



## AGENDA

### GENERAL ADMINISTRATION & PERSONNEL COMMITTEE VILLAGE OF HOFFMAN ESTATES January 12, 2009

7:30 p.m. - Board Room

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

**I. Roll Call**

**II. Approval of Minutes** – December 8, 2008

#### NEW BUSINESS

1. Request approval of the 2009 Arts Commission Proposed Calendar.
2. Request for approval of an Ordinance authorizing the sale of personal property owned by the Village.
3. Discussion regarding concerns with AT&T U-Verse service.
4. Request acceptance of Cable TV Monthly Report.
5. Request acceptance of Human Resources Management Monthly Report.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

**GENERAL ADMINISTRATION & PERSONNEL  
COMMITTEE MEETING MINUTES**

December 8, 2008

**I. Roll Call**

**Members in Attendance:**

**Gary Pilafas, Chairperson  
Karen Mills, Vice Chairperson  
Ray Kincaid, Trustee**

**Other Corporate Authorities  
in Attendance:**

**Trustee Cary Collins  
Trustee Jackie Green  
Trustee Anna Newell  
Mayor William McLeod**

**Management Team Members  
in Attendance: in Attendance:**

**James Norris, Village Manager  
Arthur Janura, Corporation Counsel  
Daniel O'Malley, Deputy Village Manager  
Molly Norton, Asst. to the Village Manager  
Mark Koplín, Asst. Vlg. Mgr., Dev. Services  
Peter Gugliotta, Director of Planning  
Don Plass, Director of Code Enforcement  
Michael Hankey, Director of Transportation  
Patrick Seger, Director of Human Resources  
Gary Skoog, Economic Development Coord.  
Bruce Anderson, CATV Coordinator  
Doug Schultz, Community Relations Coord.  
Bev Romanoff, Village Clerk**

**Reporter from Tribune**

The General Administration & Personnel meeting was called to order at 7:35 p.m.

**II. Approval of Minutes**

Motion by Trustee Collins, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of November 3, 2008. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Discussion regarding 2009 Village Board and Standing Committee meeting schedule.**

An item summary sheet from Rebecca Suhajda, Administrative Intern, was submitted to the Committee.

Trustee Mills stated that if approved, there would be three meetings in September that would need to be rescheduled and she was not comfortable with that.

Motion by Trustee Collins, seconded by Trustee Pilafas, to approve that the following Monday Board/Committee meetings in 2009 be rescheduled: March 16 (NLC Conference); April 13 (Passover); May 18 (ICSC Conference); May 25 (Memorial Day); September 7 (Labor Day); September 28 (Yom Kippur). Voice vote taken. All ayes. Motion carried.

## **2. Discussion regarding Sister Cities French Evening/Silent Auction location.**

An item summary sheet from Lillian Mosier, Chair, Sister Cities Commission, was submitted to the Committee.

Lillian Mosier, Chairperson, Sister Cities Commission, addressed the Committee and stated that 2009's French Evening is the 12<sup>th</sup> year of the event and it has grown significantly over the years. The Chef coming from Angouleme has an extensive menu he would like to prepare with the students for the event and using the Village Hall cafeteria is difficult due to storage, transportation of food and preparation issues. Harper College will be underwriting the cost of the event. Approximately 175 people attended this year's event and over \$8,500 was raised for the Village. Chair Mosier indicated that both Harper College and the Stonegate would be better options to host this year's event. The Stonegate does not have a Friday available for the date of April 24, but Harper College has space available that day. The Stonegate can accommodate the event on a Thursday, April 23.

Trustee Mills stated that she would not like to see the event moved out of Hoffman Estates.

Trustee Pilafas inquired about the impact on the event if moved to a Thursday evening from a Friday. Chairperson Mosier responded that since the event has been on a Friday for several years, they don't know the impact a Thursday night would have. Trustee Green indicated that the Boards and Commissions dinner is always on a Thursday and people do attend.

Mayor McLeod indicated he would like the event to stay in Hoffman Estates.

Motion by Mayor McLeod, seconded by Trustee Collins, for the Sister Cities French Evening to be held on Thursday, April 23, 2009, at the Stonegate. Voice vote taken. All ayes. Motion carried.

## **3. Request approval of an ordinance outlining approved contract modification process.**

An item summary sheet from Arthur Janura was submitted to the Committee.

Mr. Norris addressed the Committee and stated that staff has in placed a contract approval form that has been used for the past 20 years. It allows various departments (initiator, Risk Manager, Finance Director, Corporation Counsel, Village Manager) to sign off prior to final signature. The ordinance formalizes the practice of allowing the Village to modify some of the standard boilerplate language to terms that are more beneficial to the Village.

Motion by Trustee Pilafas, seconded by Trustee Green, to approval an ordinance amending Section 2-2-8, Rules of Order, to allow modifications to specific terms for the benefit of the Village. Voice vote taken. All ayes (Nay: Kincaid). Motion carried.

**4. Request approval of a proposal for full-service professional printing to complete production of the Citizen newsletter for the period 1/09-12/09 (12 issues).**

An item summary sheet from Doug Schultz was submitted to the Committee.

Doug Schultz addressed the Committee and stated that Hagg Press was the low bidder for this item this year and that they currently print the Citizen Newsletter. They are dedicated to customer service and their quality of work is very good.

Motion by Trustee Collins, seconded by Trustee Pilafas, to utilize Hagg Press for printing services for the Citizen Newsletter for the period 1/09-12/09 (12 issues). Voice vote taken. All ayes. Motion carried.

**5. Request acceptance of Cable TV Monthly Report.**

The Cable TV Monthly Report was submitted to the Committee.

Motion by Trustee Collins, seconded by Trustee Pilafas, to accept Cable TV monthly report. Voice vote taken. All ayes. Motion carried.

**6. Request acceptance of Human Resources Management Monthly Report.**

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

Motion by Trustee Green, seconded by Trustee Pilafas, to accept Human Resources Management monthly report. Voice vote taken. All ayes. Motion carried.

- III. President's Report**
- IV. Other**
- V. Items in Review**
- VI. Adjournment**

Motion by Trustee Collins, seconded by Trustee Pilafas, to adjourn the meeting at 8:00 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

\_\_\_\_\_  
Debbie Schoop, Executive Assistant

\_\_\_\_\_  
Date

# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Request approval of Arts Commission 2009 calendar of events.

**MEETING DATE:** January 12, 2009

**COMMITTEE:** General Administration and Personnel

**FROM:** Michelle Pilafas, Arts Commission Chair  
Doug Schultz, Arts Commission Staff Liaison

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**PURPOSE:** Request approval of Arts Commission 2009 calendar of events.

**DISCUSSION:** Per the attached sheets, the Arts Commission is proposing an full slate of arts-themed events for 2009, including three children's events; two photography workshops; a speaker series; a joint event with the Celebrations and Sister Cities commissions; the popular summer concert series; a Fourth of July float entry; a theater production at the Village Green (our first year proposing this); the popular Oktoberfest-themed "Platzkonzert;" and an "Arts in our Schools" event in the fall. Additionally, the Arts Commission has been tapped to coordinate, schedule, and organize the community gallery in the Village Hall lobby. As such, please see "Addendum A," which details this gallery schedule.

**RECOMMENDATION:** Staff recommends approval of Arts Commission 2009 calendar of events.

##

## 2009 Arts Commission Calendar

Month	2009 Event	Proposed Date	Time	Reserve	Location	Comments	Confirmed
January	Children's Event: Erin Lee and Marci	Monday, January 19, MLK Day Event	1 p.m. / 2 p.m.	at Library	HE Branch Library	Co-Sponsored with the STDL	X
February	Photography Workshop/Digital	Saturday, February 28, 2009	9:00 a.m.	yes	Alex Conference Rm		X
March	Speaker Series: Mary Todd Lincoln	Saturday, March 7	1:00 p.m.	no	Henessey Conference Rm	Lincoln's 200th birthday	X
May	Cannes Film Festival/Dan Gire	Saturday, May 2	1:00 p.m.	TBD	Alex/Henessey/Lam	Combined commission event	X
June - August	Summer Concerts	Thursdays 6/18, 6/25, 7/9, 7/23 7/30, 8/6, 8/13	4:00 pm set up 6/tech 7/show	no	Village Green	Co-Sponsored HE Park Dist.	
June-August	Children's Concerts at Vogetei	Fridays: June 26, July 10, July 24, August 7, August 21	12:00 noon	no	Vogetei Park	Co-Sponsored HE Park Dist.	
July 4th	Float Performance Ensemble	Friday, July 3 (build) Saturday, July 4-Parade	1:00-6:00 p.m. 9:00 a.m.	no	Public Works		
July	The Green Room Theater	Rehearsal 7/13-15 Show 7/16-18	7:00 p.m.		Village Green	Community theater returns	X
September	Platzkonzert/Oktoberefest	Saturday September 12	11:00-3:00	no	Village Green	Combined commission	
October	"Arts In Our Schools"	October 5- 9, 2009		sign up	TBD	Illinois Arts Week	
October	Children's Event	Monday, October 12, 2009	TBD	at Library	HE Branch Library	Co-Sponsored with the STDL	
November	Photography Workshop/Software	Saturday, November 7	11:15 / 12:15	yes	Alex Conference Rm		X
Monthly	Gallery Exhibitions	Addendum A	6 wk rotations	yes	Village Hall Gallery	Receptions	X



## Village of Hoffman Estates 2009 Gallery Exhibition Schedule



Art Commission Collateral / Events -	Photography Workshop	Tattoo Heartland Festival [4/18]	Cannes Film Festival	4th of July	Back to School	Student Art Event	Photography Workshop	Holiday	
Exhibition Cycle [8 wks. M-F]	1/5/09 - 2/13/09	2/16/09 - 3/27/09	3/30/09 - 5/08/09	5/11/09 - 6/19/09	6/22/09 - 7/31/09	8/3/09 - 9/11/09	9/14/09 - 10/23/09	10/26/09 - 12/4/09	12/7/09 - 1/15/10
Artistic Group	Photography Workshop	Elementary School Students [71 sets = 2 wk cycles]	Middle / Junior High Students [6 sets = 3 wk cycles]	Friendship Village & VHOE "Picture This"	Little City Arts Cir	Hoffman Estates Art League	High School Art Teachers [4 sets]	Photography Workshop	Noble Artist [Local Roots]
		D216 - 2228 Schaumburg District 54 - Fairview Elm / Lakewood Elm / Mackay Elm / Mar Elm / Aeroborg Elm / Churchill Elm R32 - 3141 Eglin District 146 Lincoln Elm / Timber Trails Elm D315 - 3229 Barrington District 220 Dr. Michael Olmere Purdie District 15 - Ave. Elm Whitney Elm / Elm	R300 - 4181 Schaumburg District 54 - High / Eisenhower Jr. H / Lincoln Prairie R-9 K228 - 1819 Prospect Middle School / St. Hubert's Child / NCHS / Holy Family [Inquest]	Long Wall #18 Friendship Village Senior Citizens May 15-20 and Short Wall VHOE Health Fair "Picture This" Alyssa Garner	Little City Arts Cir. Studio Arts and Design Dept. Ct. Hill	[Long Wall #18] Sharon VHOE Arts League Marian Tompkins Black Box Diamonds	High Sch Art Teachers Dr. Samantha Dolan 847-755-5614	Long Wall #18 Spectrum Youth & Family Serv. Vogel's Teen Center [12-19] [Photos]	Ed C Cook Minaara Poole VOHE Ornamentals
Contact / Organization	Jim Holmbeck - Digital Photo Workshop [Feb. Sat]								
		54 - 847-337-5138 Donna Anderson U4E 847-268-7607 Doris Anderson Vogel's 230 - 847-361-1888 Dorey Kasper Cory Kasper [Dir: 221 Dr. Michael Olmere] 11 - 847-211-7217 Paul Dombrowski	847-847-337-6200 Doris Anderson [Dir: 221 Dr. Michael Olmere] 230 - 847-361-1888 Dorey Kasper Cory Kasper [Dir: 221 Dr. Michael Olmere] 11 - 847-211-7217 Paul Dombrowski	Friendship Vg Alyssa Garner Lakewood Elm U4E 847-268-7607 Ct. Hill	Little City Arts Cir. Studio Arts and Design Dept. Ct. Hill	Sharon Bookbain Marian Tompkins Paul McGraw 847-755-5614	Hoffman Est. HS #91 Bob Scott 847-755-5705 Schmberg HS #61 - Head Trischel Spectrum Youth & Family Serv. Gomert HS #1 - Linda Gargan 847-755-5705 Friend HS #9 - 847-755-5614	Jim H. 847-201-0798 Spectrum/Vogel 847-268-0777 847-501-8989	Edward C Cook 847-337-5297
Phone Number	Jim H. 847-201-0798 708-942-7598 CELL								

# 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:** January 12, 2009

**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. \_\_\_\_\_ - 2009

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 \_\_\_\_\_, 2009

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

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2009

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

ATTEST:

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

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

**EXHIBIT "A"**

<b>Item</b>	<b>Quantity</b>	<b>Minimum Price</b>
Chamber Benches	23	\$5.00

# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Discussion of Concerns with AT&T U-Verse Service

**MEETING DATE:** January 12, 2009

**COMMITTEE:** General Administration and Personnel

**FROM:** Bruce Anderson, CATV Coordinator

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**PURPOSE:** To provide discussion and explanation of perceived deficiencies in AT&T's U-Verse system to meet the requirements of Illinois Cable and Video Competition Law of 2007 (The "Act").

**BACKGROUND:** The state of Illinois passed the Act on May 31, 2007. The Act gave AT&T the right to provide their U-Verse video product anywhere they liked throughout the state, and the requirements which must be met in order to do so.

**DISCUSSION:** Since passage of Illinois Cable and Video Competition Law of 2007, (the "Act"), Staff has been involved with the Metropolitan Mayors Caucus, and others, in following up on deficiencies in AT&T's U-Verse service in regards to meeting the requirements of the Act. Despite the requirements of the Act, U-Verse is being provided in the same way as it is in states with lesser requirements. Below are listed the sections of the Act that do not seem to be getting met.

Sec. 21-601 of the Act addresses Public, Education, and Government (P.E.G.) access requirements.

Subsection (b) calls for the holder (AT&T) to "receive programming from the local programming providers and transmit that public, education, and government programming directly to the holder's subscribers within the local unit of government's jurisdiction **at no cost** (emphasis added) to the programming provider," much the same as the cable companies have done over the years. However, AT&T requires substantial make-ready costs to be born by the

provider, which is usually a municipality. This includes the provision of rack space, a dedicated power circuit, and a conduit path or Cat. 5 lines run to the AT&T telephone demarcation point in the building. These costs can easily run into the thousands of dollars. (The list of AT&T's requirements specific to Hoffman Estates is included at the end.)

Subsection (c) addresses the quality of the PEG channels. "The public, education, and government access capacity provided shall be of **equivalent visual and audio quality and equivalent functionality to that of commercial channels** (emphasis added) carried on the cable or video provider's basic cable or video service offerings or tiers." As discussed below, this has clearly not been the case.

Subsection (f) Public, education and government channels **shall all be carried on the holder's basic cable or video service offerings or tiers. To the extent feasible, the public, education and government channels shall not be separated numerically from other channels carried on the holder's basic cable or video service offerings or tiers, and the channel numbers for the public, education and government channels shall be the same channel numbers used by the incumbent cable operator unless prohibited by federal law** (emphasis added). After the initial designation by the holder of public, education and government channel numbers, the channel numbers shall not be changed without the agreement of the local unit of government or the entity to which the local unit of government has assigned responsibility for managing public, education and government access channels unless the change is required by federal law. **Each channel shall be capable of carrying a National Television System Committee (NTSC) television signal** (emphasis added).

1) PEG programming does not have channels that the subscriber can switch to, like commercial channels do, as required under subsections 21-601 c and f. Instead they are lumped under channel 99 and sent as digitally compressed 1.25 Mbps Windows Media Video 9 streams to the set-top box. This uses an Internet streaming standard rather than an NTSC standard, despite the fact that AT&T requires NTSC compliant audio and video connections to their equipment (see #4 of AT&T's Hoffman Estates site evaluation below).

The method of selecting a PEG "channel" is quite different from that of selecting a commercial channel. PEG channels cannot be found on AT&T's channel menu. Instead PEG channels are listed under a separate, computer style menu. The subscriber must go through a cumbersome, time consuming, process involving a number of drop-down menus to receive a lower quality video stream. This is a real disincentive to viewing PEG channels.

To further frustrate PEG usage, once the subscriber has finally gotten their degraded video, they are unable to record it on AT&T's DVR, as they can do with regular commercial channels. AT&T's PEG does not have S.A.P. (secondary audio programming, such as Spanish, that is sometimes available) or closed captioning for the hearing impaired. While AT&T's system does support open captioning, or "always-on" captioning, this will block part of the picture whether the viewer wants or needs the captioning or not. Open captioning interferes with viewing by subscribers who are not hearing-impaired, since it can't be turned off. There is also debate over whether PEG views receive Emergency Alert System (EAS) notices, as this functionality has not been demonstrated.

Subsection 21-601 (g) requires that the holder **provide a listing of PEG channels on channel cards and menus provided to subscribers in a manner equivalent to other channels as well as providing a listing of PEG programming on its electronic program guide** (emphasis added) if such a guide is utilized by the holder. AT&T is not providing PEG programming listings on its electronic guide, and does not seem to be listing PEG channels on its cards and menus along with its other channels as required.

Section 21-701 of the law requires video service providers like AT&T to comply with any Federal Communications Commission requirements involving the **distribution and notification of federal, state and local emergency messages** (emphasis added) over the emergency alert system applicable to cable television operators. AT&T's video service system does not provide municipal emergency alert messages on the broadcast channels. Comcast does comply with this requirement. Alert messages from Hoffman Estates will be

seen throughout Cook County, as will any message from any municipality in Cook County.

A further concern regarding emergency messages is the manner in which they must be provided. Where Comcast provides a telephone number by which to record and activate an alert message, AT&T requires the use of a computer with an obsolete analog modem and a POTS (old fashioned analog telephone line) to be used. After dialing in, a message must be typed in for distribution. Analog modems, as well as POTS lines are becoming increasingly hard to find, as more places transition to VoIP telephone systems, as Hoffman Estates has. This requirement means that none of Illinois mobile emergency command centers would be able to place an alert message on AT&T's U-Verse system.

Staff will continue to work with the Mayors Caucus, and other groups, in efforts to get AT&T to live up to the legal requirements of the Act. It is hoped that State agencies, such as the Attorney General, will join in these efforts to make U-Verse legally compliant.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** Presented for discussion purposes.

## **Equipment Location:**

### **SITE 1:**

**Village Hall, 1900 Hassell Road, Hoffman Estates, Illinois**

- 1) **Existing Rack Space:** The Cable Storage Area location identified for the conversion equipment is a secured room and the server cabinet in the Cable Storage Area currently has 8 RU's existing available rack space. A single encoder deployment will require 8 RU's of rack space.
- 2) **Dedicated Power:** The site will need to provide a 15 Amp dedicated 120VAC circuit and standard grounded outlet for continuous use by the conversion equipment (outlet to be within 6 (six) feet of the equipment). Power consumption for a 1 encoder site deployment is approximately 1,672 BTU and 490 Watts.
- 3) **HVAC:** The Cable Storage Area is an HVAC controlled room. Specifications for a 1 encoder site deployment are .14 AC Tons of capacity. The site may want to adjust their HVAC settings to accommodate additional loading, as applicable.

#### 4) **A/V Hand-off cabling:**

##### **o Video:**

For each Video source feed, the site will need to provide an independent, isolated Video signal hand off cable (1) termination Composite BNC (*Male connector on hand off cable from source*) connector at the conversion equipment location, with 4 feet of slack.

##### **o Audio:**

For each Audio source feed, the site will need to provide two independent balanced Audio feeds, via balanced XLR (*Male connector on hand off cable from source*) connectors at the conversion equipment location, with 4 feet of slack.

The 2 independent balanced feeds support stereo or mono.

Note: The requirement of providing a Male XLR connection for audio is different from material initially supplied by AT&T. This change is to comply with industry standards

The Village will investigate a way to provide independent, isolated feeds.

- 5) **Cable Path:** A cable path is required between AT&T's MPOE and the conversion equipment. The cable path enables AT&T to connect the conversion equipment to the AT&T MPOE. AT&T will terminate circuits at the MPOE, and utilize site's wiring to extend the jacks.

The site will need to provide a minimum of two CAT 5 cables from MPOE to jacks mounted adjacent to the server cabinet located in Cable Storage Area.



# VILLAGE OF HOFFMAN ESTATES

## Memo

To: Jim Norris  
From: Bruce Anderson  
Regarding: Cable TV Report  
Date: January 7, 2009

### **Citizen**

Covers: The new Salt Dome, French Exchange, Hoffman Plaza Reopening, Activities of Health and Human Services and the AT&T Store ribbon cutting.

Citizen Segments in development:

Recycling Programs  
Harvest Luncheon  
2008 Year In Review  
Martin Luther King Day

### **Behind the Badge**

Covers: PD Groundbreaking, Bundo, Winter and Holiday Safety

Segments in development:

Police AEDs  
Shop With the Cops

### **Fire Line**

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

Segments in development:

Extrication Drill  
Live Fire Drill  
Equipment Expo

### **Grant Video**

Staff assisted the Police Department in putting together a video as part of a grant application for a Polaris all terrain vehicle.

**Fiftieth Anniversary Interviews**

Individual interviews with long-term residents and employees are running throughout the day, with additional interviews being added each week.

**Franchise Renewal**

Renewal discussions with Comcast are on-going with the Regional Cable Group. The latest proposal is currently being reviewed.

**Complaints/Inquiries**

This month the Village received 2 inquiries, both regarding Internet service problems. These 2 issues are still outstanding.



# HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

## HUMAN RESOURCES MANAGEMENT DEPARTMENT

### Monthly Report

December 2008

#### Staffing Activity

New Starts: 1 – Accountant I

Separations: 4 – Administrative Staff Assistant (DS)  
Maintenance I PM shift  
Alternate Crossing Guard  
Production Assistant

Transfers: 0

Retirees: 3 – Accounts Payable Clerk  
Accountant I  
Electrical Inspector

Promotions: 1 – Police Sergeant

Downgrades: 0

Reclassifications: 0

Staffing:	Full Time Employees	390 budgeted	371 current
	Part Time Employees	63 budgeted	54 current
	Temporary Employees	0 budgeted	2 current
	Seasonal Employees	20 budgeted	0 current

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

0 Seasonal with	17 for year
1 Promotions with	17 for year
4 Separations with	20 for year
3 Retirement with	12 for year
0 Transfers with	5 for year

## Recruitment Activity

Recruitment: Maintenance I (Heavy Equipment Operator) – 286 applications received. Two candidates back for second interview. Recommendation for hire in process.

Maintenance I (PM Shift) – Five interviews conducted 12/02/08. Recommendation for hire in process.

Maintenance I (6 month temporary – 2 positions) – Six interviews conducted 12/02/08 and 12/03/08. Two recommendations for hire in process.

Auxiliary Snow Plow Drivers (8) – 55 applications forwarded to the Superintendent of Administration for review. Drivers to be hired on an “as needed” basis.

Maintenance I PM Shift ( Internal Only) – One internal application received and interviewed. Recommendation for hire in process.

Accountant II Part-time – 172 applications received. Applications forwarded to Assistant Finance Director for department review.

Senior Accountant – 19 applications received. Applications forwarded to Assistant Finance Director for department review.

Production Assistant – Part-time – 127 applications received. Resumes forwarded to Cable TV Coordinator for review and interviews to be conducted the first week in January.

## Labor/Management Relations

Contract Status: **Police** (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2008 - December 31, 2012). Parties agreed to voluntary settlement, contract formally approved.

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

**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, 2009 – December 31, 2013). Parties agreed to a voluntary settlement, contract formally approved.

Grievances: Seven (7) 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 conducted 3 sessions of the Supervisor Training Program with a focus on Workers Compensation and the performance evaluation process.
- As Vice-President of IPELRA, Director of HRM, attended the monthly IPELRA meeting. Director also attended the IPELRA Training Committee meeting.
- Risk Manager and Director of HRM met with Finance Department to discuss post-PEDA benefit accrual.
- Director of HRM participated in the Management Team Meeting.
- HR Coordinator and Director of HRM met with the IS Director to review current practices and policies of the on-call program.
- Director of HRM met with the Deputy Fire Chief and General Government Intern to discuss the potential cost of the Local 2061 proposal.
- Director of HRM participated in negotiations with IAFF Local 2061 union representatives. Several negotiation team preparatory meetings were held prior to negotiations in December.
- HR Generalist, HR Coordinator and Director of HRM met to review and discuss changes to the Family Medical Leave Act and the ADA policy.
- Director of HRM met with Deputy Village Manager and Finance Director to discuss the 2009 Merit Pay Plan.

- HR Coordinator, as member of the Holiday Party Committee, participated in a review session of this year's Holiday Party.
- 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.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. All results were reported as negative.
- The Risk Manager administered one general liability claims against the Village. The claim was 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.
- Finalized the 2009 renewal of the Village's property and casualty and workers' compensation excess insurance program.
- Met with one of the Village's workers' compensation defense attorneys and the third party claims administrator to discuss the disposition of high exposure workers' compensation claims.
- Conducted two (2) supervisor training sessions with the Director of Human Resources Management.



Patrick Seger  
Director of Human Resources Management

# HUMAN RESOURCES MANAGEMENT

## MONTHLY STAFFING REPORT

### DECEMBER 2008

#### RECRUITMENTS

**POSITION TITLE:** Maintenance I (Heavy Equipment Operator)  
**DEPARTMENT:** Public Works  
**DATE POSTED:** 10/15/08  
**AD DEADLINE:** 10/31/08  
**APPLICATIONS REC'D:** 286 total for 5 openings

**STATUS:** Two candidates back for second interview. Recommendation for hire in process.

---

**POSITION TITLE:** Maintenance I (PM Shift Position)  
**DEPARTMENT:** Public Works  
**DATE POSTED:** 10/15/08  
**AD DEADLINE:** 10/31/08  
**APPLICATIONS REC'D:** 286 total for 5 openings

**STATUS:** Five interviews conducted 12/02/08. Recommendation for hire in process.

---

**POSITION TITLE:** Maintenance I (6 month temporary - 2 positions)  
**DEPARTMENT:** Public Works  
**DATE POSTED:** 11/05/08  
**AD DEADLINE:** 11/12/08  
**APPLICATIONS REC'D:** 286 total for 5 openings

**STATUS:** Six interviews conducted 12/02/08 and 12/03/08. Two recommendations for hire in process.

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**POSITION TITLE:** Auxiliary Snow Plow Drivers (8)  
**DEPARTMENT:** Public Works  
**DATE POSTED:** 11/17/08  
**AD DEADLINE:** Until Filled  
**APPLICATIONS REC'D:** 55

**STATUS:** Applications forwarded to Superintendent of Administration for review. Drivers to be hired on an "as needed" basis.

**POSITION TITLE:** Maintenance I PM Shift (Internal only)  
**DEPARTMENT:** Public Works  
**DATE POSTED:** 12/16/08  
**AD DEADLINE:** N/A  
**APPLICATIONS REC'D:** 1 internal received: 237 for a total of 5 openings

**STATUS:** One internal application received and interviewed. Recommendation for hire in process.

---

**POSITION TITLE:** Accountant II Part-time  
**DEPARTMENT:** Finance  
**DATE POSTED:** 12/11/08  
**AD DEADLINE:** 12/29/08  
**APPLICATIONS REC'D:** 172

**STATUS:** Applications forwarded to Assistant Finance Director for department review.

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**POSITION TITLE:** Senior Accountant  
**DEPARTMENT:** Finance  
**DATE POSTED:** 12/18/08  
**AD DEADLINE:** 01/02/09  
**APPLICATIONS REC'D:** 19

**STATUS:** Applications forwarded to Assistant Finance Director for department review.

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**POSITION TITLE:** Production Assistant – Part-time  
**DEPARTMENT:** General Government  
**DATE POSTED:** 12/11/08  
**AD DEADLINE:** 12/29/08  
**APPLICATIONS REC'D:** 127

**STATUS:** Resumes forwarded to Cable TV Coordinator for review and interviews to be conducted first week in January.

## **NEW STARTS**

**POSITION TITLE:** Accountant I  
**DEPARTMENT:** Finance  
**DATE POSTED:** N/A  
**AD DEADLINE:** N/A  
**APPLICATIONS REC'D:** N/A

**STATUS:** Administrative Intern offered position and hired effective 12/08/08. Current Accountant I retired 12/31/08.



## SUMMARY OF EMPLOYMENT ACTIVITY DECEMBER 2008

	<u>Total Number</u>	<u>Position</u>
New Starts	1	Accountant I
Separations	4	Administrative Staff Assistant (DS) Maintenance I PM Shift Alternate Crossing Guard Production Assistant
Promotions	1	Police Sergeant
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	3	Accounts Payable Clerk Accountant I Electrical Inspector
Reclassifications	0	

### Seasonal/Additional Activity

Fire Science Internship ended 12/10/08.

(See HRM Employment Activity Report attached for details)

### ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	0	
Separations	1	
Promotions	1	Accounting Assistant
Transfers	0	
Reclassifications	3	Administrative Staff Assistant (Fire) Staff Assistant (Fire) Senior Accountant
Retirements	2	Supervisor of Field Engineering Operations Patrol Officer
New Positions	0	
Cancelled Positions	0	

## EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
<b>FULL TIME EMPLOYEES</b>	390	371
<b>PART TIME EMPLOYEES</b>	63	54
<b>TEMPORARY EMPLOYEES</b>	0	2 (Historian Senior Accountant Part-time)
<b>SEASONAL EMPLOYEES</b>	20	0

### Total Vacancies:

#### Full Time

<b>Budgeted – Posted</b>	6	<b>Maintenance I – P.M. Shift (2)</b> <b>Maintenance I - Heavy Equipment Operator</b> <b>Maintenance I -6 month temporary (2)</b> <b>Senior Accountant</b>
<b>Budgeted - Not Posted</b>	13	<b>Police Officer (3) (frozen/budget 08/09 reduction)</b> <b>Firefighter (3) (frozen/budget 08/09 reduction)</b> <b>Coordinator of Outreach and Prevention (frozen/budget 08/09 reduction)</b> <b>Data Analyst (frozen/budget 08/09 reduction)</b> <b>Post Doctoral H &amp; HS Intern (frozen/budget 08/09 reduction,</b> <b>Associate Planner (Lay off)</b> <b>Administrative Staff Assistant -DS (Lay off)</b> <b>Electrical Inspector</b> <b>Accounts Payable Clerk</b>
<b>TOTAL FULL TIME</b>	<b>19</b>	

#### Part Time

<b>Budgeted – Posted</b>	2	<b>Production Assistant</b> <b>Accountant II</b>
<b>Budgeted-Not Posted</b>	7	<b>FPB Part-time Inspector (frozen/budget 08/09 reduction)</b> <b>Part-time Fire Inspector Aide (frozen/budget 08/09 reduction)</b> <b>IS Intern (2) (frozen/budget 08/09 reduction)</b> <b>Part-time Custodian (Position eliminated)</b> <b>Part-time Planner (Position eliminated)</b> <b>Part-time Staff Assistant (Police Department-Retirement)</b>
<b>TOTAL PART TIME</b>	<b>9</b>	

## RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
<b>Full Time – Response to Recruitments</b>	19	1,064
<b>Walk-Ins</b>	0	61
<b>Part Time – Response to Recruitments</b>	217	613
<b>Walk-Ins</b>	0	3
<b>Seasonal Applicants</b>	18	69
<b>TOTAL RECRUITMENTS</b>	<b>254</b>	<b>1,810</b>

**HUMAN RESOURCES MANAGEMENT  
EMPLOYMENT ACTIVITY  
December 2008**

**NEW HIRES**

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Amy Okonski	12-08-08 (formerly intern)	Accountant I	Carol Clausing

**SEPARATIONS**

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Joseph Hojnacki	12-05-08	Maintenance I PM shift	Resignation
Cathy Hehn	12-16-08	Alternate Crossing Guard	Resignation
Shirley Schwarz	12-31-08	Administrative Staff (Assistant-Development Services)	Resignation (Lay Off)
Joan Kalenick	12-31-08	Accounts Payable Clerk	Retirement
Carol Clausing	12-31-08	Accountant I	Retirement
James Fasano	12-31-08	Electrical Inspector	Retirement

**PROMOTIONS**

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Mark Mueller	12-01/08	Police Officer	Sergeant

**TRANSFERS**

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

<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>

**CANCELLATIONS**

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

**SEASONAL/TEMPORARY POSITIONS/UNPAID INTERNSHIPS**

Rino Bonfiglio -Fire Science internship ended 12-10-08.

# ADDITIONAL MONTHLY REPORT INFORMATION

DECEMBER 2008

# Anniversaries attended	<u>1</u>
# Interviews conducted during month	<u>11</u>

Maintenance I - 11 interviews

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

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/Claim	Paid	Outstanding	Incurred	% Of Total
00 102	Planning	1	1.8%	1	0	0	1	0	0.00	0.00	0.00	0.00	0.0%
00 1	Community Development	1	1.8%	1	0	0	1	0	0.00	0.00	0.00	0.00	0.0%
00 206	Customer Service	1	1.8%	0	1	0	1	1	3,974.20	3,974.20	3,974.20	3,974.20	1.4%
00 2	Finance	1	1.8%	0	1	0	1	1	3,974.20	3,974.20	3,974.20	3,974.20	1.4%
00 250	PPO Payments	1	1.8%	1	0	1	0	0	122,741.35	122,741.35	122,741.35	122,741.35	43.3%
00 25	PPO Payments	1	1.8%	1	0	1	0	0	122,741.35	122,741.35	122,741.35	122,741.35	43.3%
00 300	Administration	1	1.8%	0	1	0	1	0	193.50	193.50	193.50	193.50	0.1%
00 301	Fire Suppression	12	21.4%	6	6	1	11	3	8,166.95	92,574.64	5,428.75	98,003.39	34.6%
00 303	Emergency Medical Services	7	12.5%	5	2	0	7	1	2,302.35	16,116.43	5,428.75	16,116.43	5.7%
00 3	Fire	20	35.7%	11	9	1	19	4	5,715.67	108,884.57	5,428.75	114,313.32	40.4%
00 400	Manager's Office	1	1.8%	0	1	0	1	0	4,452.45	4,452.45	4,452.45	4,452.45	1.6%
00 401	Cable TV	1	1.8%	1	0	0	1	0	260.40	260.40	260.40	260.40	0.1%
00 402	Boards & Commissions	1	1.8%	1	0	0	1	0	413.43	413.43	413.43	413.43	0.1%
00 4	General Government	3	5.4%	2	1	0	3	0	1,708.76	5,126.28	5,126.28	5,126.28	1.8%
00 600	Administration	1	1.8%	0	1	0	1	0	0.00	0.00	0.00	0.00	0.0%
00 6	Human Resources Management	1	1.8%	0	1	0	1	0	0.00	0.00	0.00	0.00	0.0%
00 700	Patrol	16	28.6%	13	3	0	16	2	1,761.71	28,187.36	28,187.36	28,187.36	9.9%
00 704	Traffic	1	1.8%	1	0	0	1	0	1,159.40	1,159.40	1,159.40	1,159.40	0.4%
00 7	Police	17	30.4%	14	3	0	17	2	1,726.28	29,346.76	29,346.76	29,346.76	10.4%
00 801	Water & Sewer	4	7.1%	2	2	0	4	0	733.76	2,935.02	2,935.02	2,935.02	1.0%
00 802	Building & Grounds	1	1.8%	0	1	0	1	0	1,411.10	1,411.10	1,411.10	1,411.10	0.5%
00 804	Forestry	5	8.9%	5	0	0	5	0	565.72	2,828.60	2,828.60	2,828.60	1.0%
00 805	Clerical	1	1.8%	1	0	0	1	0	452.50	452.50	452.50	452.50	0.2%
00 8	Public Works	11	19.6%	8	3	0	11	0	693.38	7,627.22	7,627.22	7,627.22	2.7%
00 9	Information Systems	1	1.8%	1	0	0	1	0	168.50	168.50	168.50	168.50	0.1%
00 01	Village of Hoffman Estates	56	100.0%	38	18	2	54	7	5,058.89	277,868.88	5,428.75	283,297.63	100.0%
01 300	Administration	56	100.0%	38	18	2	54	7	5,058.89	277,868.88	5,428.75	283,297.63	100.0%
	Totals for 2000 Claims:	2	3.1%	1	1	0	2	0	538.72	1,077.44	1,077.44	1,077.44	0.1%

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

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
01 301	Fire Suppression	8	12.3%	3	5	1	7	2	38,106.71	265,039.41	39,814.23	304,853.64	24.4%
01 303	Emergency Medical Services	7	10.8%	2	5	2	5	4	43,956.56	207,726.70	99,969.22	307,695.92	24.7%
01 304	ESDA	1	1.5%	1	0	0	1	0	425.39	425.39		425.39	0.0%
01 3	Fire	18	27.7%	7	11	3	15	6	34,114.02	474,268.94	139,783.45	614,052.39	49.2%
01 400	Manager's Office	1	1.5%	1	0	0	1	0	4,374.81	4,374.81		4,374.81	0.4%
01 4	General Government	1	1.5%	1	0	0	1	0	4,374.81	4,374.81		4,374.81	0.4%
01 505	Immunization	1	1.5%	1	0	0	1	0	391.50	391.50		391.50	0.0%
01 5	Health & Human Services	1	1.5%	1	0	0	1	0	391.50	391.50		391.50	0.0%
01 700	Patrol	20	30.8%	11	9	0	20	7	10,615.24	212,304.82		212,304.82	17.0%
01 702	Crime Prevention	1	1.5%	1	0	0	1	0	5,663.17	5,663.17		5,663.17	0.5%
01 704	Traffic	3	4.6%	1	2	0	3	2	2,887.00	8,660.99		8,660.99	0.7%
01 707	Records	4	6.2%	1	3	0	4	3	14,372.31	57,489.25		57,489.25	4.6%
01 7	Police	28	43.1%	14	14	0	28	12	10,147.08	284,118.23		284,118.23	22.8%
01 800	Streets	5	7.7%	3	2	0	5	1	48,719.89	243,599.47		243,599.47	19.5%
01 801	Water & Sewer	4	6.2%	2	2	0	4	1	24,096.40	96,385.58		96,385.58	7.7%
01 802	Building & Grounds	3	4.6%	3	0	0	3	0	422.63	1,267.88		1,267.88	0.1%
01 803	Equipment & Supply	1	1.5%	1	0	0	1	0	210.60	210.60		210.60	0.0%
01 804	Forestry	3	4.6%	2	1	0	3	0	1,150.17	3,450.50		3,450.50	0.3%
01 8	Public Works	16	24.6%	11	5	0	16	2	21,557.13	344,914.03		344,914.03	27.6%
01 9	Information Systems	1	1.5%	1	0	0	1	0	301.50	301.50		301.50	0.0%
01 01	Village of Hoffman Estates	65	100.0%	35	30	3	62	20	19,202.35	1,108,369.01	139,783.45	1,248,152.46	100.0%
Totals for 2001 Claims:													
02 102	Planning	65	100.0%	35	30	3	62	20	19,202.35	1,108,369.01	139,783.45	1,248,152.46	100.0%
02 1	Community Development	1	2.6%	0	1	0	1	0	28,933.52	28,933.52		28,933.52	4.5%
02 301	Fire Suppression	5	13.2%	1	4	0	5	2	28,933.52	28,933.52		28,933.52	4.5%
02 303	Emergency Medical Services	8	21.1%	4	4	0	8	1	11,335.45	56,677.26		56,677.26	8.7%
02 306	Technical Rescue	1	2.6%	0	1	0	1	0	7,441.19	59,529.50		59,529.50	9.2%
02 3	Fire	14	36.8%	5	9	0	14	3	5,830.00	5,830.00		5,830.00	0.9%
									8,716.91	122,036.76		122,036.76	18.8%

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

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
02 700	Patrol	11	28.9%	5	6	1	10	6	23,688.84	256,740.95	3,836.27	260,577.22	40.1%
02 704	Traffic	1	2.6%	0	1	0	1	1	224,788.23	224,788.23		224,788.23	34.6%
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	37,472.53	483,306.68	3,836.27	487,142.95	75.0%
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	17,097.16	645,855.66	3,836.27	649,691.93	100.0%
Totals for 2002 Claims:		38	100.0%	18	20	1	37	10	17,097.16	645,855.66	3,836.27	649,691.93	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	5,890.08	24,339.98	34,560.78	58,900.76	5.6%
04 303	Emergency Medical Services	11	22.9%	7	4	0	11	0	12,225.62	134,481.79		134,481.79	12.7%



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

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
04 3	Fire (Sub-Loc)	21	43.8%	13	8	1	20	2	9,208.69	158,821.77	34,560.78	193,382.55	18.3%
04 504	Health Screening (Dept)	1	2.1%	1	0	0	1	0	405.00	405.00		405.00	0.0%
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	61.3%
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	61.3%
04 800	Streets (Dept)	3	6.3%	1	2	0	3	2	43,878.25	131,634.74		131,634.74	12.4%
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	7.7%
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	20.2%
04 01	Village of Hoffman Estates (Loc)	48	100.0%	33	15	1	47	9	22,038.39	1,023,281.90	34,560.78	1,057,842.68	100.0%
Totals for 2004 Claims:		48	100.0%	33	15	1	47	9	22,038.39	1,023,281.90	34,560.78	1,057,842.68	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	13,593.25	230,913.40	40,951.53	271,864.93	84.5%
05 3	Fire (Sub-Loc)	26	49.1%	16	10	2	24	3	10,690.07	236,990.17	40,951.53	277,941.70	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%

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

Year Code	Description	Claim Cnt	% of Med			Clsd	Legl	Avg Cost/ Claim	Paid	Outstanding	Incurred	% Of Total
			Total	Only	Comp							
05 804	Forestry	4	7.5%	3	1	0	4	0	259.88	1,039.50	1,039.50	0.3%
05 8	Public Works	16	30.2%	15	1	0	16	0	669.69	10,715.04	10,715.04	3.3%
05 01	Village of Hoffman Estates	53	100.0%	39	14	2	51	5	6,069.51	280,732.72	321,684.25	100.0%
Totals for 2005 Claims:												
06 201	Water Billing	1	1.8%	0	1	0	1	0	1,527.37	1,527.37	1,527.37	0.1%
06 2	Finance	1	1.8%	0	1	0	1	0	1,527.37	1,527.37	1,527.37	0.1%
06 301	Fire Suppression	9	16.1%	5	4	0	9	2	38,029.36	342,264.26	342,264.26	32.7%
06 303	Emergency Medical Services	14	25.0%	7	7	3	11	3	36,456.19	182,229.67	510,386.63	48.8%
06 3	Fire	23	41.1%	12	11	3	20	5	37,071.78	524,493.93	852,650.89	81.5%
06 700	Patrol	17	30.4%	11	6	1	16	3	4,087.87	65,654.42	69,493.77	6.6%
06 701	Investigations	1	1.8%	1	0	0	1	0	0.00	0.00	0.00	0.0%
06 703	Tactical	4	7.1%	3	1	0	4	0	2,311.32	9,245.26	9,245.26	0.9%
06 704	Traffic	2	3.6%	2	0	0	2	0	3,850.97	7,701.94	7,701.94	0.7%
06 707	Records	1	1.8%	0	1	0	1	1	24,709.39	24,709.39	24,709.39	2.4%
06 7	Police	25	44.6%	17	8	1	24	4	4,446.01	107,311.01	111,150.36	10.6%
06 800	Streets	1	1.8%	1	0	0	1	0	4,201.51	4,201.51	4,201.51	0.4%
06 801	Water & Sewer	2	3.6%	1	1	0	2	0	112.50	225.00	225.00	0.0%
06 802	Building & Grounds	1	1.8%	0	1	0	1	0	70,689.99	70,689.99	70,689.99	6.8%
06 804	Forestry	3	5.4%	3	0	0	3	0	2,038.90	6,116.71	6,116.71	0.6%
06 8	Public Works	7	12.5%	5	2	0	7	0	11,604.74	81,233.21	81,233.21	7.8%
06 01	Village of Hoffman Estates	56	100.0%	34	22	4	52	9	18,688.60	714,565.52	1,046,561.83	100.0%
Totals for 2006 Claims:												
07 301	Fire Suppression	9	18.8%	7	2	2	7	2	28,832.37	111,361.92	259,491.37	54.1%
07 303	Emergency Medical Services	7	14.6%	7	0	0	7	0	1,683.07	11,781.51	11,781.51	2.5%
07 3	Fire	16	33.3%	14	2	2	14	2	16,954.55	123,143.43	271,272.88	56.5%
07 600	Administration	1	2.1%	0	1	0	1	0	0.00	0.00	0.00	0.0%
07 6	Human Resources Management	1	2.1%	0	1	0	1	0	0.00	0.00	0.00	0.0%
07 700	Patrol	10	20.8%	6	4	1	9	2	5,214.43	48,373.56	52,144.31	10.9%
07 703	Tactical	2	4.2%	2	0	0	2	0	356.16	712.31	712.31	0.1%

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

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
07 704	Traffic	4	8.3%	2	2	0	4	1	4,376.80	17,507.19		17,507.19	3.6%
07 7	Police	16	33.3%	10	6	1	15	3	4,397.74	66,593.06	3,770.75	70,363.81	14.7%
07 800	Streets	3	6.3%	2	1	1	2	1	8,971.51	9,545.86	17,368.67	26,914.53	5.6%
07 801	Water & Sewer	4	8.3%	4	0	0	4	0	1,093.37	4,373.47		4,373.47	0.9%
07 802	Building & Grounds	1	2.1%	1	0	0	1	0	743.84	743.84		743.84	0.2%
07 803	Equipment & Supply	3	6.3%	3	0	0	3	0	1,148.10	3,444.30		3,444.30	0.7%
07 804	Forestry	4	8.3%	3	1	1	3	1	25,674.43	61,297.85	41,399.89	102,697.74	21.4%
07 8	Public Works	15	31.3%	13	2	2	13	2	9,211.59	79,405.32	58,768.56	138,173.88	28.8%
07 01	Village of Hoffman Estates	48	100.0%	37	11	5	43	7	9,996.05	269,141.81	210,668.75	479,810.56	100.0%
Totals for 2007 Claims:													
08 200	Accounting	1	2.0%	1	0	0	1	0	0.00	0.00		0.00	0.0%
08 206	Customer Service	1	2.0%	0	1	1	0	0	104.74	0.00	104.74	104.74	0.0%
08 2	Finance	2	4.1%	1	1	1	1	0	52.37	0.00	104.74	104.74	0.0%
08 300	Administration	1	2.0%	1	0	0	1	0	3,466.28	3,466.28		3,466.28	0.8%
08 301	Fire Suppression	13	26.5%	10	3	3	10	0	1,205.75	12,273.66	3,401.03	15,674.69	3.5%
08 303	Emergency Medical Services	16	32.7%	14	2	4	12	2	13,531.40	98,787.57	117,714.88	216,502.45	48.2%
08 3	Fire	30	61.2%	25	5	7	23	2	7,854.78	114,527.51	121,115.91	235,643.42	52.5%
08 400	Manager's Office	1	2.0%	0	1	0	1	0	0.00	0.00		0.00	0.0%
08 4	General Government	1	2.0%	0	1	0	1	0	0.00	0.00		0.00	0.0%
08 700	Patrol	6	12.2%	4	2	1	5	0	1,027.28	6,163.68		6,163.68	1.4%
08 701	Investigations	1	2.0%	0	1	1	0	1	91,783.79	50,237.57	41,546.22	91,783.79	20.5%
08 703	Tactical	1	2.0%	1	0	1	0	0	971.00	971.00		971.00	0.2%
08 704	Traffic	1	2.0%	0	1	0	1	0	7,900.77	7,900.77		7,900.77	1.8%
08 705	Canine	1	2.0%	1	0	0	1	0	5,940.13	5,940.13		5,940.13	1.3%
08 7	Police	10	20.4%	6	4	3	7	1	11,275.94	71,213.15	41,546.22	112,759.37	25.1%
08 800	Streets	1	2.0%	1	0	0	1	0	941.40	941.40		941.40	0.2%
08 801	Water & Sewer	3	6.1%	2	1	0	3	0	735.30	735.30		735.30	0.2%
08 804	Forestry	2	4.1%	1	1	2	0	1	49,315.51	59,901.43	38,729.59	98,631.02	22.0%
08 8	Public Works	6	12.2%	4	2	2	4	1	16,717.95	61,578.13	38,729.59	100,307.72	22.3%

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

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
08 01	Village of Hoffman Estates (Loc)	49	100.0%	36	13	13	36	4	9,159.49	247,318.79	201,496.45	448,815.24	100.0%
Totals for 2008 Claims:		49	100.0%	36	13	13	36	4	9,159.49	247,318.79	201,496.45	448,815.24	100.0%
250	Village of Hoffman Estates	448		294	154	32	416	77	13,269.23	4,975,892.04	968,722.29	5,944,614.33	

Open Medical: 8  
 Open Comp: 4  
 Open Legal: 20