<b>4</b>	<b>8</b>	<b>17%</b>	<b>1</b>	<b>47</b>	<b>15,865.54</b>	<b>756,856.40</b>	<b>4,689.67</b>	<b>761,546.07</b>	<b>100.0%</b>
08	200	Accounting	(Dept)	1	1.6%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
08	206	Customer Service	(Dept)	1	1.6%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
08	2	Finance	(Sub-Loc)	2	3.1%	1	1	0	0%	0	2	0.00	0.00		0.00	0.0%
08	300	Administration	(Dept)	1	1.6%	1	0	0	0%	0	1	3,466.28	3,466.28		3,466.28	0.7%
08	301	Fire Suppression	(Dept)	14	21.9%	11	2	1	7%	0	14	1,747.67	24,467.38		24,467.38	4.8%
08	303	Emergency Medical Servic	(Dept)	22	34.4%	17	2	3	14%	0	22	10,444.02	229,768.34		229,768.34	44.8%
08	3	Fire	(Sub-Loc)	37	57.8%	29	4	4	11%	0	37	6,964.92	257,702.00		257,702.00	50.2%
08	400	Manager's Office	(Dept)	1	1.6%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
08	4	General Government	(Sub-Loc)	1	1.6%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
08	700	Patrol	(Dept)	7	10.9%	4	0	3	43%	0	7	8,533.91	59,737.37		59,737.37	11.6%
08	701	Investigations	(Dept)	1	1.6%	0	0	1	100%	0	1	80,561.35	80,561.35		80,561.35	15.7%

**EMPLOYER'S CLAIM SERVICE, INC.**  
**POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY**  
**From: 12/31/1996 Through: 03/31/2016**

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% of Total
08	703	Tactical	(Dept)	2	3.1%	2	0	0	0%	0	2	953.81	1,907.61		1,907.61	0.4%
08	704	Traffic	(Dept)	1	1.6%	0	1	0	0%	0	1	8,049.19	8,049.19		8,049.19	1.6%
08	705	Canine	(Dept)	1	1.6%	1	0	0	0%	0	1	5,940.13	5,940.13		5,940.13	1.2%
08	7	Police	(Sub-Loc)	12	18.8%	7	1	4	33%	0	12	13,016.30	156,195.65		156,195.65	30.4%
08	800	Streets	(Dept)	5	7.8%	4	1	0	0%	0	5	661.38	3,306.90		3,306.90	0.6%
08	801	Water & Sewer	(Dept)	5	7.8%	4	1	0	0%	0	5	410.40	2,052.00		2,052.00	0.4%
08	804	Forestry	(Dept)	2	3.1%	1	0	1	50%	0	2	46,969.21	93,938.41		93,938.41	18.3%
08	8	Public Works	(Sub-Loc)	12	18.8%	9	2	1	8%	0	12	8,274.78	99,297.31		99,297.31	19.3%
08	01	Village of Hoffman Estates	(Loc)	64	100.0%	46	9	9	14%	0	64	8,018.67	513,194.96		513,194.96	100.0%
Totals for 2008 Claims:				64	100.0%	46	9	9	14%	0	64	8,018.67	513,194.96		513,194.96	100.0%
09	300	Administration	(Dept)	2	3.8%	1	1	0	0%	0	2	7,601.49	15,202.97		15,202.97	2.1%
09	301	Fire Suppression	(Dept)	14	26.4%	11	3	0	0%	0	14	4,642.64	64,996.99		64,996.99	9.1%
09	303	Emergency Medical Servic	(Dept)	20	37.7%	13	4	3	15%	0	20	17,948.22	358,964.35		358,964.35	50.5%
09	3	Fire	(Sub-Loc)	36	67.9%	25	8	3	8%	0	36	12,199.01	439,164.31		439,164.31	61.7%
09	600	Administration	(Dept)	1	1.9%	0	0	1	100%	0	1	19,350.10	19,350.10		19,350.10	2.7%
09	6	Human Resources Manag	(Sub-Loc)	1	1.9%	0	0	1	100%	0	1	19,350.10	19,350.10		19,350.10	2.7%
09	700	Patrol	(Dept)	8	15.1%	2	2	4	50%	1	7	19,745.41	148,592.67	9,370.64	157,963.31	22.2%
09	704	Traffic	(Dept)	1	1.9%	1	0	0	0%	0	1	2,457.38	2,457.38		2,457.38	0.3%
09	707	Records	(Dept)	1	1.9%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
09	7	Police	(Sub-Loc)	10	18.9%	4	2	4	40%	1	9	16,042.07	151,050.05	9,370.64	160,420.69	22.5%
09	800	Streets	(Dept)	1	1.9%	0	0	1	100%	0	1	85,580.51	85,580.51		85,580.51	12.0%
09	801	Water & Sewer	(Dept)	2	3.8%	2	0	0	0%	0	2	592.65	1,185.30		1,185.30	0.2%
09	803	Equipment & Supply	(Dept)	1	1.9%	0	1	0	0%	0	1	4,634.90	4,634.90		4,634.90	0.7%
09	804	Forestry	(Dept)	2	3.8%	2	0	0	0%	0	2	551.70	1,103.40		1,103.40	0.2%
09	8	Public Works	(Sub-Loc)	6	11.3%	4	1	1	17%	0	6	15,417.35	92,504.11		92,504.11	13.0%
09	01	Village of Hoffman Estates	(Loc)	53	100.0%	33	11	9	17%	1	52	13,423.38	702,068.57	9,370.64	711,439.21	100.0%
Totals for 2009 Claims:				53	100.0%	33	11	9	17%	1	52	13,423.38	702,068.57	9,370.64	711,439.21	100.0%
10	200	Accounting	(Dept)	2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.6%

**EMPLOYER'S CLAIM SERVICE, INC.**  
**POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY**  
 From: 12/31/1996 Through: 03/31/2016

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% of Total
10	2	Finance	(Sub-Loc)	2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.6%
10	250	PPO Payments	(Dept)	1	2.4%	1	0	0	0%	0	1	25,802.19	25,802.19		25,802.19	4.4%
10	25	PPO Payments	(Sub-Loc)	1	2.4%	1	0	0	0%	0	1	25,802.19	25,802.19		25,802.19	4.4%
10	301	Fire Suppression	(Dept)	8	19.0%	3	5	0	0%	0	8	3,252.66	26,021.31		26,021.31	4.5%
10	303	Emergency Medical Servic	(Dept)	8	19.0%	4	1	3	38%	0	8	22,624.71	180,997.64		180,997.64	31.2%
10	3	Fire	(Sub-Loc)	16	38.1%	7	6	3	19%	0	16	12,938.68	207,018.95		207,018.95	35.7%
10	700	Patrol	(Dept)	15	35.7%	7	4	4	27%	1	14	18,525.79	262,812.50	15,074.29	277,886.79	47.9%
10	7	Police	(Sub-Loc)	15	35.7%	7	4	4	27%	1	14	18,525.79	262,812.50	15,074.29	277,886.79	47.9%
10	800	Streets	(Dept)	3	7.1%	2	1	0	0%	0	3	251.71	755.12		755.12	0.1%
10	801	Water & Sewer	(Dept)	3	7.1%	3	0	0	0%	0	3	2,370.53	7,111.59		7,111.59	1.2%
10	802	Building & Grounds	(Dept)	1	2.4%	1	0	0	0%	0	1	541.00	541.00		541.00	0.1%
10	804	Forestry	(Dept)	1	2.4%	0	1	0	0%	0	1	17,684.94	17,684.94		17,684.94	3.0%
10	8	Public Works	(Sub-Loc)	8	19.0%	6	2	0	0%	0	8	3,261.58	26,092.65		26,092.65	4.5%
10	01	Village of Hoffman Estates	(Loc)	42	100.0%	21	13	8	19%	1	41	13,825.50	565,596.90	15,074.29	580,671.19	100.0%
<b>Totals for 2010 Claims:</b>				<b>42</b>	<b>100.0%</b>	<b>21</b>	<b>13</b>	<b>8</b>	<b>19%</b>	<b>1</b>	<b>41</b>	<b>13,825.50</b>	<b>565,596.90</b>	<b>15,074.29</b>	<b>580,671.19</b>	<b>100.0%</b>
11	200	Accounting	(Dept)	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	2	Finance	(Sub-Loc)	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	250	PPO Payments	(Dept)	1	3.2%	1	0	0	0%	0	1	20,457.16	20,457.16		20,457.16	2.8%
11	25	PPO Payments	(Sub-Loc)	1	3.2%	1	0	0	0%	0	1	20,457.16	20,457.16		20,457.16	2.8%
11	301	Fire Suppression	(Dept)	4	12.9%	2	1	1	25%	1	3	61,241.86	185,725.01	59,242.43	244,967.44	33.2%
11	303	Emergency Medical Servic	(Dept)	11	35.5%	9	0	2	18%	0	11	19,510.89	214,619.81		214,619.81	29.1%
11	3	Fire	(Sub-Loc)	15	48.4%	11	1	3	20%	1	14	30,639.15	400,344.82	59,242.43	459,587.25	62.3%
11	700	Patrol	(Dept)	10	32.3%	6	1	3	30%	2	8	24,826.79	225,658.29	22,609.56	248,267.85	33.6%
11	703	Tactical	(Dept)	1	3.2%	0	1	0	0%	0	1	6,447.68	6,447.68		6,447.68	0.9%
11	7	Police	(Sub-Loc)	11	35.5%	6	2	3	27%	2	9	23,155.96	232,105.97	22,609.56	254,715.53	34.5%
11	801	Water & Sewer	(Dept)	1	3.2%	1	0	0	0%	0	1	489.57	489.57		489.57	0.1%
11	804	Forestry	(Dept)	1	3.2%	1	0	0	0%	0	1	2,769.16	2,769.16		2,769.16	0.4%
11	805	Clerical	(Dept)	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%

**EMPLOYER'S CLAIM SERVICE, INC.**  
**POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY**  
 From: 12/31/1996 Through: 03/31/2016

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
11	8	Public Works	(Sub-Loc)	3	9.7%	2	1	0	0%	0	3	1,086.24	3,258.73		3,258.73	0.4%
11	01	Village of Hoffman Estates	(Loc)	31	100.0%	20	5	6	19%	3	28	23,807.05	656,166.68	81,851.99	738,018.67	100.0%
<b>Totals for 2011 Claims:</b>				<b>31</b>	<b>100.0%</b>	<b>20</b>	<b>5</b>	<b>6</b>	<b>19%</b>	<b>3</b>	<b>28</b>	<b>23,807.05</b>	<b>656,166.68</b>	<b>81,851.99</b>	<b>738,018.67</b>	<b>100.0%</b>
12	101	Engineering/Transportatio	(Dept)	1	2.3%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.5%
12	1	Community Development	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.5%
12	250	PPO Payments	(Dept)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	15.0%
12	25	PPO Payments	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	15.0%
12	301	Fire Suppression	(Dept)	12	27.9%	10	1	1	8%	1	11	1,840.26	18,521.08	3,562.04	22,083.12	6.7%
12	303	Emergency Medical Servic	(Dept)	8	18.6%	7	0	1	13%	0	8	21,774.10	174,192.76		174,192.76	53.2%
12	3	Fire	(Sub-Loc)	20	46.5%	17	1	2	10%	1	19	9,813.79	192,713.84	3,562.04	196,275.88	59.9%
12	700	Patrol	(Dept)	9	20.9%	6	1	2	22%	1	8	7,326.18	65,426.69	508.92	65,935.61	20.1%
12	701	Investigations	(Dept)	2	4.7%	1	1	0	0%	0	2	341.20	682.40		682.40	0.2%
12	704	Traffic	(Dept)	1	2.3%	1	0	0	0%	0	1	4,940.28	4,940.28		4,940.28	1.5%
12	7	Police	(Sub-Loc)	12	27.9%	8	2	2	17%	1	11	5,963.19	71,049.37	508.92	71,558.29	21.8%
12	800	Streets	(Dept)	3	7.0%	2	1	0	0%	0	3	296.81	890.43		890.43	0.3%
12	801	Water & Sewer	(Dept)	5	11.6%	4	1	0	0%	0	5	1,614.09	8,070.44		8,070.44	2.5%
12	804	Forestry	(Dept)	1	2.3%	1	0	0	0%	0	1	257.70	257.70		257.70	0.1%
12	8	Public Works	(Sub-Loc)	9	20.9%	7	2	0	0%	0	9	1,024.29	9,218.57		9,218.57	2.8%
12	01	Village of Hoffman Estates	(Loc)	43	100.0%	34	5	4	9%	2	41	7,621.51	323,654.14	4,070.96	327,725.10	100.0%
<b>Totals for 2012 Claims:</b>				<b>43</b>	<b>100.0%</b>	<b>34</b>	<b>5</b>	<b>4</b>	<b>9%</b>	<b>2</b>	<b>41</b>	<b>7,621.51</b>	<b>323,654.14</b>	<b>4,070.96</b>	<b>327,725.10</b>	<b>100.0%</b>
13	102	Planning	(Dept)	1	2.6%	0	1	0	0%	0	1	481.33	481.33		481.33	0.1%
13	1	Community Development	(Sub-Loc)	1	2.6%	0	1	0	0%	0	1	481.33	481.33		481.33	0.1%
13	200	Accounting	(Dept)	1	2.6%	1	0	0	0%	0	1	342.41	342.41		342.41	0.1%
13	2	Finance	(Sub-Loc)	1	2.6%	1	0	0	0%	0	1	342.41	342.41		342.41	0.1%
13	301	Fire Suppression	(Dept)	8	20.5%	6	2	0	0%	0	8	3,688.49	29,507.89		29,507.89	6.9%
13	303	Emergency Medical Servic	(Dept)	6	15.4%	3	1	2	33%	1	5	36,194.24	211,017.12	6,148.31	217,165.43	50.7%
13	3	Fire	(Sub-Loc)	14	35.9%	9	3	2	14%	1	13	17,619.52	240,525.01	6,148.31	246,673.32	57.6%
13	700	Patrol	(Dept)	12	30.8%	4	2	6	50%	5	7	12,532.63	85,578.33	64,813.26	150,391.59	35.1%

**EMPLOYER'S CLAIM SERVICE, INC.  
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
From: 12/31/1996 Through: 03/31/2016**

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
13	701	Investigations	(Dept)	1	2.6%	1	0	0	0%	0	1	1,134.37	1,134.37		1,134.37	0.3%
13	7	Police	(Sub-Loc)	13	33.3%	5	2	6	46%	5	8	11,655.84	86,712.70	64,813.26	151,525.96	35.4%
13	801	Water & Sewer	(Dept)	9	23.1%	8	1	0	0%	0	9	3,217.94	28,961.44		28,961.44	6.8%
13	804	Forestry	(Dept)	1	2.6%	1	0	0	0%	0	1	471.75	471.75		471.75	0.1%
13	8	Public Works	(Sub-Loc)	10	25.6%	9	1	0	0%	0	10	2,943.32	29,433.19		29,433.19	6.9%
13	01	Village of Hoffman Estates	(Loc)	39	100.0%	24	7	8	21%	6	33	10,986.06	357,494.64	70,961.57	428,456.21	100.0%
Totals for 2013 Claims:				39	100.0%	24	7	8	21%	6	33	10,986.06	357,494.64	70,961.57	428,456.21	100.0%
14	100	Code Enforcement	(Dept)	1	2.0%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
14	102	Planning	(Dept)	1	2.0%	1	0	0	0%	0	1	642.39	642.39		642.39	0.1%
14	1	Community Development	(Sub-Loc)	2	4.1%	1	1	0	0%	0	2	321.20	642.39		642.39	0.1%
14	301	Fire Suppression	(Dept)	12	24.5%	9	0	3	25%	2	10	26,864.20	195,910.52	126,459.92	322,370.44	53.1%
14	303	Emergency Medical Servic	(Dept)	6	12.2%	3	1	2	33%	1	5	9,547.25	45,967.12	11,316.39	57,283.51	9.4%
14	3	Fire	(Sub-Loc)	18	36.7%	12	1	5	28%	3	15	21,091.89	241,877.64	137,776.31	379,653.95	62.5%
14	401	Cable TV	(Dept)	1	2.0%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
14	4	General Government	(Sub-Loc)	1	2.0%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
14	600	Administration	(Dept)	1	2.0%	1	0	0	0%	0	1	2,934.04	2,934.04		2,934.04	0.5%
14	6	Human Resources Manag	(Sub-Loc)	1	2.0%	1	0	0	0%	0	1	2,934.04	2,934.04		2,934.04	0.5%
14	700	Patrol	(Dept)	16	32.7%	12	3	1	6%	1	15	13,287.72	102,473.65	110,129.92	212,603.57	35.0%
14	701	Investigations	(Dept)	1	2.0%	0	1	0	0%	0	1	213.50	213.50		213.50	0.0%
14	704	Traffic	(Dept)	1	2.0%	1	0	0	0%	0	1	1,148.28	1,148.28		1,148.28	0.2%
14	7	Police	(Sub-Loc)	18	36.7%	13	4	1	6%	1	17	11,886.96	103,835.43	110,129.92	213,965.35	35.2%
14	800	Streets	(Dept)	1	2.0%	1	0	0	0%	0	1	972.94	972.94		972.94	0.2%
14	801	Water & Sewer	(Dept)	5	10.2%	3	2	0	0%	0	5	1,205.25	6,026.24		6,026.24	1.0%
14	804	Forestry	(Dept)	3	6.1%	3	0	0	0%	0	3	1,103.67	3,311.00		3,311.00	0.5%
14	8	Public Works	(Sub-Loc)	9	18.4%	7	2	0	0%	0	9	1,145.58	10,310.18		10,310.18	1.7%
14	01	Village of Hoffman Estates	(Loc)	49	100.0%	35	8	6	12%	4	45	12,398.08	359,599.68	247,906.23	607,505.91	100.0%
Totals for 2014 Claims:				49	100.0%	35	8	6	12%	4	45	12,398.08	359,599.68	247,906.23	607,505.91	100.0%
15	100	Code Enforcement	(Dept)	1	3.4%	1	0	0	0%	0	1	371.99	371.99		371.99	0.1%

**EMPLOYER'S CLAIM SERVICE, INC.  
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
From: 12/31/1996 Through: 03/31/2016**

Year	Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
15	1	Community Development (Sub-Loc)	1	3.4%	1	0	0	0%	0	1	371.99	371.99		371.99	0.1%
15	301	Fire Suppression (Dept)	9	31.0%	5	3	1	11%	2	7	25,144.50	162,855.20	63,445.26	226,300.46	58.5%
15	303	Emergency Medical Servic (Dept)	6	20.7%	4	1	1	17%	3	3	13,005.90	38,845.87	39,189.52	78,035.39	20.2%
15	3	Fire (Sub-Loc)	15	51.7%	9	4	2	13%	5	10	20,289.06	201,701.07	102,634.78	304,335.85	78.7%
15	505	Immunization (Dept)	1	3.4%	1	0	0	0%	0	1	958.06	958.06		958.06	0.2%
15	5	Health & Human Services (Sub-Loc)	1	3.4%	1	0	0	0%	0	1	958.06	958.06		958.06	0.2%
15	700	Patrol (Dept)	7	24.1%	6	0	1	14%	2	5	10,427.98	49,119.32	23,876.52	72,995.84	18.9%
15	701	Investigations (Dept)	1	3.4%	0	1	0	0%	0	1	913.00	913.00		913.00	0.2%
15	7	Police (Sub-Loc)	8	27.6%	6	1	1	13%	2	6	9,238.61	50,032.32	23,876.52	73,908.84	19.1%
15	800	Streets (Dept)	1	3.4%	1	0	0	0%	0	1	184.04	184.04		184.04	0.0%
15	801	Water & Sewer (Dept)	1	3.4%	1	0	0	0%	0	1	582.07	582.07		582.07	0.2%
15	802	Building & Grounds (Dept)	1	3.4%	1	0	0	0%	0	1	361.60	361.60		361.60	0.1%
15	804	Forestry (Dept)	1	3.4%	1	0	0	0%	0	1	6,160.47	6,160.47		6,160.47	1.6%
15	8	Public Works (Sub-Loc)	4	13.8%	4	0	0	0%	0	4	1,822.05	7,288.18		7,288.18	1.9%
15	01	Village of Hoffman Estates (Loc)	29	100.0%	21	5	3	10%	7	22	13,340.10	260,351.62	126,511.30	386,862.92	100.0%
		<b>Totals for 2015 Claims:</b>	<b>29</b>	<b>100.0%</b>	<b>21</b>	<b>5</b>	<b>3</b>	<b>10%</b>	<b>7</b>	<b>22</b>	<b>13,340.10</b>	<b>260,351.62</b>	<b>126,511.30</b>	<b>386,862.92</b>	<b>100.0%</b>
16	301	Fire Suppression (Dept)	1	10.0%	1	0	0	0%	0	1	167.40	167.40		167.40	0.6%
16	303	Emergency Medical Servic (Dept)	2	20.0%	0	2	0	0%	2	0	11,414.15	973.66	21,854.64	22,828.30	81.8%
16	3	Fire (Sub-Loc)	3	30.0%	1	2	0	0%	2	1	7,665.23	1,141.06	21,854.64	22,995.70	82.4%
16	700	Patrol (Dept)	5	50.0%	5	0	0	0%	5	0	708.46	3,542.28		3,542.28	12.7%
16	703	Tactical (Dept)	1	10.0%	1	0	0	0%	0	1	131.08	131.08		131.08	0.5%
16	7	Police (Sub-Loc)	6	60.0%	6	0	0	0%	5	1	612.23	3,673.36		3,673.36	13.2%
16	9	Information Systems (Sub-Loc)	1	10.0%	1	0	0	0%	1	0	1,254.58	1,254.58		1,254.58	4.5%
16	01	Village of Hoffman Estates (Loc)	10	100.0%	8	2	0	0%	8	2	2,792.36	6,069.00	21,854.64	27,923.64	100.0%
		<b>Totals for 2016 Claims:</b>	<b>10</b>	<b>100.0%</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>0%</b>	<b>8</b>	<b>2</b>	<b>2,792.36</b>	<b>6,069.00</b>	<b>21,854.64</b>	<b>27,923.64</b>	<b>100.0%</b>

**EMPLOYER'S CLAIM SERVICE, INC.  
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
From: 12/31/1996 Through: 03/31/2016**

Year	Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% of Total
250		Village of Hoffman Estates	760		499	132	129		34	726	13,631.05	9,718,615.95	640,978.56	10,359,594.51	

Open Medical: 8  
Open Comp: 5  
Open Legal: 21