

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
November 14, 2016

Immediately Following Planning, Building & Zoning Committee

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 – October 10, 2016**

NEW BUSINESS

- 1. Request approval of a Resolution establishing a deferred compensation plan with the Illinois Public Pension Fund Association (IPPPFA).
- 2. Request approval of a Resolution approving the purchase of one (1) month Illinois Municipal Retirement Fund (IMRF) service credit for employee member.
- 3. Request approval of an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village.
- 4. Request acceptance of Cable TV Monthly Report.
- 5. Request acceptance of Human Resources Management Monthly Report.
- 6. Request acceptance of Legislative Operations & Outreach Monthly Report.

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

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

October 10, 2016

I. Roll Call

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplin, Asst. Village Mgr., Dev. Services
Mike Hankey, Director of Transportation
Kevin Kramer, Director of Economic Dev.
Jeff Jorian, Fire Chief
Ted Bos, Police Chief
Monica Saavedra, Director of HHS
Patrick Seger, Director of HRM
Rachel Musiala, Director of Finance
Fred Besenhoffer, Director of IS
Ashley Monroe, Asst. to Village Manager
Joe Nebel, Director of Public Works
Jordan Lester, Administration Intern
Bruce Anderson, CATV Coordinator**

The General Administration & Personnel Committee meeting was called to order at 8:26 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve the General Administration & Personnel Committee meeting minutes of September 12, 2016. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval of full-service professional printing services to PressTech, Des Plaines, IL, for complete production of the monthly *Citizen* newsletter for both 2017 and 2018, with an option for 2019.**

An item summary sheet from Ashley Monroe was presented to Committee.

Ashley Monroe responded to questions from the Committee regarding the RFPs and stated that staff was recommending PressTech due to being the lowest cost overall, but Paulson Press was almost equal in price and either one would do a good job, considering references for both.

Motion by Trustee Mills, seconded by Trustee Pilafas, to approve a full-service professional printing services to PressTech, Des Plaines, IL, for complete production of the monthly *Citizen* newsletter for both 2017 and 2018, with an option for 2019. Voice vote taken. All ayes. Motion carried.

2. Request acceptance of the Cable TV Monthly Report.

The Cable TV Monthly Report was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, 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 presented to Committee.

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

4. Request acceptance of Legislative Operations & Outreach Monthly Report.

The Legislative Operations & Outreach Monthly Report was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to accept the Legislative Operations & Outreach Monthly Report. Voice vote taken. All ayes. Motion carried.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to adjourn the meeting at 8:34 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 to establish a deferred compensation 457 plan with the Illinois Public Pension Fund Association (IPPPFA)

MEETING DATE: November 14, 2016

COMMITTEE: General Administration and Personnel

FROM: Patrick J. Seger, Human Resources Management Director

PURPOSE: Request approval to establish a deferred compensation 457 plan with the Illinois Public Pension Fund Association (IPPPFA).

BACKGROUND: The Village of Hoffman Estates offers (3) deferred compensation 457 plans; International City/County Management Association – Retirement Corporation (ICMA-RC), Nationwide and Fidelity. These plans provide employees another vehicle for retirement savings through deferring compensation until retirement. These deferred compensations are payroll deducted prior to the calculation of withholding taxes and are not part of the employees W-2 taxable income.

This year, representatives from both the Fire pension and Police pension boards recommended adding the Illinois Public Pension Fund Association (IPPPFA) as a new 457 deferred compensation plan option. The plan document has gone through legal review.

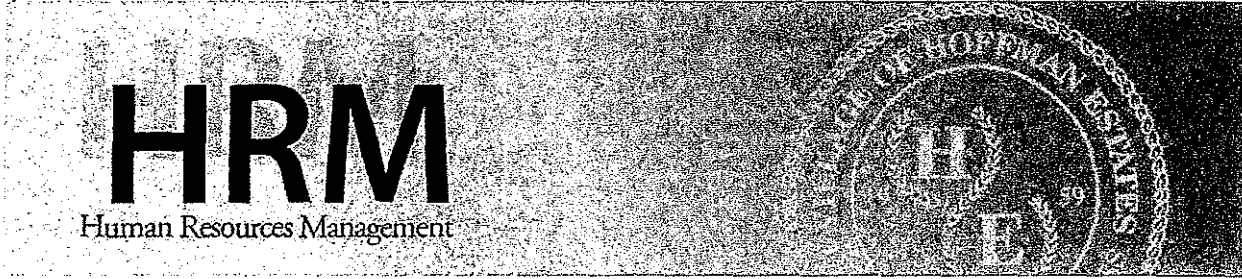
DISCUSSION: Upon review of this option, it was determined that adding this plan would enhance the benefit choices already available for employees. It is also believed that groups of employees may find this program more appealing and join, as this program was endorsed by representatives from the Fire and Police Pension. Also, the impact of setting up such a program administratively would be minimal though Human Resources Management and payroll.

Finally, the IPPFA deferred compensation 457 program is an appealing option for employees due to its competitive fee rates and investment options that will suit a more sophisticated investor as well as other investment options for the employee who has less understanding of the market.

It is believed that IPPFA will be an excellent complement to the exiting plans in both administrative fees and services provided.

FISCAL IMPACT: There is no fiscal impact associated with adding this new plan to our already existing 457 plan options.

RECOMMEND: Request approval of a Resolution establishing a deferred compensation 457 plan with the Illinois Public Pension Fund Association (IPPFA). If the IPPFA 457 deferred compensation plan is authorized by the Village Board, once execution of the plan document occurs, the plan can commence.



Memo

TO: James H. Norris, Village Manager

FROM: Patrick J. Seger, Director of Human Resources Management

RE: Additional 457 Plan – Illinois Public Pension Fund Association

Date: November 9, 2016

Background

The Village of Hoffman Estates offers (3) deferred compensation 457 plans; International City/County Management Association – Retirement Corporation (ICMA-RC), Nationwide and Fidelity. These plans provide employees another vehicle for retirement savings through deferring compensation until retirement. These deferred compensations are payroll deducted prior to the calculation of withholding taxes and are not part of the employees W-2 taxable income.

As of this year representatives from both the Fire pension and police pension boards recommended adding the Illinois Public Pension Fund Association (IPPFA) as a new 457 deferred compensation plan option.

Review

Upon review of the IPPFA plan, several factors made adding this plan option as attractive.

- Local Service Representatives (2 Full-time staff)
- Simplified fee structure for participants (1 price for the entire plan)
- Very competitive fee for Managed Accounts
- Fund options for both the more sophisticated investor (Schwab brokerage option) and the employee who has less understanding of the market (S&P 500 and PortolioXpress Managed account)
- Free employee financial planning educational workshops provided upon request

Recommendation

As a result of a strong recommendation from both our Fire and Police Pension representatives, the aforementioned attractive options available within the IPPFA plan, and providing greater choice to employee it is recommended to add the IPPFA deferred compensation 457 plan.

Further, it is believed that adding a plan such as IPPFA, which has competitive fees and service, creates competition among the other plans which may result in lowering of fees by the other plans.

It is also recommended after a year to review the participation rates and administrative fees in all deferred compensation 457 plan offerings in order to determine if plan consolidation is warranted.

Implementation

If IPPFA 457 deferred compensation plan is authorized by the Village board, once execution of the plan document occurs the plan can commence.

RESOLUTION NO. _____ - 2016

VILLAGE OF HOFFMAN ESTATES

A RESOLUTION ESTABLISHING A DEFERRED COMPENSATION PLAN WITH THE ILLINOIS PUBLIC PENSION FUND ASSOCIATION (IPPPA)

WHEREAS, the Village of Hoffman Estates has in its employ certain personnel; and WHEREAS, said employees are and will be rendering valuable services to the Village of Hoffman Estates; and

WHEREAS, the Village of Hoffman Estates has considered the establishment of an additional Deferred Compensation 457 (b) Plan for the said employees made available to the Village of Hoffman Estates and to said employees by the Illinois Public Pension Fund Association (IPPPA); and

WHEREAS, the Village of Hoffman Estates receives benefits under said plans by being able to assure reasonable retirement security to said employees, by being more able to attract competent personnel to its services, and by increasing its flexibility in personnel management.

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

Section 1: That the Village of Hoffman Estates establish said Deferred Compensation Plan for said employees and hereby authorizes the Village Manager to execute this "Governmental 457 (b) Plan Document" with the Illinois Public Pension Fund Association (IPPPA) attached hereto as Exhibit "A".

Section 2: That the Village Manager may, on behalf of the Village of Hoffman Estates, execute all Joinder Agreements with said employees and other eligible officials and officers, which are necessary for said persons' participation in the Plan.

Section 4: This Resolution shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2016

Table with 5 columns: VOTE, AYE, NAY, ABSENT, ABSTAIN. Rows list names of Trustees and Mayor with corresponding vote lines.

APPROVED THIS _____ DAY OF _____, 2016

Village President

ATTEST:

Village Clerk

**ILLINOIS PUBLIC PENSION FUND ASSOCIATION
457 DEFERRED COMPENSATION PLAN**

Amended and Restated Effective as of January 1, 2004

This Plan is an important legal document. You will want to consult with your lawyer or other tax advisor on whether or not it accommodates your particular situation, and on its tax and legal implications. Diversified Investment Advisors does not and cannot provide legal or tax advice. The Plan document is intended purely as a model document for use by your attorney in preparing a Section 457(b) governmental eligible deferred compensation plan. This is not the appropriate document to be used for a Section 457(b) plan operated by a nongovernmental tax exempt organization.

Additionally, the plan document has been revised to reflect the Economic Growth and Tax Relief Reconciliation Act of 2001 ("EGTRRA"), the Job Creation and Worker Assistance Act ("JCWAA"), and final IRS interpretative guidance under EGTRRA and JCWAA regarding this type of plan. However, future guidance may affect the provision and/or operation of this type of plan. Accordingly, such guidance, if and when issued, may necessitate an update or further revision to this plan document in order to ensure compliance with EGTRRA and JCWAA.

Certification

I, _____, Chairman of the Deferred Compensation Board (the "Board"), hereby certifies and attests that, at a meeting of the Board duly convened on _____, 200__ and pursuant to the laws, rules and regulations of the State of Illinois, a quorum having been present, the Board by a unanimous vote duly passed, adopted, affirmed and accepted each of the actions and resolutions indicated above for the purpose of adopting the IPPFA Model Deferred Compensation, and authorized that all necessary or appropriate actions be taken to effectuate and implement the foregoing Resolution.

THIS CERTIFICATION is made this ____ day of _____, 200_.

Name:
Chairman
Deferred Compensation Board
[Name of Employer]

ATTEST:

Clerk

(SEAL)

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**ILLINOIS PUBLIC PENSION FUND ASSOCIATION
DEFERRED COMPENSATION PLAN**

PREAMBLE

The Illinois Public Pension Fund Association (sometimes referred to herein as the "Association") hereby sponsors this 457 Deferred Compensation Plan and hereby offers the Plan as a model for adoption by its employer members for the benefit of their respective employees and beneficiaries, effective as of the date provided in Article XIV hereof. Such adoption by an Employer shall be evidenced by a resolution or other form of ratification of the Plan by the Employer, subject to prior consultation with the Plan Sponsor. (A copy of the Plan document shall be provided to each adopting Employer.)

Pursuant to the laws of the State of Illinois, and in accordance with the requirements of its organizational authority, the Employer, for purposes of providing a program of deferred compensation for its present and future Employees who meet the participation requirements set forth herein, adopts and establishes this Deferred Compensation Plan for the exclusive benefit of the Employees and their Beneficiaries, effective as of the date provided in the applicable resolution or other ratifying document. This Plan is intended to qualify as a governmental eligible deferred compensation plan within the meaning of section 457 of the Code and a governmental plan within the meaning of section 414(d) of the Code.

ARTICLE I DEFINITIONS

Whenever the following terms are used in this instrument, except where the context clearly indicates otherwise, such terms shall have the meaning as hereinafter set forth in the Sections of this Article I:

Section 1.1 Account

"Account" means the individual bookkeeping account maintained hereunder to record the interest of a Participant in the Plan. The balance of such Account shall represent a Participant's Total Deferred Compensation under the Plan. A Participant's Account shall be divided into individual sub-accounts (the "Sub-Accounts") reflecting the portion of the Participant's Account that is deemed allocated to an Investment Fund maintained hereunder and the earnings and losses attributable thereto.

Section 1.2 Automatic Distribution Date

"Automatic Distribution Date" means April 1 of the calendar year after the close of the Plan Year in which the Participant has a Severance Event or, if applicable, such other date selected by the Plan Administrator provided that such other date is permitted under Code section 401(a)(9) and the regulations promulgated thereunder.

Section 1.3 Beneficiary

"Beneficiary" means, subject to Article XII of this Plan, the person or persons designated by the Participant to receive distributions hereunder in the event of the Participant's death prior to receiving distribution of his or her entire interest under the Plan. In the absence of a written designation of a Beneficiary, the Beneficiary shall be the surviving spouse of the Participant, and if there is no surviving spouse, then the Participant's estate. A Beneficiary shall have no rights hereunder during the Participant's lifetime except as otherwise provided by law.

Section 1.4 Catch-Up Dollar Limitation

"Catch-Up Dollar Limitation" means twice the Dollar Limitation.

Section 1.5 Code

"Code" means the Internal Revenue Code of 1986, as amended.

Section 1.6 Deferred Compensation

"Deferred Compensation" means the amount of Includible Compensation not yet earned that will be deferred by the mutual agreement of the Participant and the Employer.

Section 1.7 Dollar Limitation

"Dollar Limitation" means the applicable dollar amount within the meaning of Code sections 457(b)(2)(A) and 457(e)(15)(A), as adjusted for the cost-of-living in accordance with Code section 457(e)(15)(B).

Section 1.8 Eligible Section 457(b) Plan

"Eligible Section 457(b) Plan" means an eligible deferred compensation plan within the meaning of Code section 457(b), other than this Plan.

Section 1.9 Employee

"Employee" means any individual common-law employee or independent contractor who receives any type of compensation from the Employer for services rendered to the Employer.

Section 1.10 Employer

"Employer" means the employer which is a member of the Association and which has adopted this Plan document for the purpose of adopting and establishing this Plan on behalf of its employees. The Employer is a political subdivision, agency or instrumentality of the state in which it is organized, within the meaning of Code section 414(d) and Section 3(32) of the Employee Retirement Income Security Act of 1974, as amended. Each Employer hereunder shall be deemed to have a separate Plan which is distinct and apart from the Plan of any other Employer; and the assets of each Plan shall not be available to provide benefits to the Employees of any other Employer's Plan hereunder.

Section 1.11 Enrollment Agreement

"Enrollment Agreement" means the written agreement (in the form promulgated by the Plan Administrator from time to time) in which the Employee elects to participate in the Plan, and approved by the Plan Administrator on behalf of the Employer.

Section 1.12 Funding Agent

"Funding Agent" means any person or entity, including without limitation a mutual fund investment company, insurance company, bank or trust company, that offers an Investment Fund through a Funding Arrangement under the Plan.

Section 1.13 Funding Arrangement

"Funding Arrangement" means any trust agreement, custodial account agreement or annuity contract entered into by the Plan Sponsor or its designee pursuant to which Investment Funds are offered under the Plan.

Section 1.14 Includible Compensation

"Includible Compensation" means, with respect to a taxable year, the amount of a Participant's compensation as defined in Code section 415(c)(3).

Section 1.15 Investment Fund

"Investment Fund" means any separate investment option or vehicle offered under the Plan through a Funding Arrangement, in which all or a portion of the Plan's assets may be separately invested and to which all or a portion of a Participant's Account may be deemed allocated solely for the purpose of measuring the earnings, gains losses and expenses accrued or incurred by such Account. (The Employer shall receive a description of each Investment Fund.)

Section 1.16 Normal Retirement Age

"Normal Retirement Age" means age 70-1/2 or, if earlier, any age designated by a Participant in a written instrument delivered to the Plan Administrator, provided that such age begins no earlier than the earliest age at which such Participant has the right to retire under the Employer's basic defined benefit pension plan covering the Participant (or the Employer's money purchase pension plan in which the Participant also participates if the Participant is not eligible to participate in the Employer's basic defined benefit pension plan) without the Employer's consent and to receive immediate retirement benefits without actuarial or similar reduction because of retirement before some later age specified in such basic pension plan. Notwithstanding the foregoing, and if authorized by the Employer, a Participant who is a qualified police or firefighter as defined under Code section 415(b)(2)(H)(ii)(I) may designate a Normal Retirement Age that is earlier than the earliest age permitted by the foregoing provision, but in no event may such Normal Retirement Age be earlier than age 40. Notwithstanding any of the foregoing, if a Participant continues to work beyond age 70-1/2, such Participant's Normal Retirement Age shall be that date or age designated by the Participant provided that such date or age is no later than the date or age on which or during which occurs the Participant's Severance Event.

Section 1.17 Participant

"Participant" means any Employee who is eligible to participate in this Plan, who has elected to participate in the Plan by executing an Enrollment Agreement pursuant to the requirements of Section 2.2 of the Plan, and for whom an Account is maintained under the Plan.

Section 1.18 Percentage Limitation

"Percentage Limitation" means 100 percent of the participant's Includible Compensation for the taxable year.

Section 1.19 Plan

"Plan" means this Deferred Compensation Plan, including any amendments hereto.

Section 1.20 Plan Year

"Plan Year" means the calendar year.

Section 1.21 Plan Administrator

"Plan Administrator" means the Employer or the person(s) or entity appointed by the Employer to administer the Plan in accordance with Article X on behalf of the Employer's employees.

Section 1.22 Plan Sponsor

"Plan Sponsor" means the Illinois Public Pension Fund Association or, if applicable, its successor or assign that sponsors this Plan on behalf of the Employers.

Section 1.23 Service Agent

"Service Agent" means the person or entity (or its successor and assign) retained by the Plan Sponsor to perform specified recordkeeping and administrative services for the Plan pursuant to an administrative services agreement.

Section 1.24 Severance Event

"Severance Event" means a severance of the Participant's employment with the Employer within the meaning of Code section 457(d)(1)(A)(ii).

In the case of a Participant who is an independent contractor of the Employer, a Severance Event shall be deemed to have occurred when the Participant's contract under which services are performed has completely expired and terminated, there is no foreseeable possibility that the Employer will renew the contract or enter into a new contract for the Participant's services, and it is not anticipated that the Participant will become an Employee of the Employer, or such other events as may be permitted under the Code.

Section 1.25 Total Deferred Compensation

"Total Deferred Compensation" means, with respect to each Participant, the sum of all Deferred Compensation of such Participant, plus income or less loss thereon, including gains from the sale or other disposition of property, less (a) the amount of any distributions to the Participant or a Beneficiary of the Participant and (b) any fees or expenses charged against such Participant's Total Deferred Compensation.

Section 1.26 Trust Fund

"Trust Fund" means the aggregate of Plan assets with respect to an Employer, together with all earnings, income and increments thereon, that are allocated by the Plan Administrator to a separate Investment Fund under a Funding Arrangement.

Section 1.27 Unforeseeable Emergency

"Unforeseeable Emergency" means a severe financial hardship to the Participant or a Beneficiary resulting from a sudden unexpected illness, accident, or disability of the Participant or Beneficiary, his or her spouse, or a dependent (as defined in Code section 152(a)) of the Participant or Beneficiary, loss of the Participant's or Beneficiary's property due to casualty (including the need to rebuild a home following damage to a home not otherwise covered by homeowner's insurance, e.g., as a result of a natural disaster), or other similar and extraordinary unforeseeable circumstances arising as a result of events beyond the control of the Participant or Beneficiary. Imminent foreclosure of or eviction from the participant's or beneficiary's primary residence, the need to pay for medical expenses (including non-refundable deductibles and the cost of prescription drug medication), and the need to pay for the funeral expenses of a spouse or a dependent (as defined in Code section 152(a)) may each constitute an Unforeseeable Emergency. However, the need to send a Participant's child to college or to purchase a new home shall not, of itself, be considered Unforeseeable Emergencies. The Plan Administrator shall determine in its sole discretion whether a hardship to a Participant constitutes an Unforeseeable Emergency.

ARTICLE II ENROLLMENT AND PARTICIPATION

Section 2.1 Eligibility

Any Employee whom the Employer declares eligible to participate in this Plan shall be a Participant in this Plan provided such Employee complies with the provisions of Section 2.2 hereof.

Section 2.2 Enrollment Agreement

(a) An eligible Employee may become a Participant by executing an Enrollment Agreement subject to the approval of the Plan Administrator. Compensation will be deferred for any calendar month only if an Enrollment Agreement providing for such deferral is executed by the Participant and approved by the Plan Administrator before the beginning of such month, or such other date as may be permitted under the Code.

(b) If permitted by the Employer, a Participant may enter into a separate Enrollment Agreement with respect to accumulated sick, vacation, or back pay, that would be payable to him or her in the month in which such election is made. This Enrollment Agreement (1) must be entered into prior to the date on which sick, vacation, or back pay would first be payable to the Participant and (2) shall only apply to amounts that would be payable to the Participant prior to his or her experiencing a Severance Event.

(c) By signing an Enrollment Agreement, the Participant elects to participate in this Plan and consents to the deferral by the Employer of the amount specified in an Enrollment Agreement from the Participant's Includible Compensation for each pay period.

(d) Notwithstanding the foregoing, the Plan Administrator may establish, in its sole discretion, a minimum deferral amount uniformly applicable to all Participants.

(e) A Participant's deferral shall continue in effect until modified, disallowed or revoked in accordance with the terms of this Plan (and any procedures established by the Plan Administrator hereunder), or until the Participant's Severance Event.

ARTICLE III PARTICIPANT DEFERRALS

Section 3.1 Maximum Deferral

(a) Except as otherwise provided in Section 3.2 hereof, the maximum amount (the "Maximum Deferral") that a Participant may defer during any taxable year under this Plan shall not exceed the lesser of :

(1) the Dollar Limitation reduced by any applicable amount specified in Section 3.1(b) hereof; or

(2) the Percentage Limitation reduced by any applicable amount specified in Section 3.1(b) hereof.

(b) The amounts specified in this Section 3.1(b) of the Plan shall be equal to any amount excluded from the Participant's gross income under Code section 457(a) for the taxable year other than any such amount attributable to elective deferrals made under this Plan.

For Plan Years prior to January 1, 2002, the amounts specified in this Section 3.1(b) of the Plan meant the following:

(1) any amount excluded from the Participant's gross income under Code section 457(a) for the taxable year other than any such amount attributable to elective deferrals made under this Plan;

(2) any amount excluded from the Participant's gross income under Code section 403(b) for the taxable year, and

(3) other than in the case of a Participant in a rural cooperative plan (as defined in Code section 401(k)(7)), any amount:

(A) excluded from the Participant's gross income under Code section 402(e)(3) or section 402(h)(1)(B) for the taxable year, or

(B) with respect to which a deduction is allowable by reason of a contribution to an organization described in Code section 501(c)(18).

Section 3.2 Limited Catch-Up Deferrals

(a) Subject to Section 3.2(c) below, a Participant who has attained the age of 50 before the close of the Plan Year, and with respect to whom no other elective deferrals may be made to the Plan for the Plan Year by reason of the limitation of

Section 3.1, may enter into an Enrollment Agreement to make elective deferrals in addition to those permitted by Section 3.1 in an amount not to exceed the lesser of (1) the applicable dollar amount as defined in Code section 414(v)(2)(B), as adjusted for the cost-of-living in accordance with Code section 414(v)(2)(C), or (2) the excess (if any) of (i) the Participant's Includible Compensation for the year, over (ii) any other elective deferrals of the Participant for such year which are made without regard to this Section 3.2(a). An additional contribution made pursuant to this Section 3.2(a) shall not, with respect to the year in which the contribution is made, be subject to any otherwise applicable limitation contained in Code section 402(g), or be taken into account in applying such limitation to other contributions or benefits under the Plan or any other plan.

(b) Subject to Section 3.2(c) below, for one or more of the Participant's last three taxable years ending before the taxable year in which the Participant attains Normal Retirement Age, the Maximum Deferral shall be the lesser of:

(1) the Catch-Up Dollar Limitation; or

(2) the sum of:

(A) the Maximum Deferral determined under Section 3.1 hereof for the taxable year (determined without regard to this Section 3.2 of the Plan), plus

(B) so much of the Maximum Deferral determined under Section 3.1 hereof for any prior taxable year or years (beginning after December 31, 1978 and during all or any portion of which the Participant was eligible to participate in this Plan) as has not previously been used under Sections 3.1 and 3.2 hereof or under such other plan; provided, however, that this Section 3.2 shall not apply with respect to any Participant who has previously utilized in whole or in part the limited catch-up under this Plan or under such other plan.

(c) If a Participant is eligible to make an additional contribution pursuant to Section 3.2(a) above for a taxable year to which Section 3.2(b) above applies, then notwithstanding such Sections 3.2(a) and 3.2(b), the Maximum Deferral for such taxable year shall be the greater of:

(1) the Maximum Deferral determined under Section 3.1 hereof for the taxable year (determined after taking into account the additional contribution determined under Section 3.2(a) above but without regard to Section 3.2(b) above); or

(2) the Maximum Deferral determined under Section 3.1 hereof for the taxable year (determined after taking into account Section 3.2(b)

above but without regard to the additional contribution determined under Section 3.2(a) above).

Section 3.3 USERRA

Notwithstanding any provision of this plan to the contrary, contributions and benefits under this Plan shall be in accordance with Code section 414(u), relating to veterans' reemployment rights under the Uniformed Services Employment and Reemployment Act of 1994 ("USERRA").

Section 3.4 Employer Participation

Notwithstanding any other provisions of this Plan, the Employer may add to the amounts payable to any Participant under the Plan additional Deferred Compensation for services to be rendered by the Participant to the Employer during a calendar month, provided:

(a) If required by the Employer, the Participant has elected to have such additional Compensation deferred, invested, and distributed pursuant to this Plan, prior to the calendar month in which the Compensation is earned (or such other date as may be permitted under the Code),

(b) Such additional Deferred Compensation, when added to all other Compensation (including, if applicable, Employer matching contributions and other Employer non-elective contributions) deferred under the Plan, does not exceed the Maximum Deferral, and

(c) Such additional Deferred Compensation is immediately vested upon contribution to the Plan.

Section 3.5 Remittances

As soon as administratively possible (but in no event later than fifteen (15) business days following the month in which the Deferred Compensation would otherwise have been paid to the Participant), the Employer shall remit a Participant's Deferred Compensation for each payroll period to the Funding Agent designated to receive such Deferred Compensation.

ARTICLE IV PARTICIPANTS' ACCOUNTS

Section 4.1 Participants' Accounts

The Service Agent, as directed by the Plan Administrator, shall establish and maintain an Account in the name of each Participant to which such Participant's Deferred Compensation for each payroll period shall be credited as herein provided.

Section 4.2 Account Statements

Consistent with the requirements of any Funding Arrangement, and not less frequently than annually (as determined by the Plan Administrator), each Participant shall periodically receive a written Account statement showing the Account and Sub-Account balances, the amount of any contributions to or distributions from the Account since the date of the preceding Account statement, and the Investment Funds to which his or her Sub-Accounts are deemed allocated.

Section 4.3 Finality of Determinations

The Plan Administrator shall have exclusive responsibility for determining the balance of each Account maintained hereunder. The Plan Administrator's determinations thereof shall be conclusive upon all interested parties.

Section 4.4 Procedures

The Plan Administrator shall establish such further accounting procedures for the purpose of making allocations, valuations and adjustments to Participants' Accounts provided in this Article IV as the Plan Administrator deems advisable.

ARTICLE V INVESTMENT OF PLAN ASSETS

Section 5.1 Investment Funds

The Plan Sponsor shall in its sole discretion determine and select the Funding Agent(s) and, subject to any applicable law, the number and type of Investment Funds to be offered under a Funding Arrangement. The Plan Sponsor shall communicate the same and any changes therein in writing to the Plan Administrator. All assets of the Plan invested in an Investment Fund shall be held and administered as a separate Trust Fund. The interest of each Participant or Beneficiary under the Plan deemed invested in any Investment Fund shall be an undivided interest. The Employer's establishment and continuing maintenance of this Plan shall be deemed a ratification by the Employer in its sole discretion of the Plan Sponsor's decisions hereunder regarding the selection of the Funding Agent(s), Funding Arrangement(s) and Investment Funds thereunder.

Section 5.2 Loan Investment Fund

If a loan from the Plan to a Participant is approved in accordance with the provisions of Article VII, the Plan Administrator shall direct the establishment and maintenance of a loan Investment Fund in the Participant's name. The assets of the loan Investment Fund shall be held as a separate Trust Fund. A Participant's loan Investment Fund shall be invested in the note reflecting the loan. Notwithstanding any other provision of the Plan to the contrary, income received with respect to a Participant's loan Investment Fund shall be allocated to the Participant's Account.

Section 5.3 Participant Investment Choice

In accordance with the procedures and requirements established by the Plan Administrator, each Participant shall designate one or more Investment Funds established pursuant to this Article for the deemed investment of his or her Account. The amounts credited to a Participant's Account for each payroll period shall be deemed allocated by the Plan Administrator among the Investment Funds in accordance with the election made by the Participant. Unless otherwise provided by the Plan Administrator, the percentage elected for investment in any one of the Investment Funds must be a multiple of one percent (1%). In accordance with the procedures and requirements established by the Plan Administrator, and subject to the terms and conditions of any affected Investment Fund, a Participant may elect to change his or her investment designation with respect to future contributions under the Plan or to elect to transfer investments from any Investment Fund to any other Investment Fund.

Section 5.4 Rules and Regulations

The Plan Administrator may promulgate forms and any additional rules and regulations it deems necessary or appropriate to govern all aspects of this Article V.

Section 5.5 Disclaimer

The Plan Sponsor, the Employer and the Plan Administrator (and their respective agents or representatives) make no endorsement, guarantee or any other representation and shall not be liable to the Plan or to any Participant, Beneficiary, or any other person with respect to (a) the financial soundness, investment performance, fitness, or suitability of any investment option offered pursuant to this Plan or any investment vehicle in which amounts deferred under the Plan are actually invested, (b) the tax consequences of the Plan to any Participant, Beneficiary or any other person, (c) any losses incurred due to any delay in implementing a Participant's investment choice pursuant to Section 5.3.

ARTICLE VI DISTRIBUTIONS

Section 6.1 Commencement Date for Distributions

(a) Subject to the provisions of this Article VI and Article VIII hereof, distribution of a Participant's Account to the Participant or his or her Beneficiary, if applicable, shall commence on the Participant's Automatic Distribution Date.

(b) Notwithstanding Section 6.1(a) of this Article VI, and subject to the provisions of Sections 6.3 and 6.4, a Participant may, on any date before or after his or her Severance Event, elect the distribution of his or her Account in one lump sum amount not later than sixty (60) days following such election provided, however, that:

(1) the total amount payable to the Participant does not exceed \$5,000 (or, if different, the amount described in Code section 457(e)(9)(A)); and

(2) such amount may be distributed only if --

(A) no amount has been deferred under the Plan with respect to such Participant during the 2-year period ending on the date of the distribution, and

(B) there has been no prior distribution under the Plan to such Participant to which this Section 6.1(b) applied.

If the preceding conditions in paragraphs (1) and (2) of this Section 6.1(b) are met, the Plan Administrator may exercise its discretion, on a uniform basis, to distribute such Account without the Participant's consent.

(c) Notwithstanding Section 6.1(a) of this Article VI, and subject to the provisions of Section 6.4 hereof, a Participant may elect to defer commencement of distributions until a fixed or determinable date subsequent to the commencement date specified in Section 6.1(a) but in no event later than the required beginning date as more particularly described in Section 6.2(c) hereof. A Participant (or, if applicable, his or her Beneficiary after the death of the Participant prior to the commencement of distributions hereunder) may elect to postpone the commencement date specified in the election, if any, made pursuant to this Section 6.1(c) to a later date that is permissible under this Section 6.1(c).

Section 6.2 Method of Distribution

(a) The normal method of distribution to a Participant (or, if applicable, his or her Beneficiary) under this Plan shall be (1) one lump sum distribution if the Participant's Account balance is less than \$10,000 on the date distributions are

required to commence, or (2) sixty monthly installments if the Participant's Account balance is equal to or greater than \$10,000 on the date distributions are required to commence.

(b) Notwithstanding Section 6.2(a), a Participant (or, if applicable, his or her Beneficiary after the death of the Participant prior to the commencement of distributions hereunder) may make an election, in a writing filed with the Plan Administrator, of one of the following alternate methods of distribution:

(1) One lump sum distribution;

(2) Annual or more frequent (as permitted by the Plan Administrator) installments made in substantially nonincreasing amounts over a period not to exceed the life expectancy of the Participant or the joint life expectancies of the Participant and Beneficiary; provided, however, that such installment method of distribution may (as permitted by the Plan Administrator) be revised or terminated and followed by a full distribution of the Account on a specified date that is permissible under the Code;

(3) An annuity, including an annuity with term certain or survivorship features, for the life or lives of the Participant and Beneficiary, or a definite period not to exceed the life expectancy or joint life expectancies of the Participant and Beneficiary, or a combination thereof (as applicable); and

(4) A partial distribution in a designated amount (as permitted by the Plan Administrator) followed by a method of distribution described in paragraph (2) or (3) above commencing on a specified date that is permissible under the Code.

Such election may be made or modified until the date 30 days prior to the time that payments are to commence.

(c) The method of distribution for any distribution to a Participant shall provide for payments in such amounts to satisfy the minimum distribution requirements of Code sections 401(a)(9) and 457(d) and any applicable proposed and final regulations promulgated thereunder such that, without limitation, a Participant's Account shall be distributed to such Participant no later than the required beginning date, that is, not later than April 1 of the calendar year following the later of (1) the calendar year in which the Participant attains age 70-1/2, or (2) the calendar year in which the Participant retires.

(d) If a Participant elects to receive installment payments, such Participant's Account shall continue to participate in the investment performance of the Investment Funds in which such amounts are invested and to bear its allocable share of administrative and investment expenses until the date such amounts are distributed. The amount of the installments shall be redetermined at least annually to reflect the changes in the value of a Participant's Account.

(e) A Participant (or his or her Beneficiary) may not elect an annuity or form of periodic installment distributions as the method of distribution under Section 6.2(b) hereof if his or her Account balance is not equal to or greater than any minimum account balance, or if his or her periodic payment under such method of distribution is not equal to or greater than any minimum periodic amount, established by the Plan Administrator in its sole discretion for such purpose and uniformly applicable to all Participants, consistent with any term or limitation of any applicable Investment Fund.

(f) Notwithstanding the foregoing provisions of the Section 6.1, no election to defer the commencement of benefits after a Severance Event shall operate to defer the distribution of any amount in the Participant's loan Investment Fund in the event of a default of the Participant's loan.

Section 6.3 Distributions to a Beneficiary

(a) If a Participant dies prior to the commencement of the distribution of his or her Account, such Participant's Account shall be distributed to his or her Beneficiary over a period not to exceed (1) five (5) years from the Participant's date of death in one lump-sum distribution, if the Beneficiary is the Participant's estate, (2) the Beneficiary's life or life expectancy, if the Beneficiary is the Participant's surviving spouse and if distribution commences on or before the date the deceased Participant would have attained age 70-1/2, (3) the life expectancy of the Beneficiary if the Beneficiary is not the Participant's surviving spouse and if distributions commence within one (1) year of the date of the Participant's death, or (4) the lesser of five (5) years from the date of the Participant's death, if subsections (1), (2), and (3) are inapplicable.

(b) If a Participant dies after the commencement of the distribution of his or her Account, any amount of such Participant's Account not distributed during his or her life shall be distributed to his or her Beneficiary at least as rapidly as distributed to the Participant on the date of his or her death.

(c) Notwithstanding any provision of the Plan to the contrary, payments to a Beneficiary shall be made in compliance with the requirements of Code sections 401(a)(9) and 457(d) and any proposed and final regulations promulgated thereunder.

Section 6.4 General Provisions

(a) If the Plan Administrator shall find that any person to whom any amount is payable under the Plan is unable to care for his or her affairs, is a minor, or has died, then any payment due him or her or his or her estate (unless a prior claim therefore has been made by a duly appointed legal representative) may, if the Plan Administrator so elects, be paid to his or her spouse, a child, a relative, or any other person maintaining or having custody of such person otherwise entitled to payment or deemed by the Plan Administrator to be a proper recipient on behalf of such person.

Any such payment shall be a complete discharge of all liability under the Plan with respect to such payment.

(b) Notwithstanding Section 6.1(c) herein, a Participant (or, if applicable, his or her Beneficiary after the death of the Participant prior to the commencement of distributions hereunder) may not elect to defer the commencement date specified in Section 6.1(a) if his or her Account balance is not equal to or greater than any minimum account balance established by the Plan Administrator in its sole discretion for such purpose and uniformly applicable to all Participants, consistent with any term or limitation of any applicable Investment Fund.

Section 6.5 Unforeseeable Emergency Distributions

Notwithstanding any other provision herein, in the event of an Unforeseeable Emergency, a Participant may request that the Plan Administrator pay to him or her all or a portion of his or her Account balance. Such a request shall in addition be treated as a request for a revocation of deferrals under the Enrollment Agreement. If the application for payment is approved by the Plan Administrator, payment will be made as soon as administratively possible following such approval. Payment shall be limited strictly to that amount reasonably necessary to meet the situation constituting the Unforeseeable Emergency (taking into account the amount of any income tax withholding or other income tax liability resulting from the distribution). Payments may not be made to the extent that an Unforeseeable Emergency is or may be relieved through (1) reimbursement or compensation by insurance or otherwise, (2) by liquidation of the Participant's assets (to the extent such liquidation does not itself cause severe financial hardship), or (3) by cessation of deferrals under the Plan. Any remaining amounts shall be paid in accordance with the distribution provisions of this Article VI of the Plan.

ARTICLE VII LOANS

Section 7.1 Loans to Participants

(a) Subject to applicable law and consistent with Code section 457(g), the Employer may, in its sole and absolute discretion, direct the Plan Administrator to make loans to Participants under the following circumstances:

(1) Loans shall be made available to all Participants and Beneficiaries on a reasonably equivalent basis.

(2) Loans must be adequately secured and bear a reasonable interest rate.

(3) No Participant loan shall exceed the present value of the Participant's accrued benefit under this Plan.

(4) In the event of default, foreclosure on the note and attachment of security will not occur until a distributable event occurs under the Plan.

(5) Notwithstanding any other provision of this Plan, the portion of the Participant's Account balance used as a security interest held by the Plan by reason of a loan outstanding to the Participant shall be taken into account for purposes of determining the amount of the Account balance payable at the time of death or distribution, but only if the reduction is used as repayment of the loan.

(6) No loan to any Participant or Beneficiary can be made to the extent that such loan when added to the outstanding balance of all other loans to the Participant or Beneficiary under this Plan and under any other plan maintained by the Employer would exceed the lesser of (A) \$50,000 reduced by the excess (if any) of the highest outstanding balance of loans from the Plan and any other plan during the one year period ending on the day before the loan is made, over the outstanding balance of loans from the Plan and any other plan on the date the loan is made, or (B) one-half of the Participant's Account balance or, if greater, the total Account balance up to \$10,000. For the purpose of the above limitation, all loans from all plans of the Employer are aggregated.

(7) Any loan shall by its terms require that repayment (principal and interest) be amortized in level payment, not less frequently than quarterly, over a period not extending beyond five years from the date of the loan, unless such loan is used to acquire a dwelling unit which within a reasonable time (determined at the time the loan is made) will be used as the principal residence of the Participant. An assignment or pledge of any portion of the Participant's interest in the Plan and a loan, pledge or assignment with respect to any insurance contract purchased under the Plan, will be treated as a loan under this Section 7.1 of the Plan.

Section 7.2 Administrative Rules

The Plan Administrator shall prescribe such further rules, regulations and procedures consistent with the provisions of this Article VII concerning loans as the Plan Administrator deems advisable.

ARTICLE VIII PLAN-TO-PLAN TRANSFERS AND ROLLOVERS

Section 8.1 Transfers to the Plan

Subject to the requirements of Code section 457(e)(10), any Treasury Regulations thereunder, and the procedures established by the Plan Administrator, a transfer may be accepted from a governmental Eligible Section 457(b) Plan if such transfer complies with the requirements set forth in subsection (1), (2) or (3) below:

(a) In the Case of Plan-to-Plan Transfers of the Account of a Participant After a Severance Event:

(1) The transferor governmental Eligible Section 457(b) Plan must provide for transfers;

(2) The Participant or Beneficiary whose amounts deferred are being transferred must have deferred compensation immediately after the transfer at least equal to the amount deferred with respect to the Participant or Beneficiary immediately before the transfer;

(3) In the case of a transfer for a Participant, the Participant must have had a Severance Event with the transferring employer and must be performing services for the Employer.

(b) In the Case of Plan-to-Plan Transfers of All Plan Assets to Another Code Section 457(b) Plan Within the Same State:

(1) The transferor governmental Eligible Section 457(b) Plan and the Plan must be within the same state;

(2) The transferor governmental Eligible Section 457(b) Plan must provide for transfers;

(3) All assets of the transferor Eligible Section 457(b) Plan must be transferred;

(4) The Participants and Beneficiaries whose amounts deferred are being transferred must have deferred compensation immediately after the transfer at least equal to the amount deferred with respect to each Participant or Beneficiary immediately before the transfer;

(5) The Participants and Beneficiaries whose deferred amounts are being transferred must not be eligible to make additional annual deferrals under the Plan unless they are performing services for the Employer.

(c) In the Case of Plan-to-Plan Transfers of Plan Assets Among an Employer's Code Section 457(b) Plans:

(1) The transfer must be from another governmental Eligible Section 457(b) Plan maintained by the same employer (and, for this purpose, the Employer is not treated as the same employer if the Participant's compensation is paid by a different entity);

(2) The transferor governmental Eligible Section 457(b) Plan must provide for transfers;

(3) The Participant or Beneficiary whose amounts deferred are being transferred must have deferred compensation immediately after the transfer at least equal to the amount deferred with respect to the Participant or Beneficiary immediately before the transfer;

(4) The Participant or Beneficiary whose deferred amounts are being transferred must not be eligible to make additional annual deferrals under the Plan unless he or she is performing services for the Employer.

The Plan Administrator may require such documentation from the predecessor plan as it deems necessary to effectuate the transfer in accordance with Code section 457(e)(10), to confirm that such plan is an Eligible Section 457(b) Plan within the meaning of Code section 457(b), and to assure that transfers are provided for under such plan. The Plan Administrator may refuse to accept a transfer in the form of assets other than cash, unless the Employer and the Plan Administrator agree to hold such other assets under the Plan.

Such amount shall be held, accounted for, administered and otherwise treated in the same manner as Includible Compensation deferred by the Participant under Article III hereof except that such amount shall not be considered Includible Compensation deferred under the Plan in the taxable year of such transfer in determining the Maximum Deferral under Sections 3.1 and 3.2 hereof. Except as otherwise specifically provided in this Plan, such transferred amounts shall be subject to all provisions of this Plan applicable to deferrals made hereunder.

Section 8.2 Transfers from the Plan

Subject to the requirements of Code section 457(e)(10), and Treasury Regulations thereunder, and the procedures established by the Plan Administrator, an Account may be transferred to another governmental Eligible Section 457(b) Plan if such transfer complies with the requirements set forth in subsection (1), (2) or (3) below:

(a) In the Case of Plan-to-Plan Transfers of the Account of a Participant After a Severance Event:

(1) The transferee governmental Eligible Section 457(b) Plan must provide for transfers;

(2) The Participant or Beneficiary whose amounts deferred are being transferred must have deferred compensation immediately after the transfer at least equal to the amount deferred with respect to the Participant or Beneficiary immediately before the transfer;

(3) In the case of a transfer for a Participant, the Participant must have had a Severance Event with the Employer and must be performing services for the transferee employer.

(b) In the Case of Plan-to-Plan Transfers of All Plan Assets to Another Code Section 457(b) Plan Within the Same State:

(1) The transferee governmental Eligible Section 457(b) Plan and the Plan must be within the same state;

(2) The transferee Eligible Section 457(b) Plan must provide for transfers;

(3) All assets of the Plan must be transferred;

(4) The Participants and Beneficiaries whose amounts deferred are being transferred must have deferred compensation immediately after the transfer at least equal to the amount deferred with respect to each Participant or Beneficiary immediately before the transfer;

(5) The Participants and Beneficiaries whose deferred amounts are being transferred must not be eligible to make additional annual deferrals under the transferee governmental eligible deferred compensation plan unless they are performing services for the transferee employer.

(c) In the Case of Plan-to-Plan Transfers of Plan Assets Among an Employer's Code Section 457(b) Plans:

(1) The transfer must be to another governmental Eligible Section 457(b) Plan maintained by the same employer (and, for this purpose, the Employer is not treated as the same employer if the Participant's compensation is paid by a different entity);

(2) The transferee governmental Eligible Section 457(b) Plan must provide for transfers;

(3) The Participant or Beneficiary whose amounts deferred are being transferred must have deferred compensation immediately after the transfer at least equal to the amount deferred with respect to the Participant or Beneficiary immediately before the transfer;

(4) The Participant or Beneficiary whose deferred amounts are being transferred must not be eligible to make additional annual deferrals under the transferee governmental Eligible Section 457(b) Plan unless he or she is performing services for the transferee employer.

No transfer shall occur unless the employers have signed such agreements as are necessary to assure that the Employer's liability to pay benefits to the Participant has been discharged and assumed by the other employer.

The Plan Administrator may require such documentation from the other plan as it deems necessary to effectuate the transfer, to confirm that such plan is an eligible deferred compensation plan within the meaning of Code section 457(b), and to assure that transfers are provided for under such plan.

Section 8.3 Eligible Rollover Distributions

(a) **Incoming Rollovers:** An eligible rollover distribution may be accepted from an eligible retirement plan maintained by another employer and credited to a Participant's Account under the Plan. The Plan Administrator may require such documentation from the distributing plan as it deems necessary to effectuate the rollover in accordance with Code section 402 and to confirm that such plan is an eligible retirement plan within the meaning of Code section 402(c)(8)(B). The Plan shall separately account for eligible rollover distributions from any eligible retirement plan that is not an eligible deferred compensation plan described in Code section 457(b) maintained by an eligible governmental employer described in Code section 457(e)(1)(A).

(b) **Outgoing Rollovers:** Notwithstanding any provision of the Plan to the contrary that would otherwise limit a distributee's election under this Section, a distributee may elect, at the time and in the manner prescribed by the Plan Administrator, to have any portion of an eligible rollover distribution paid directly to an eligible retirement plan specified by the distributee in a direct rollover.

(c) **Definitions:**

(1) **Eligible Rollover Distribution:** An eligible rollover distribution is any distribution of all or any portion of the balance to the credit of the distributee, except that an eligible rollover distribution does not include: any distribution that is one of a series of substantially equal periodic payments (not less frequently than annually) made for the life (or life expectancy) of the distributee or the joint lives (or joint life expectancies) of the distributee and the distributee's designated beneficiary, or for a

specified period of ten years or more; any distribution to the extent such distribution is required under Code sections 401(a)(9) and 457(d)(2); and any distribution made upon the hardship of the employee. For purposes of distributions from other eligible retirement plans rolled over into this Plan, the term eligible rollover distribution shall not include the portion of any distribution that is not includible in gross income (determined without regard to the exclusion for net unrealized appreciation with respect to employer securities).

(2) **Eligible Retirement Plan:** An eligible retirement plan is an individual retirement account described in Code section 408(a), an individual retirement annuity described in Code section 408(b), an annuity plan described in Code sections 403(a), a plan described in Code section 403(b), a qualified trust described in Code section 401(a), or an eligible deferred compensation plan described in Code section 457(b) which is maintained by a state, a political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state described in Code section 457(e)(1)(A), that accepts the distributee's eligible rollover distribution.

(3) **Distributee:** A distributee includes an employee or former employee. In addition, the employee's or former employee's surviving spouse and the employee's or former employee's spouse or former spouse who is the alternate payee under a qualified domestic relations order, as defined in Code section 414(p), are distributees with regard to the interest of the spouse or former spouse.

(4) **Direct Rollover:** A direct rollover is a payment by the plan to the eligible retirement plan specified by the distributee.

Section 8.4 Trustee-to-Trustee Transfers and Permissive Service Credit

All or a portion of a Participant's Account may be transferred directly to the trustee of a defined benefit governmental plan (as defined in Code section 414(d)) if such transfer is (A) for the purchase of permissive service credit (as defined in Code section 415(n)(3)(A)) under such plan, or (B) a repayment to which Code section 415 does not apply by reason of subsection (k)(3) thereof, within the meaning of Code section 457(e)(17).

Section 8.5 Distribution of Certain Previously Rolled Over Amounts

(a) **Availability for Distribution.** Amounts previously rolled over to the Plan shall be distributable in accordance with procedures adopted by the Plan Administrator; provided, however, that distributions under this Section shall only be permitted to the extent that each distribution satisfies the requirements of the Code, any Treasury Regulations thereunder, and any other regulatory guidance from the Internal Revenue Service.

(b) **Application of Code Section 72(t).** For purposes of Code section 72(t), a distribution from this Plan shall be treated as a distribution from a qualified

retirement plan described in Code section 4974(c)(1) to the extent that such distribution is attributable to an amount transferred to an eligible deferred compensation plan from a qualified retirement plan (as defined in Code section 4974(c)).

Section 8.6 Administrative Rules

Subject to applicable law and consistent with Code section 457(g), the Plan Administrator shall prescribe such rules and procedures concerning this Article VIII hereof as the Plan Administrator in its sole judgment deems desirable for the orderly administration of the Plan.

ARTICLE IX FUNDING ARRANGEMENTS AND TRUSTEES

Section 9.1 Funding Arrangements and Trustees

The Plan Sponsor shall enter into one or more Funding Arrangements for purposes of holding and investing the assets maintained under this Plan. Any Funding Arrangement shall constitute a trust under this Plan. The person or entity holding the assets of a trust or a custodial account under a Funding Arrangement shall be deemed the trustee thereof, the person or entity holding any annuity contract that is a Funding Arrangement under this Plan shall be deemed the trustee thereof.

Section 9.2 Exclusive Benefit

Each Funding Arrangement, and each Trust Fund held thereunder, shall be maintained by the trustee thereof for the exclusive benefit of the Employees and their Beneficiaries within the meaning of Code section 457(g).

ARTICLE X PLAN ADMINISTRATION

Section 10.1 Plan Administrator

This Plan shall be administered by the Plan Administrator, who shall represent the designating Employer in all matters concerning the administration of this Plan. The Plan Administrator shall serve at the pleasure of the Employer and the Employer shall have the right to appoint, in its sole and absolute discretion, any successor Plan Administrator.

Section 10.2 Power and Authority

Subject to any applicable laws and any approvals required by the Employer, the Plan Administrator shall have full power and authority to interpret the provisions of the Plan, to adopt rules and regulations for the administration of the Plan, and to interpret, alter, amend, or revoke any rules and regulations so adopted.

Section 10.3 Presumption of Fairness

Every action taken by the Plan Administrator shall be presumed to be a fair and reasonable exercise of the authority vested in or the duties imposed upon him or her. The Plan Administrator shall be deemed to have exercised reasonable care, diligence and prudence and to have acted impartially as to all persons interested, unless the contrary be proven by affirmative evidence. The Plan Administrator's decisions shall be afforded the maximum deference permitted by applicable law. The Plan Administrator shall not be liable for amounts of Compensation deferred by Participants or for other amounts payable under the Plan.

Section 10.4 Delegation of Duties

Subject to any applicable laws and any approvals required by the Employer, the Plan Administrator may delegate any or all of his or her powers and duties hereunder to another person, persons, or entity, and may pay reasonable compensation for such services as an administrative expense of the Plan, to the extent such compensation is not otherwise paid.

Section 10.5 Other Parties

Any person or entity which issues policies, contracts, or investment media to the Plan Sponsor or Employer or in respect of a Participant is not a party to this Plan and such person or entity shall have no responsibility, accountability or liability to the Plan Sponsor, Employer, the Plan Administrator, any Participant, or any Beneficiary with regard to the operation or adequacy of this Plan, including any future amendments made thereto.

Section 10.6 Expenses

If not paid by the Employer, all reasonable expenses incurred in the administration of the Plan, including without limitation those of any trustee and the Plan Administrator, shall be paid from the Participants' Accounts to which such expenses are allocable.

Section 10.7 Claims Procedures

The Plan Administrator may establish a claims appeal procedure, including a statute of limitation for bringing a claim relating to this Plan.

ARTICLE XI TERMINATION OR AMENDMENT OF PLAN

Section 11.1 Plan Termination

The Employer may at any time terminate (or discontinue further contributions to) this Plan with respect to its Employees; provided, however, that no termination shall affect the amount of any Includible Compensation deferred before the time of the termination and income thereon accrued to the date of the termination in accordance with the terms of the Plan; and further provided, however, that the Plan Sponsor receives at least ninety (90) days' advance written notification of the termination (or discontinuance of further contributions) and any other instructions reasonably required or requested by the Plan Sponsor. Upon such termination (or discontinuance), each Participant shall be deemed to have revoked his or her Enrollment Agreement as of the date of such termination. Each Participant's full Compensation on a nondeferred basis will thereupon be restored. Upon such termination (or discontinuance), the portion of the Plan assets attributable to such Employer shall continue to be held by the Plan Sponsor (or Funding Agent) until distributed to the Participants (or their Beneficiaries) in accordance with the provisions hereunder or, if applicable, until transferred to a successor plan of the applicable Employer in accordance with such Employer's instructions.

If authorized by the Employer, and notwithstanding any otherwise conflicting provision in this Plan, the distribution (including eligible rollover distributions as permitted in this Plan) of all the Participants' Accounts to the Participants or their respective Beneficiaries, if applicable, shall commence as soon as administratively practicable after such Plan termination. Any such distribution shall be in one lump sum amount unless another method of distribution is required or permitted by the Employer. To the extent that the Participants' Accounts are not distributed as soon as administratively practicable after the termination of the Plan, the provisions of this Plan as well as all of the applicable statutory requirements necessary for the Plan's eligibility as a governmental Eligible Section 457(b) Plan shall apply.

The Plan Sponsor may discontinue its sponsorship of this Plan at any time provided that it notifies the Employers in advance. Upon such event, each Employer shall be deemed the Plan Sponsor hereunder solely with respect to such Employer's Employees.

Section 11.2 Plan Amendment

The Plan Sponsor may also amend the provisions of this Plan at any time; provided, however, that no amendment shall affect the amount of any Includible Compensation deferred before the time of the amendment and income thereon accrued to the date of the amendment in accordance with the terms of the Plan; and further provided, however, that each Employer hereunder receives a notification of the amendment. The Employer's establishment and continuing maintenance of this Plan

shall be deemed a ratification by the Employer in its sole discretion of any properly adopted amendment made hereunder by the Plan Sponsor. Except as specifically provided herein, no Employer may adopt alternative provisions as to itself or its Employees.

ARTICLE XII NON-ASSIGNABILITY AND QDRO's

Section 12.1 Non-Assignability

Neither the Participant, nor his or her Beneficiary, nor any other designee shall have any right to commute, sell, assign, transfer, or otherwise convey the right to receive any payments hereunder, which payments and right thereto are expressly declared to be non-assignable and non-transferable; and in the event of an attempt to assign or transfer, the Employer shall have no further liability hereunder, nor shall any unpaid amounts be subject to attachment, garnishment or execution, or be transferable by operation of law in the event of bankruptcy or insolvency, except (a) with respect to loans to Participants, if applicable, (b) with respect to a qualified domestic relations order as may be permitted under Code sections 414(p)(11) and (12) and as further provided below in Section 12.2, or (c) as may be required by any other applicable law. Nothing in this Section shall be construed to authorize any amount to be distributed under the Plan at a time or in a form that is not permitted under Code section 457.

Section 12.2 Qualified Domestic Relations Orders

(a) Notwithstanding any otherwise conflicting provision in this Plan, the Plan may permit the distribution of all or a portion of a Participant's Account pursuant to, and in accordance with the terms and provisions of, a qualified domestic relations order (as such term is defined below). A distribution or payment from this Plan shall be treated as permissible and made pursuant to a qualified domestic relations order if it is made pursuant to a domestic relations order which creates or recognizes the existence of an alternate payee's right to, or assigns to an alternate payee the right to, receive all or a portion of the benefits payable with respect to a Participant.

(b) Definitions: (1) Domestic Relations Order. For purposes of this Plan, the term "domestic relations order" means any judgment, decree, or order (including approval of a property settlement agreement) which (i) relates to the provision of child support, alimony payments, or marital property rights to a spouse, former spouse, child, or other dependent of a participant, and (ii) is made pursuant to a State domestic relations law (including a community property law).

(2) Alternate Payee. For purposes of this Plan, the term "Alternate Payee" means any spouse, former spouse, child or other dependent of a Participant who is recognized by a domestic relations order as having a right to receive all, or a portion of, the benefits payable under the Plan with respect to such Participant; but no earlier than otherwise distributable hereunder.

(c) The Plan Administrator may promulgate any additional rules and regulations it deems necessary or appropriate to govern this Section 12.2.

ARTICLE XIII INTERPRETATION

Section 13.1 Construction

This Plan shall be construed under the laws of the State in which the Employer exists and by virtue of the laws of which the Employer is organized.

Section 13.2 Eligible 457(b) Plan

This Plan is intended to be a government eligible deferred compensation plan within the meaning of section 457(b) of the Code, and shall be interpreted so as to be consistent with such section and all regulations promulgated thereunder.

Section 13.3 Word Usage

Words used herein in the singular shall include the plural and the plural the singular where applicable, and one gender shall include the other genders where appropriate.

Section 13.4 Headings

The headings of articles, sections or other subdivisions hereof are included solely for convenience of reference, and if there is any conflict between such headings and the text of the Plan, the text shall control.

Section 13.5 Entire Agreement

This Plan and any properly adopted amendment to the Plan shall constitute the total agreement or contract between the Employer and the Participant regarding the Plan. No oral statement regarding the Plan may be relied upon by the Participant. This Plan and any properly adopted amendment, shall be binding on the parties hereto and their respective heirs, administrators, trustees, successors, and assigns and on all designated Beneficiaries of the Participant.

Section 13.6 Employment

Participation in this Plan shall not be deemed to be a contract between the Employer and any such Employee. Nor shall anything contained herein be deemed to give any Employee the right to be retained in the employ or agency of the Employer or to interfere with the right of the Employer to discharge any Employee at any time, nor shall it be deemed to give the Employer the right to require any Employee to remain in its employ or agency, nor shall it interfere with such Employee's right to terminate his or her employment or agency at any time.

ARTICLE XIV EFFECTIVE DATE

Section 14.1 Effective Date of Plan

This Plan, originally effective as of January 1, 2001 or, if applicable, as of the effective date of its ratification by the Employer on behalf of its Employees, is amended and restated effective as of January 1, 2002.

IN WITNESS WHEREOF, Illinois Public Pension Fund Association, organized and existing under the laws of the State of Illinois (the "State") and pursuant to the authorities granted to it under the laws of such State, has caused its duly authorized official to execute this amended and restated Plan as of the 1st day of January, 2004.

ILLINOIS PUBLIC PENSION FUND ASSOCIATION

By: _____
Authorized Official

Name: _____

Title: _____

Address: _____

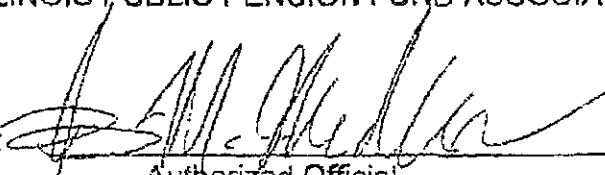
ARTICLE XIV EFFECTIVE DATE

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This Plan, originally effective as of January 1, 2001 or, if applicable, as of the effective date of its ratification by the Employer on behalf of its Employees, is amended and restated effective as of January 1, 2002.

IN WITNESS WHEREOF, Illinois Public Pension Fund Association, organized and existing under the laws of the State of Illinois (the "State") and pursuant to the authorities granted to it under the laws of such State, has caused its duly authorized official to execute this amended and restated Plan as of the 1st day of January, 2004

ILLINOIS PUBLIC PENSION FUND ASSOCIATION

By: 
Authorized Official

Name: James McNamer

Title: President

Address: 40 D. Page Ct.
Elgin IL.
60120

November 14, 2016

With the approval of the resolution, the Village of Hoffman Estates (The Village) is a participant in the IPPFA 457(b) Plan. The resolution is the acceptance of the IPPFA 457(b) Plan and the countersigned signature by the President of The Illinois Public Pension Fund Association is acceptance of The Village as a participant in the Plan.

There is no cost or fee for The Village to participate in the Plan. The Village may terminate the relationship with the IPPFA 457(b) Plan at any time with no cost or any contingent deferred sales charges of any type.

Participation in the plan is effective _____.

James H. Norris
Village Manager

James McNamee
President

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Approval of the purchase of one (1) month Illinois Municipal Retirement Fund (IMRF) service credit for employee member

MEETING DATE: November 14, 2016

COMMITTEE: General Administration and Personnel

FROM: Patrick J. Seger, Human Resources Management Director

PURPOSE: Approval of purchase of one (1) month Illinois Municipal Retirement Fund (IMRF) service credit for employee member.

BACKGROUND: The Village of Hoffman Estates is a participating employer in the Illinois Municipal Retirement Fund pension plan. In May of 1993, an administrative error occurred and IMRF contributions were not paid for one month of service credit for an employee, Debra Schoop. The employee was on worker compensation leave and, at that time, the Village paid employees who were out on work comp through a third party administrator. Our records indicate that the carrier did not process the appropriate contributions for both the employer and employee for IMRF service time for the month of May 1993.

Since 1996, the Village no longer uses a third party to process worker compensation payments, and worker compensation payments are processed through the payroll system and appropriate deductions such as IMRF are made.

DISCUSSION: It was recently brought to the Human Resources Department's attention that the employee was advised by our IMRF agent that the employee had one month of service credit that was not covered. Upon reviewing the record, it was verified that Debra Schoop was missing one month of service credit and the service credit should have been covered.

FISCAL IMPACT: The fiscal impact of this equals approximately \$277.05 for the Village. Also, it has been determined that Debra Schoop will need to contribute approximately \$113.34.

RECOMMEND: Request approval of a Resolution approving the purchase of one (1) month Illinois Municipal Retirement Fund (IMRF) service credit for employee member.

RESOLUTION NO. _____ - 2016

VILLAGE OF HOFFMAN ESTATES

**A RESOLUTION APPROVING PURCHASE OF
IMRF SERVICE CREDIT FOR EMPLOYEE MEMBER**

WHEREAS, the Village of Hoffman Estates is a participating employer within the Illinois Municipal Retirement Fund (IMRF); and

WHEREAS, the Village of Hoffman Estates recognizes that a member's contribution was not made for Debra Schoop in May 1993 and acknowledges the employee was on a leave of absence.

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

Section 1: The Village has estimated the employer's cost in the amount of \$277.05 to be paid to IMRF.

Section 2: The employee, Debra Schoop, will pay an estimated amount of \$113.34 to be deducted from the employee's payroll and paid to IMRF.

Section 3: This action and payments will result in Debra Schoop being able to receive one (1) month of IMRF service credit that, without such action, would otherwise not be granted.

Section 4: This Resolution 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

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

NB3

SUBJECT: Request for approval of an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village.

MEETING DATE: November 14, 2016

COMMITTEE: General Administration and Personnel Committee

FROM: Jordan Lester, Administrative Intern

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

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

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

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

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

ATTACHMENTS: 1

ORDINANCE NO. _____ - 2016

VILLAGE OF HOFFMAN ESTATES

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

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

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

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

Section 1: That pursuant to 65 ILCS 5/11-76-4 of the Illinois Revised Statutes, the President and Board of Trustees of the Village of Hoffman Estates find that the described personal property attached as Exhibit "A" now owned by the Village of Hoffman Estates, is no longer necessary or useful to the Village of Hoffman Estates and that the best interests of the Village of Hoffman Estates will be served by its sale.

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

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

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

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

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

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

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

Section 9: That this ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 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.

EXHIBIT A

	Item	Size, if applicable	Color	Brand/model	Quantity	Condition
Electronics	PalmPilot III	-	Grey	PalmPilot	3	Fair
	Sony Mega Pixel Handicam 120x Digital Zoom	-	Grey	Sony	1	Good
	Sanyo Talkbook Voice Recorder VAS	-	Grey	Sanyo	1	Fair
	Polaroid One Step Flash Instant Film Camera	-	Black	Polaroid	1	Fair
	Olympus FE-310 8.0 MP Digital Camera	-	Grey	Olympus	1	Fair
	Olympus FE-200 6.0 MP Digital Camera	-	Grey	Olympus	1	Fair
	Olympus D-460 1.3 MP Digital Camera	-	Grey	Olympus	3	Fair
	Sony Microcassette Transcriber BM-840	-	Grey	Sony	1	Fair
	Panasonic RR-830 Recorder	-	Black	Panasonic	1	Good

	Item	Size	Color	Brand/model	Quantity	Condition
File Cabinets	2-drawer lateral file cabinet with top	42"x18"	grey	Allsteel/Essentials	1	fair
	2-drawer lateral file cabinet	36"x18"	burgundy	Allsteel/Essentials	5	fair
	2-drawer lateral file cabinet	36"x18"	grey	Allsteel/Essentials	1	fair
	2-drawer lateral file cabinet	42"x18"	grey	Allsteel/Essentials	1	fair
	4-drawer lateral file cabinet	42"x19"	tan	Hon	1	fair
	2-drawer file cabinet with flipper door	30"x18"	grey	Allsteel/Essentials	1	fair
	2-drawer support pedestal file cabinet	15"x29"	grey	Allsteel/Essentials	2	fair
	2-drawer support pedestal file cabinet	15"x29"	burgundy	Allsteel/Essentials	3	fair
	2-drawer support pedestal file cabinet	15"x29"	grey	Allsteel/Essentials	1	fair
	4-drawer file cabinet	52"x26"x15"	dark grey	Allsteel/Essentials	1	poor
	5-drawer lateral file cabinet	67"x42"x19"	burgundy	Allsteel/Essentials	1	fair

Book shelves	3-shelf bookshelf	41"x35"x13"	grey	Allsteel/Essentials	1	good
	3-shelf bookshelf	36"x14"	black	Allsteel/Essentials	1	good
	5-shelf bookshelf	66"x35"x13"	tan	Hon	1	good
Storage	storage shelf	36"x13"	grey	Allsteel/Essentials	3	fair
	storage shelf	42"x13"	grey	Allsteel/Essentials	3	fair
	storage shelf	60"x13"	grey	Allsteel/Essentials	1	fair
	storage cabinet	60"x13"x16"	grey	Allsteel/Essentials	2	fair to good
	overhead cabinets	36"x16"	black	Allsteel/Essentials	2	fair
	overhead cabinets	48"x16"	black	Allsteel/Essentials	1	fair
Tackable Panels	panel	36"x43"	tan	Allsteel/Concensys	9	fair to good
	panel	30"x43"	tan	Allsteel/Concensys	4	fair to good
	panel	24"x43"	tan	Allsteel/Concensys	12	fair to good
	panel	18"x43"	tan	Allsteel/Concensys	1	fair to good
	panel	48"x43"	tan	Allsteel/Concensys	2	fair to good
	panel	42"x43"	tan	Allsteel/Concensys	2	fair to good
	panel	60"x43"	tan	Allsteel/Concensys	1	fair to good
	panel	68"x36"	tan	Allsteel/Concensys	1	fair to good
	panel	68"x24"	tan	Allsteel/Concensys	1	fair to good
	panel	60"x60"	tan	Allsteel/Concensys	1	fair to good
	panel	69"x48"	tan	Allsteel/Concensys	2	fair to good
	panel	69"x36"	tan	Allsteel/Concensys	4	fair to good
	panel	69"x18"	tan	Allsteel/Concensys	1	fair to good
	panel	42"x43"	green	Allsteel/Concensys	2	poor
	panel	48"x43"	green	Allsteel/Concensys	1	poor
	panel	30"x28"	green	Allsteel/Concensys	7	poor
	panel	28"x24"	green	Allsteel/Concensys	1	poor
	panel	18"x24"	green	Allsteel/Concensys	1	poor
panel	28"x18"	green	Allsteel/Concensys	1	Poor	

miscellaneous hardware

-

-

Allsteel/Concensys

-

fair to good

Desks

desk supports

22"

green

Allsteel/Concensys

6

fair

desk supports

12"

green

Allsteel/Concensys

6

fair

metal desktop

58"x26"

green

Allsteel/Concensys

1

fair

computer desk

36"x30"

light grey

1

fair

corner desk

40"x44"

grey (rose
speckled)

Allsteel/Concensys

2

fair to good

flat edge primary

48"x24"

grey (rose
speckled)

Allsteel/Concensys

6

fair to good

corner with straight edge

36"x36"

grey (rose
speckled)

Allsteel/Concensys

1

fair to good

corner with straight edge

42"x42"

grey (rose
speckled)

Allsteel/Concensys

1

fair to good

flat edge primary

24"x24"

grey (rose
speckled)

Allsteel/Concensys

1

fair to good

flat edge primary

60"x24"

grey (rose
speckled)

Allsteel/Concensys

3

fair to good

flat edge primary

54"x24"

grey (rose
speckled)

Allsteel/Concensys

1

fair to good

flat edge secondary

72"x18"

grey (rose
speckled)

Allsteel/Concensys

2

fair to good

flat edge secondary

30"x15"

grey (rose
speckled)

Allsteel/Concensys

1

fair to good

flat edge secondary

90"x15"

grey (rose
speckled)

Allsteel/Concensys

1

fair to good

flat edge secondary

102"x15"

grey (rose
speckled)

Allsteel/Concensys

1

fair to good

flat edge return

24"x30"

grey (rose
speckled)

Allsteel/Concensys

1

fair to good

flat edge primary

60"x30"

cream

1

fair to good

	flat edge primary	48"x30"	cream		1	fair to good
	flat edge secondary	42"x18"	cream		2	fair to good
	corner primary	36"x36"	cream		1	fair to good
	flat edge primary	48"x24"	cream		1	fair to good
	flat edge primary	60"x30"	cream		1	fair to good
	flat edge return	28"x28"	brown laminate		1	fair to good
	flat edge primary	30"x48"	brown laminate		1	fair to good
	peninsula desktop	30"x67"	mahogany laminate		1	fair to good
	flat edge primary	30"x48"	mahogany laminate		1	fair to good
	miscellaneous hardware	-	-		-	fair to good
Tables	table	72"x20"	brown laminate		1	fair to good
	round table	42"	wood- grain laminate		1	fair to good
	round table	45"	wood- grain laminate		1	fair to good
	table with chrome legs	96"x36"	grey laminate		1	fair
Misc.	corkboard	48"x48"	brown		1	fair
	easel white board	-	white		1	fair
	coffee maker	2-pot	stainless steel	Bunn	1	fair

Vehicles	76A 2005 Ford Expedition, VIN 1FMPU16565LA96729	109,257 miles	White	Ford	1	Fair
	2002 International 2554/2100 with Vactor 2100	35,256 miles	Yellow	International	1	Good

\$10 reserve	5hp 480 volt 3ph air compressor	80 gallon	grey	Industrial Air	1	fair
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VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
From: Bruce Anderson
Regarding: Cable TV Report
Date: November 9, 2016

Citizen Segments

This month the Citizen covers: the French Evening, Gigi Fest, Pumpkin Fest, Senior Luncheon, Homes for Heroes, Firehouse Subs, LA Tan and Health & Human Services Activities.

Citizen Segments and Programs in development:

Veterans Day
A Day-in-the-Life of the Police Department
Harvest Fest
Friendship Tree Lighting
Lion Bridge Birthday

Heart of Hoffman

This month, the "Heart of Hoffman," looks at Down Syndrome Acceptance Month and the Fremd LYFE club.

Hispanic Heritage Fiesta

Aired in October.

HE Museum Living History

Airs mid-October to mid-November.

Sports

Basketball begins the first week of December.

Complaints/Inquiries

There were two inquiries last month: an inquiry about competitive Internet Service Providers and a repair issue. There are no inquiries outstanding.



HOFFMAN ESTATES

NB5

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

October 2016

Staffing Activity

New Starts: 4 – Firefighter (3)
 Alternate Crossing Guard

Separations: 7 – Crossing Guard
 Fall Seasonal (3)
 Village Intern
 Maintenance I
 Assistant Planner

Transfers: 1 - Water Billing Customer Serv. Rep. to Clerk's Customer Serv. Rep.

Retirees: 6 - Police Sergeant
 Police Officer
 Firefighter Paramedic (3)
 Senior Firefighter

Promotions: 0

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	332 budgeted	322 current
	Part Time Employees	68 budgeted	62 current
	Temporary Employees	0 budgeted	2 current
	Seasonal Employees	17 budgeted	0 current
	Paid Interns	6 budgeted	3 current

Month & Year-to-Date Activity:

0 Seasonals with	15 for year
0 Promotions with	15 for year
7 Separations with	38 for year
6 Retirements with	15 for year
1 Transfer with	4 for year

1900 Hassell Road, Hoffman Estates, Illinois 60169 • Phone: 847-781-2690 • Fax: 847-781-2699

Web: www.hoffmanestates.org • E-Mail: applyhrm@hoffmanestates.org

Hoffman Estates is an Equal Opportunity Employer

Recruitment Activity**PT Customer Service Rep – Village Clerk’s Office**

Posted on 09/21/2016. 314 applications received. The position was posted on the Village website and social media, Public Salary and Indeed job board. Applications sent to the Village Clerk for review after the deadline. Eight applicants chosen for skills testing. Six candidates advanced to interview. An offer was made to one internal candidate. She accepted and transferred to the Clerk’s office on 10/31/2016.

Winter Seasonals (4) – Public Works Dept.

Posted 10/26/2016. 3 applications received to date. The position was posted on the Village website and social media. Applications are being forwarded to the Assistant Public Works Director as they are received.

Auxiliary Snowplow Driver (10) – Public Works Dept.

Posted 10/25/2016. 1 application received to date. The position was posted on the Village website and social media. Applications are being forwarded to the Assistant Public Works Director as they are received.

PT Plumbing Inspector - Public Works

Posted internally on 10/07/2016. Five applications received. The position was posted on the Village website and social media, Indeed job board and Public Salary. We also posted on the websites for the Northern IL American Backflow Prevention Assoc., IL Plumbing Inspectors Association, American Public Works Association and the Illinois Association for Code Enforcement. To date we have not received any qualified applicants.

Alternate Crossing Guard – Police

Posted 8/24/2016. Position posted on the Village website, social media, and electronic boards. Applications are being reviewed by the Traffic Sergeant as they are received. One applicant was interviewed on October 17, 2016. An offer was made and accepted. The candidate started on October 25, 2016.

Maintenance I - Public Works (2)

This is an internal and external recruitment. Posted 9/7/2016. 55 applications received. The position was posted on the Village website and social media, and Public Salary. Applications were forwarded to the Public Works Director for review after the deadline. Interviews have not yet been scheduled.

Labor/Management Relations

Contract Status: **Police** (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2016 - December 31, 2018).

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). Preparatory meetings underway for negotiations in November 2016.

Grievances

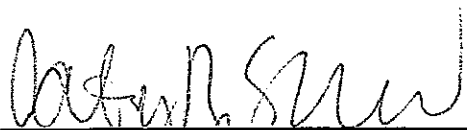
Three (3) grievances filed by the International Association of Firefighters Local 2061 against the Village. Two of the three have been resolved via Memorandum of Agreement with the Union. The final grievance has been classified as settled.

Personnel/Benefits/Employee Services

- As staff liaison to the Cultural Awareness Commission, the Director of HRM attended the monthly meeting.
- As staff liaison to the Celtic Fest Commission, the Director of HRM attended the monthly meeting.
- As Chair of the IPBC, the Director of HRM participated in the IPBC Finance and Operations Committee meeting.
- Director of HRM participated in Management Team meetings.
- Director of HRM and Assistant to the HRM Directed attended Illinois Public Employer Labor Relations Association Conference.
- HRM Staff hosted Annual Benefits Fair for employees and started annual Benefits Open Enrollment
- Assistant to the HRM Director participated in Wellness Committee meetings.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.
- Conducted a mandatory follow-up DOT drug and alcohol test.
- Calculated and submitted the Second Injury Fund payment to the Illinois Workers' Compensation Commission.
- Conducted meetings with staff related to a high exposure workers' compensation claims.
- Met with HR staff to discuss the implementation of a comprehensive training program.
- 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.
- Coordinated the claims management of a high exposure property damage claim.
- Investigated and brought to conclusion several liability claims made against the Village.

**Cathy Doczekalski**

Asst. to the Director of Human Resources Management

**HUMAN RESOURCES MANAGEMENT
MONTHLY STAFFING REPORT
OCTOBER 2016**

RECRUITMENTS

POSITION TITLE: Alternate Crossing Guard
DEPARTMENT: Police
DATE POSTED: 08/24/2016
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 4 applications received
STATUS: Position posted on the Village website, social media, and electronic boards. This is an ongoing recruitment. Applications are being reviewed by the Traffic Sergeant as they are received.

POSITION TITLE: Maintenance I (Internal & External) – 2 openings
DEPARTMENT: Public Works
DATE POSTED: 09/07/2016
AD DEADLINE: 09/25/2016
APPLICATIONS REC'D: 2 internal applications received
53 external applications received
STATUS: The position was posted on the Village website and social media, and Public Salary. Applications were forwarded to the Public Works Director for review after the deadline. Interviews have not yet been scheduled.

POSITION TITLE: PT Plumbing Inspector
DEPARTMENT: Public Works
DATE POSTED: 10/7/2016
AD DEADLINE: Until filled
APPLICATIONS REC'D: 5 applications received to date
STATUS: The position was posted on the Village website and social media, Indeed job board and Public Salary. We also posted on the websites for the Northern IL American Backflow Prevention Assoc., IL Plumbing Inspectors Association, American Public Works Association and the Illinois Association for Code Enforcement. To date we have not received any qualified applicants.

POSITION TITLE: Auxiliary Snowplow Driver (10)
DEPARTMENT: Public Works
DATE POSTED: 10/25/2016
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 1 applications received to date
STATUS: The position was posted on the Village website and social media. Applications are being forwarded to the Assistant Public Works Director as they are received.

POSITION TITLE: Winter Seasonal (4)
DEPARTMENT: Public Works
DATE POSTED: 10/26/2016
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 3 applications received to date
STATUS: The position was posted on the Village website and social media. Applications are being forwarded to the Assistant Public Works Director as they are received.

NEW STARTS

POSITION TITLE: PT Customer Service Rep
DEPARTMENT: Village Clerk's Office
DATE POSTED: 09/21/2016
AD DEADLINE: 10/05/2016
APPLICATIONS REC'D: 314 applications received
STATUS: The position was posted on the Village website and social media, Public Salary and Indeed job board. Applications sent to the Village Clerk for review after the deadline. Eight applicants chosen for skills testing. Six candidates advanced to interview. An offer was made to one internal candidate. She accepted and transferred to the Clerk's office on 10/31/2016.

POSITION TITLE: Alternate Crossing Guard
DEPARTMENT: Police
DATE POSTED: 08/24/2016
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 4 applications received
STATUS: Position posted on the Village website, social media, and electronic boards. Applications are being reviewed by the Traffic Sergeant as they are received. One applicant was interviewed on October 17, 2016. An offer was made and accepted. The candidate started on October 25, 2016.

POSITION TITLE: Firefighter/Paramedic (3)
DEPARTMENT: Fire
DATE POSTED: N/A
AD DEADLINE: N/A
APPLICATIONS REC'D: N/A
STATUS: Three new Firefighters started with the Village on October 10, 2016.

**SUMMARY OF EMPLOYMENT ACTIVITY
OCTOBER 2016**

	<u>Total Number</u>	<u>Position</u>
New Starts	4	Firefighter (3) Alternate Crossing Guard
Separations	7	Crossing Guard

		Fall Seasonal (3)
		Village Intern
		Maintenance I
		Assistant Planner
Promotions	0	
Upgrades	0	
Downgrades	0	
Transfers	1	Water CSR to Clerk's CSR
Retirements	6	Police Sergeant
		Police Officer
		Firefighter Paramedic(3)
		Senior Firefighter
Reclassifications	0	
Change in Status	0	

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	2	Maintenance I (2)
Separations	1	Asst. to Village Manager
Promotions	1	Dev. Services Tech to Asst. Planner
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	1	Firefighter/ Paramedic
New Positions	1	Temporary Admin Staff Asst
Eliminated Positions	0	

2016 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	332	322
PART TIME EMPLOYEES	68	62
TEMPORARY EMPLOYEES	0	2
SEASONAL EMPLOYEES	17	0
INTERNS (PAID)	6	3
TOTAL	423	389

Total Vacancies:

Full Time

Budgeted – Posted	2	Maintenance I (2)
Budgeted - Not Posted	11	Police Officer (5)
		Police Sergeant
		Firefighter/Paramedic (4)
		Assistant Planner
TOTAL FULL TIME	13	

Part Time

Budgeted – Posted	1	Plumbing Inspector
Budgeted-Not Posted	4	Clinic Nurse (2) Customer Service Rep Water Billing CSR
TOTAL PART TIME	5	

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	0	849
Part Time – Response to Recruitments	208	1134
Seasonal Applicants	4	186
Unsolicited Applications/Walk-Ins	0	40
TOTAL	212	2209

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
OCTOBER 2016**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Brent Miller	10/10/2016	Firefighter	Bill Taylor
Matthew Reaves	10/10/2016	Firefighter	Steve Kulovsek
Ben Rittenhouse	10/10/2016	Firefighter	Jeff Hugel
Gail Gibson	10/24/2016	Alternate Crossing Guard	N/A

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Rosa Broussard	10/07/2016	Crossing Guard	Resigned
Joe Crimmins	10/14/2016	Police Sergeant	Retired
Mike Hartman	10/09/2016	Firefighter/Paramedic	Retired
Doug Zboril	10/10/2016	Police Officer	Retired
Mark Hartwig	10/10/2016	Firefighter/Paramedic	Retired
Jeff Hugel	10/20/2016	Firefighter/Paramedic	Retired
Steve Kulovsek	10/23/2016	Senior Firefighter	Retired
Josh Edwards	10/20/2016	Assistant Planner	Terminated
David Baureis	10/21/2016	PW Seasonal	End of Season
Kyle Gizynski	10/21/2016	PW Seasonal	End of Season
Joseph Notarnicola	10/21/2016	PW Seasonal	End of Season
Sean Scannell	10/28/2016	Maintenance I Water	Terminated
Austin Pollack	10/14/2016	Village Intern	End of Internship

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>
Audrey Cuatchon	10/31/2016	CSR – Finance	CSR – Clerk’s Office

CHANGE IN STATUS

<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
OCTOBER 2016**

# Anniversaries	<u>8</u>
# Interviews conducted during month	<u>7</u>
# Orientations conducted during month	<u>4</u>

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 10/31/2016

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	178,893.60	119,534.93	59,358.67	178,893.60	100.0%
97	8	Public Works	(Sub-Loc)	1	100.0%	0	0	1	100%	1	0	178,893.60	119,534.93	59,358.67	178,893.60	100.0%
97	01	Village of Hoffman Estates	(Loc)	1	100.0%	0	0	1	100%	1	0	178,893.60	119,534.93	59,358.67	178,893.60	100.0%
Totals for 1997 Claims:				1	100.0%	0	0	1	100%	1	0	178,893.60	119,534.93	59,358.67	178,893.60	100.0%
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: 10/31/2016

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: 10/31/2016

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: 10/31/2016

Year	Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
Totals for 2003 Claims:			35	100.0%	24	5	6	17%	0	35	11,678.79	408,757.75		408,757.75	100.0%
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%
Totals for 2004 Claims:			48	100.0%	33	6	9	19%	0	48	22,008.85	1,056,424.83		1,056,424.83	100.0%
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: 10/31/2016

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: 10/31/2016

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	50.9%
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	53.3%
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%	0	10	17,411.53	174,115.28		174,115.28	23.0%
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%	0	16	12,020.92	192,334.78		192,334.78	25.4%
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	16.8%
07	8	Public Works	(Sub-Loc)	15	31.3%	13	0	2	13%	0	15	10,717.36	160,760.38		160,760.38	21.2%
07	01	Village of Hoffman Estates	(Loc)	48	100.0%	36	4	8	17%	0	48	15,767.84	756,856.40		756,856.40	100.0%
Totals for 2007 Claims:				48	100.0%	36	4	8	17%	0	48	15,767.84	756,856.40		756,856.40	100.0%
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: 10/31/2016

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	2.2%
09	301	Fire Suppression	(Dept)	14	26.4%	11	3	0	0%	0	14	4,642.64	64,996.99		64,996.99	9.3%
09	303	Emergency Medical Servic	(Dept)	20	37.7%	13	4	3	15%	0	20	17,948.22	358,964.35		358,964.35	51.1%
09	3	Fire	(Sub-Loc)	36	67.9%	25	8	3	8%	0	36	12,199.01	439,164.31		439,164.31	62.6%
09	600	Administration	(Dept)	1	1.9%	0	0	1	100%	0	1	19,350.10	19,350.10		19,350.10	2.8%
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	2.8%
09	700	Patrol	(Dept)	8	15.1%	2	2	4	50%	0	8	18,574.08	148,592.67		148,592.67	21.2%
09	704	Traffic	(Dept)	1	1.9%	1	0	0	0%	0	1	2,457.38	2,457.38		2,457.38	0.4%
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%	0	10	15,105.01	151,050.05		151,050.05	21.5%
09	800	Streets	(Dept)	1	1.9%	0	0	1	100%	0	1	85,580.51	85,580.51		85,580.51	12.2%
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	13.2%
09	01	Village of Hoffman Estates	(Loc)	53	100.0%	33	11	9	17%	0	53	13,246.58	702,068.57		702,068.57	100.0%
Totals for 2009 Claims:				53	100.0%	33	11	9	17%	0	53	13,246.58	702,068.57		702,068.57	100.0%
10	200	Accounting	(Dept)	2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.5%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 10/31/2016

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	7.5%
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	31.1%
10	3	Fire	(Sub-Loc)	16	38.1%	7	6	3	19%	0	16	12,938.68	207,018.95		207,018.95	35.6%
10	700	Patrol	(Dept)	15	35.7%	7	4	4	27%	1	14	18,625.79	263,962.50	15,424.29	279,386.79	48.0%
10	7	Police	(Sub-Loc)	15	35.7%	7	4	4	27%	1	14	18,625.79	263,962.50	15,424.29	279,386.79	48.0%
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	13,861.22	566,746.90	15,424.29	582,171.19	100.0%
Totals for 2010 Claims:				42	100.0%	21	13	8	19%	1	41	13,861.22	566,746.90	15,424.29	582,171.19	100.0%
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	206,868.41	38,099.03	244,967.44	34.0%
11	303	Emergency Medical Servic	(Dept)	11	35.5%	9	0	2	18%	0	11	19,510.89	214,619.81		214,619.81	29.8%
11	3	Fire	(Sub-Loc)	15	48.4%	11	1	3	20%	1	14	30,639.15	421,488.22	38,099.03	459,587.25	63.7%
11	700	Patrol	(Dept)	10	32.3%	6	1	3	30%	0	10	23,145.83	231,458.29		231,458.29	32.1%
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%	0	11	21,627.82	237,905.97		237,905.97	33.0%
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: 10/31/2016

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgt	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	0.5%
11	01	Village of Hoffman Estates	(Loc)	31	100.0%	20	5	6	19%	1	30	23,264.81	683,110.08	38,099.03	721,209.11	100.0%
Totals for 2011 Claims:				31	100.0%	20	5	6	19%	1	30	23,264.81	683,110.08	38,099.03	721,209.11	100.0%
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	14.8%
12	25	PPO Payments	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	14.8%
12	301	Fire Suppression	(Dept)	12	27.9%	10	1	1	8%	1	11	2,111.09	21,736.53	3,596.59	25,333.12	7.6%
12	303	Emergency Medical Servic	(Dept)	8	18.6%	7	0	1	13%	0	8	21,887.53	175,100.26		175,100.26	52.6%
12	3	Fire	(Sub-Loc)	20	46.5%	17	1	2	10%	1	19	10,021.67	196,836.79	3,596.59	200,433.38	60.2%
12	700	Patrol	(Dept)	9	20.9%	6	1	2	22%	1	8	7,437.29	66,236.69	698.92	66,935.61	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	6,046.52	71,859.37	698.92	72,558.29	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	2.4%
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	7,741.46	328,587.09	4,295.51	332,882.60	100.0%
Totals for 2012 Claims:				43	100.0%	34	5	4	9%	2	41	7,741.46	328,587.09	4,295.51	332,882.60	100.0%
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	7.0%
13	303	Emergency Medical Servic	(Dept)	6	15.4%	3	1	2	33%	1	5	39,558.95	213,582.12	23,771.56	237,353.68	56.7%
13	3	Fire	(Sub-Loc)	14	35.9%	9	3	2	14%	1	13	19,061.54	243,090.01	23,771.56	266,861.57	63.8%
13	700	Patrol	(Dept)	12	30.8%	4	2	6	50%	5	7	10,028.46	91,152.69	29,188.85	120,341.54	28.7%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 10/31/2016

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	9,344.30	92,287.06	29,188.85	121,475.91	29.0%
13	801	Water & Sewer	(Dept)	9	23.1%	8	1	0	0%	0	9	3,217.94	28,961.44		28,961.44	6.9%
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	7.0%
13	01	Village of Hoffman Estates	(Loc)	39	100.0%	24	7	8	21%	6	33	10,733.19	365,634.00	52,960.41	418,594.41	100.0%
Totals for 2013 Claims:				39	100.0%	24	7	8	21%	6	33	10,733.19	365,634.00	52,960.41	418,594.41	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	28,555.72	326,792.21	15,876.41	342,668.62	54.6%
14	303	Emergency Medical Servic	(Dept)	6	12.2%	3	1	2	33%	1	5	9,547.25	46,577.12	10,706.39	57,283.51	9.1%
14	3	Fire	(Sub-Loc)	18	36.7%	12	1	5	28%	3	15	22,219.56	373,369.33	26,582.80	399,952.13	63.7%
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	102,784.90	109,818.67	212,603.57	33.9%
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	104,146.68	109,818.67	213,965.35	34.1%
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	1.6%
14	01	Village of Hoffman Estates	(Loc)	49	100.0%	35	8	6	12%	4	45	12,812.33	491,402.62	136,401.47	627,804.09	100.0%
Totals for 2014 Claims:				49	100.0%	35	8	6	12%	4	45	12,812.33	491,402.62	136,401.47	627,804.09	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: 10/31/2016

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	1	3	33%	2	7	28,693.39	177,670.58	80,569.89	258,240.47	65.0%
15	303	Emergency Medical Servic	(Dept)	6	20.7%	4	1	1	17%	1	5	9,181.03	39,839.58	15,246.60	55,086.18	13.9%
15	3	Fire	(Sub-Loc)	15	51.7%	9	2	4	27%	3	12	20,888.44	217,510.16	95,816.49	313,326.65	78.8%
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%	1	6	10,664.75	50,006.01	24,647.26	74,653.27	18.8%
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%	1	7	9,445.78	50,919.01	24,647.26	75,566.27	19.0%
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	0.1%
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	1.5%
15	8	Public Works	(Sub-Loc)	4	13.8%	4	0	0	0%	0	4	1,822.05	7,288.18		7,288.18	1.8%
15	01	Village of Hoffman Estates	(Loc)	29	100.0%	21	3	5	17%	4	25	13,707.28	277,047.40	120,463.75	397,511.15	100.0%
Totals for 2015 Claims:				29	100.0%	21	3	5	17%	4	25	13,707.28	277,047.40	120,463.75	397,511.15	100.0%
16	301	Fire Suppression	(Dept)	2	6.3%	2	0	0	0%	1	1	88.82	177.63		177.63	0.1%
16	303	Emergency Medical Servic	(Dept)	4	12.5%	2	0	2	50%	3	1	27,370.42	51,454.44	58,027.22	109,481.66	37.5%
16	3	Fire	(Sub-Loc)	6	18.8%	4	0	2	33%	4	2	18,276.55	51,632.07	58,027.22	109,659.29	37.5%
16	700	Patrol	(Dept)	15	46.9%	13	1	1	7%	6	9	9,763.98	59,785.88	86,673.84	146,459.72	50.1%
16	701	Investigations	(Dept)	1	3.1%	1	0	0	0%	0	1	7,112.66	7,112.66		7,112.66	2.4%
16	703	Tactical	(Dept)	1	3.1%	1	0	0	0%	0	1	140.43	140.43		140.43	0.0%
16	7	Police	(Sub-Loc)	17	53.1%	15	1	1	6%	6	11	9,041.93	67,038.97	86,673.84	153,712.81	52.6%
16	800	Streets	(Dept)	1	3.1%	1	0	0	0%	0	1	320.89	320.89		320.89	0.1%
16	801	Water & Sewer	(Dept)	3	9.4%	2	1	0	0%	2	1	2,448.10	6,097.42	1,246.88	7,344.30	2.5%
16	803	Equipment & Supply	(Dept)	2	6.3%	1	1	0	0%	1	1	9,540.50	11,230.22	7,850.77	19,080.99	6.5%
16	804	Forestry	(Dept)	2	6.3%	2	0	0	0%	1	1	181.73	363.46		363.46	0.1%
16	8	Public Works	(Sub-Loc)	8	25.0%	6	2	0	0%	4	4	3,388.71	18,011.99	9,097.65	27,109.64	9.3%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 10/31/2016

Year	Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
16	9	Information Systems (Sub-Loc)	1	3.1%	1	0	0	0%	0	1	1,848.77	1,848.77		1,848.77	0.6%
16	01	Village of Hoffman Estates (Loc)	32	100.0%	26	3	3	9%	14	18	9,135.33	138,531.80	153,798.71	292,330.51	100.0%
Totals for 2016 Claims:			32	100.0%	26	3	3	9%	14	18	9,135.33	138,531.80	153,798.71	292,330.51	100.0%
250		Village of Hoffman Estates	782		517	131	134		33	749	13,585.52	10,043,071.78	580,801.84	10,623,873.62	

Open Medical: 8
 Open Comp: 3
 Open Legal: 22

VILLAGE OF HOFFMAN ESTATES

Memo

TO: GAP Committee
FROM: Jennifer Djordjevic, Director of Operations/Outreach – Office of the Mayor and Board
RE: *Monthly Report*
DATE: Thursday, November 10, 2016

Economic Development: facilitated connection to Kevin Kramer with a group interested in AT&T property. (Special Assets).

Higgins Education Center – coordinated police and fire to have a presence at the Center’s Halloween event. Attended the HEC Advisory meeting on Oct 21.

Firehouse Subs: coordinated November 20 event with franchise owner / includes activities and sock drive for local Vets

Heart of Hoffman Estates: Coordinated October filming for HEHS friendship program, Stand for the Silent presentation, GiGi’s, and Fremd’s LYFE (Love Your Friends Equally) program.

Read for the Record: scheduled Mayor McLeod at Fairview and Trustee Mills at Muir to read “The Bear Ate Your Sandwich” to kindergarten classes at the schools for the annual (national) Read for the Record day. (Oct 27)

Alden Poplar Creek: scheduled Mayor McLeod and Trustee Gaeta to judge door art on the dementia floor at Alden Poplar Creek. (Oct 28)

Kids Hope United / Center for Enriched Living: Mayor and I met with two new groups to learn more about their services to Hoffman Estates residents. Kids Hope will be featured in an upcoming Heart of Hoffman episode.

Intergovernmental Reception: We had a great turnout for this event – nearly 60 attendees! (Oct 26)

Sister Cities Event: assembled an auction basket on behalf of the board for the Paris: City of Lights Event. (Oct 25)

Wine Wednesday: Wine Wednesday set for November 30. Location TBD. Working with Main Event to secure a future date.

NWMC Communicators Meeting: Attended a full-day of Public Information Office training. The group will seek to host additional trainings throughout 2017.

Receptions and Dinners: Trustee Dinner and Senator Matt Murphy Reception (Nov 7)

WCB Game: Coordinated ticket efforts with WCB staff for the team’s home opener (Nov 11)

Personalized Proclamations: Frank J. Iozzo Day (Nov 5), Jane and Charles Davey Day (Oct 22), Senator Matt Murphy Day (Nov 12), MacArthur Academy 50 Years (Nov 5). Arranged for Mayor and several Trustees to visit with Frank Iozzo at Haverford Place.

Proclamations: Domestic Violence Awareness Month, Pregnancy and Infant Loss Awareness Day, Down Syndrome Acceptance Month, Lung Cancer Awareness Month, Universal Children’s Day, Breast Cancer Awareness Month.

Writing/Social Media: Provided content for November and December Citizen and coordinated social media posts for the month. Mayor’s Memos sent November 9.

Employee Wellness Committee: attended bi-monthly meeting. (Nov 10)

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