

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
December 12, 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 – November 14, 2016

NEW BUSINESS

1. Discussion regarding Legislative Update.
2. Discussion regarding 2017 Village Board and Standing Committees meeting schedule.
3. Request acceptance of Cable TV Monthly Report.
4. Request acceptance of Human Resources Management Monthly Report.
5. 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**

November 14, 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.
Peter Gugliotta, Director of Planning
Patrick Seger, Director of HRM
Patti Cross, Asst. Corporation Counsel
Ashley Monroe, Asst. to Village Manager
Jordan Lester, Administration Intern**

The General Administration & Personnel Committee meeting was called to order at 7:22 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of October 10, 2016. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval of a Resolution establishing a deferred compensation plan with the Illinois Public Pension Fund Association (IPPPFA).**

An item summary sheet from Patrick Seger was presented to Committee.

Mayor McLeod inquired to make sure there was no cost to the Village for establishing this deferred compensation plan. Jim Norris responded that there is no cost other than some administration costs to set up payroll deduction.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve a Resolution establishing a deferred compensation plan with the Illinois Public Pension Fund Association (IPPPFA). Voice vote taken. All ayes. Motion carried.

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

An item summary sheet from Patrick Seger was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve a Resolution approving the purchase of one (1) month Illinois Municipal Retirement Fund (IMRF) service credit for employee member. Voice vote taken. All ayes. Motion carried.

- 3. Request approval of an Ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village.**

An item summary sheet from Jordan Lester was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve an Ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village. Voice vote taken. All ayes. Motion carried.

- 4. Request acceptance of the Cable TV Monthly Report.**

The Cable TV Monthly Report was presented to Committee.

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

- 5. Request acceptance of the Human Resources Management Monthly Report.**

The Human Resources Management Monthly Report was presented to Committee.

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

- 6. 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 7:28 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Discussion regarding the legislative update

MEETING DATE: December 12, 2016

COMMITTEE: General Administration & Personnel Committee

FROM: Jordan Lester, Administrative Intern

PURPOSE: To provide discussion and information on recent state legislation that may impact the Village of Hoffman Estates

DISCUSSION: The Illinois General Assembly convened from November 29 – December 1 for its final week of the 2016 fall veto session. Following the passage of a partial stopgap budget for the first half of Fiscal Year 2017 this past summer, the General Assembly made little progress on reaching a state budget compromise for the second half of FY17. Local government pass-through funds (MFT, video/casino gaming, Use Tax and 9-1-1 programs) are available for the full FY17. However, the stopgap budget will expire on December 31, 2016. Appropriation authority to keep social services, higher education and other state services ongoing will expire as a result. According to the Northwest Municipal Conference (NWMC), chances of reaching a budget agreement in early 2017 are lowered due to the passing of HR 1494 (see below). Staff will continue to monitor the State's budgetary actions as the end of FY16 approaches.

STATE LEGISLATION

HR 1494: LAME DUCK – NO INCOME TAX

Sponsor: Rep. McSweeney

Status: Resolution Adopted 11-30-16

Opposes the consideration or passage of any income tax increase on the people of Illinois during any "lame duck" special session that may be called to meet on or after January 1, 2017 at any time prior to January 11, 2017.

SB 2814: UTILITIES – RETIAL GAS CHOICE

Sponsors: Sen. Rose and Rep. Rita

Status: Public Act 99-0906

Significant energy bill that benefits two local nuclear plants operated by Exelon. The Bill increases investments in renewable power and energy efficiency, and plans to create incentives for low-income distributed generation, community solar projects, and solar job training programs.

IML SUPPORTS LEGISLATION

SB 2964: PREVAILING WAGE BILL

Sponsors: Sen. Harmon and Rep. Hoffman

Status: Override Amendatory Veto – House Failed 70-42-02

Attempted to amend the Prevailing Wage Act to link prevailing wages to collective bargaining agreements “when agreements cover as few as 30 percent of the workers performing similar work in a locality” (IML 2016). The Act attempted to artificially increase wage rates by excluding wages earned by non-union employees performing the same type of work in a given area. In addition, the House failed to override Governor Bruce Rauner’s veto of SB2964. If the House had been successful, local governments would not have been able to determine their own prevailing wage rates. The Bill died as a result.

SB 550: SAFETY TECH

Sponsor: Sen. Steans and Rep. Harper

Status: Held in the House

Includes an unfunded school lead water testing mandate. Specifies that water systems operators, including municipalities, are required to test and analyze the water samples for lead levels from school buildings within their jurisdiction, regardless of the extent of their water supply systems. Changes to responsibilities of funding the testing are being negotiated prior to advancing for a final vote.

IML & NWMC OPPOSED ORIGINAL LANGUAGE

HB 3303: FOIA – LAW ENFORCEMENT RECORDS

Sponsor: Sen. Hoffman and Rep. Holmes

Status: Passed Both Houses

Requires the Illinois Environmental Protection Agency (IEPA) to implement rules governing corrosion prevention projects affecting community water supplies. This mainly applies to the painting and touching up of above ground water facilities, such as fire hydrants. The bill authorizes the Illinois Department of Transportation (IDOT) to develop rules governing corrosion prevention projects for bridges. The bill requires that prevention projects must comply with the Illinois Procurement Code and include provisions concerning participation by minority persons. For both IEPA and IDOT, these rules would only apply to projects that receive 100% funding from the State.

ATTACHMENTS:

- A) Northwest Municipal Conference Legislative Update**
- B) Illinois Municipal League Statehouse Briefing**
- C) Metropolitan Mayors Caucus**

ILLINOIS MUNICIPAL LEAGUE UPDATE 12-6-12

The Illinois House and Senate convened from November 29 – December 1 for the second and final week of the 2016 fall Veto Session. Several issues received debate and votes, but no progress was made to advance a budget deal for the second half of the 2017 fiscal year. The current budget only funds human service programs and operational expenses of state agencies through the end of December. Local government pass-through funds (MFT, video/casino gaming, Use Tax and 9-1-1 programs) are available for the full 2017 fiscal year.

A significant energy bill benefitting two nuclear plants operated by Exelon was approved by both chambers. Governor Bruce Rauner is expected to sign the bill into law. SB 2814 (Sen. Rose, R-Champaign/Rep. Rita, D-Blue Island) would also increase investments in renewable power and energy efficiency. The Illinois Municipal League (IML) supports the legislation.

STATE LEGISLATION AND POLICY

Lead Water Testing Mandate Held in House

During the final week of Veto Session, IML staff spent considerable time working to address our concerns with the school lead water testing mandate found within SB 550 (Rep. Harper, D-Chicago). This legislation would impose an unfunded mandate on community water suppliers to test for lead in schools.

Prior to an eventual hearing on the bill in the House Environment Committee, IML staff communicated with the offices of each Committee member to convey our opposition. IML staff had previously discussed the issue with the Illinois Environmental Council, Attorney General's Office, Illinois Environmental Protection Agency and House legislative staff. IML Executive Director Brad Cole also met with senior officials in the legislative leaders' offices about the bill.

Our concerns with the bill resulted in the Committee hearing being delayed until the following day (November 30) so the stakeholders could meet to further discuss the legislation. Several policy issues were discussed during this meeting. The foremost issue concerned the allocation of responsibility for funding the water testing mandate. The concept of using the schools' Health/Life Safety funds to cover the expense of the water testing was discussed. This funding source appeared to have support among several meeting attendees. We also raised issues concerning notification requirements and suggested that a water management plan should be in place prior to water testing.

IML indicated during the meeting that, while we would prefer to negotiate the bill to a point where we could remove our opposition, we would have no option other than to oppose it if proponents attempted to move it in its current form. The discussion then turned toward the possibility of continuing to negotiate the bill over the next several weeks.

During the House Environment Committee hearing on the evening of November 30, IML Legislative Director Joe McCoy testified that, while opposed to the bill as drafted, IML would work with the proponents to address our concerns. This includes equitably apportioning responsibility for testing between community water suppliers and schools, and pursuing the use of Health/Life Safety funds to cover the cost of the testing within the schools. SB 550 was approved by the Committee with the understanding that it would be held on Second Reading and not advanced until an agreement is reached among affected parties. Any future amendment will be required to be considered by the Committee before reaching the House floor.

IML intends to meet with bill proponents over the next few weeks to achieve an acceptable and equitable solution for mandatory lead testing in schools that doesn't impose the funding mandate solely on water suppliers. There are other issues that need to be worked out as well pertaining to the notification requirements and the timing of a water management plan, but we remain optimistic that solutions can be found.

House Fails to Override Amendatory Veto on Prevailing Wage Bill

Following a successful override vote in the Senate, the House failed to secure enough votes to override the Governor's Amendatory Veto of SB 2964 (Sen. Harmon, D-Oak Park/Rep. Hoffman, D-Belleville). The override motion received 70 votes in the House, one shy of the required threshold needed for the bill to become law.

SB 2964 would tether the determination of the prevailing wage to collective bargaining agreements when the agreements cover as few as 30 percent of the workers performing similar work in a locality. If enacted into law, the bill would have the effect of inflating prevailing wage rates above what is actually being paid to all workers, union and non-union, performing such similar work. In addition, local governments would no longer have the authority to determine a local prevailing wage rate.

The critical issue to acknowledge is that SB 2964 attempted to artificially increase prevailing wage rates by deliberately excluding the wages earned by non-union employees performing the same work in a geographic area.

The Illinois Department of Labor (IDOL) is conducting a detailed survey of wages to determine prevailing wage rates that reflect actual wages being paid for a particular type of work. This bill would have run counter to those efforts.

IML actively opposed the override attempt and appreciates the votes by those legislators opposed to the override.

General Assembly Approves Changes to Special Service Area Law

SB 3337 (Sen. Harmon, D-Oak Park/Rep. Feigenholtz, D-Chicago) includes several provisions that affect special service areas. The bill would:

- establish requirements for communities that elect to form "special service area commissions";
- define a "services contract" as "an agreement between a service provider agency and a municipality or county for the purpose of providing special services in and for a special service area";
- define a "service provider agency" as "an entity that enters into a service contract with a municipality or county for the purpose of providing special services in and for a special service area";
- require that a special service area notice must include a statement indicating that the funds will be used by a person or entity besides the county or municipality if that is the case; and
- establish how the exclusion of erroneously included property would be handled for special service areas that are located in whole or in part within a transit facility improvement area and have experienced a decrease in the number of privately-owned businesses within the special service area since the special service area was established.

SB 3337 was approved by both chambers and will next be considered by the Governor.

Extension of the Abandoned Residential Property Municipality Relief Program

The House failed to approve SB 2566 (Rep. Turner, D-Chicago) and extend the Abandoned Residential Property Municipality Relief Program through 2020. The program provides grants through the Illinois Housing Development Authority to counties and municipalities for securing, maintaining, demolishing or rehabilitating abandoned homes. The bill may be called for another vote when the House returns in January.

Corrosion Prevention Projects for Water Lines and Bridges

The General Assembly unanimously approved [HB 3303](#) (Sen. Holmes, D-Aurora/Rep. Hoffman, D-Collinsville), which would require that the Illinois Environmental Protection Agency (IEPA) develop rules governing corrosion prevention projects for community water supplies. Rules developed by IEPA must include standards for ensuring that community water supplies follow corrosion prevention industry standards when applying corrosion prevention coatings or mitigating damage to visible water tanks, structures, pumps and pipes. The rules must also require the use of industry trained and certified personnel. The rules shall not apply to underground pipes and routine maintenance.

The bill would also authorize the Illinois Department of Transportation (IDOT) to develop rules governing corrosion prevention projects for bridges. Rules developed by IDOT may include a plan to prevent environmental degradation that could occur because of corrosion prevention and ensure that corrosion prevention and mitigation methods are followed according to corrosion prevention industry standards. For both IEPA and IDOT, the rules would only apply to projects that receive 100% funding from the State.

Similar legislation ([SB 1281](#)) was previously approved by the General Assembly and sent to the Governor. The Governor issued an amendatory veto of that legislation. HB 3303 incorporates the changes requested by the Governor.

House Votes to Curb Tax Increases during Lame Duck Session

Two resolutions intended to prevent the passage of tax increases during the "lame duck" session were approved by the House. The "lame duck" session includes the few days in January, following the November election, when the outgoing General Assembly convenes before the next General Assembly is sworn into office.

On Wednesday, November 30, the House approved [HR 1494](#) (Rep. McSweeney, R-Barrington) by a vote of 87-12. This Resolution states that the House of Representatives is opposed to the consideration or passage of any income tax increase during the 2017 lame duck session.

On Thursday, December 1, the House approved [HJRCA 62](#) (Rep. Franks, D-Woodstock) by a vote of 84-18. This Constitutional Amendment would require a three-fifths majority in both chambers to approve any bill that would result in the increase of revenue to the State by an increase of a tax on income or the selling price of any item of tangible personal property or any service. The three-fifths majority would apply at any time between the November general election and the inauguration of the new General Assembly. In order for HJRCA 62 to be approved, the Senate would have to approve the Resolution before the new General Assembly is seated at noon on Wednesday, January 11, 2017.

2017 Legislative Calendar Released

The House and Senate released their calendars of session days for 2017.

[House Calendar](#)

[Senate Calendar](#)

FEDERAL LEGISLATION AND POLICY

Sample Municipal Bond Letter

In response to the threat against federal tax exemption for municipal bond interest, IML has drafted [a sample letter municipal officials can send to members of Congress](#) to communicate the importance of this financing tool. Both IML and the National League of Cities (NLC) have identified this issue as a key component of our legislative agendas, and we appreciate your support in sharing this important message. Should you have any questions, please call our office at (217) 525-1220.

Judge Blocks Obama Rule Extending Overtime Pay

A federal judge blocked an Obama administration rule to extend mandatory overtime pay to more than 4 million salaried workers from taking effect, imperiling one of the outgoing president's signature achievements for boosting wages. The rule, issued by the Labor Department, was to take effect December 1, 2016 and would have doubled to \$47,500 the maximum salary a worker can earn and still be eligible for mandatory overtime pay.

MODEL ORDINANCE

Local Government Travel Expense Control Act

The Illinois Municipal League (IML) has developed a model ordinance to enable compliance with the new Local Government Travel Expense Control Act (PA 99-0604).

Please note that this new state regulation of reimbursement for all travel, meal and lodging expenses for officers and employees *does not apply to home rule entities*.

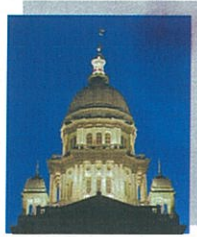
The effective date of the Act is January 1, 2017. Sixty days following the effective date of the Act, travel by any member of a governing board or corporate authority, or expenses for travel by any municipal officer or employee that exceeds the maximum allowable amount under a travel ordinance passed pursuant to the Act, may only be approved by a roll call vote. Municipalities may not approve travel expenses unless an ordinance has been adopted pursuant to the Act 180 days following the effective date of the Act.

IML LAUNCHES MUNICIPAL POLICY JOURNAL

The IML has partnered with the Chaddick Institute for Metropolitan Development in the School of Public Service at DePaul University to publish the *Illinois Municipal Policy Journal*. The journal will bring academic research to issues of interest to local government leaders throughout Illinois. Beyond the IML membership, the *Illinois Municipal Policy Journal* will be shared with decision makers and policy practitioners, including each member of the Illinois General Assembly, constitutional officers and members of the Illinois Congressional delegation, as well as the political science and public administration departments at colleges and universities across the state.

For the inaugural volume, articles were submitted by professors, research scholars and others from DePaul University, the Illinois Institute of Technology, The John Marshall Law School, Northern Illinois University, the University of Illinois at Chicago and the University of Illinois at Springfield. The executive director of the National League of Cities wrote the journal's foreword.

The journal, which is available online at www.iml.org/journal, was announced at a reception at the Hilton Chicago prior to a regular meeting of the IML Board of Directors.



NWMC LEGISLATIVE UPDATE

December 2, 2016

No State Budget Compromise Emerges

Due to a lack of progress on reaching a state budget compromise during the first week of veto session, expectations entering this final week were significantly tempered. The week began with meetings between the legislative leaders and Governor Rauner to discuss how to craft an agreement. Any hope of a budget agreement quickly dissolved when the Governor declared that he would not support any compromise, even another “stopgap budget” to fund the rest of the fiscal year, unless a “permanent property tax freeze” and term limits were included in the agreement.

Both Democratic leaders balked at this proposal and the ongoing stalemate between both sides continued.

The prospects for a budget agreement in early 2017 were further dampened with the overwhelming adoption on Wednesday of House Resolution 1494 (Rep. McSweeney) which opposes “consideration or passage of any income tax increase on the people of Illinois during any “lame duck” special session.

The current state stopgap budget will expire on December 31 along with the appropriation authority to keep social services, higher education and certain other state services operating. We will continue to monitor this situation for any potential municipal impacts.

Looking Ahead to 2017

Prior to the seating of the 100th General Assembly on January 11, the 99th General Assembly will return for two days of “lame duck” session beginning on Monday, January 9. It is unclear what business legislators will transact as the prospect for any budget agreement appears dead (see article, left).

Mark your calendars for the annual Northwest Municipal Conference Legislative Brunch on Saturday, January 21 at 10 a.m. to noon. Invitations will be sent shortly.

The legislative calendar for 2017:

[2017 General Assembly Calendar \(House\)](#)
[2017 General Assembly Calendar \(Senate\)](#)

Prevailing Wage Veto Override Falls Short in House

The House fell one vote short of overriding the Governor’s amendatory veto of [Senate Bill 2964](#) (Sen. Harmon / Rep. Hoffman) on Wednesday. As a result, the bill dies which allows local governments to still have the option to determine their own prevailing wage rates. As originally approved, SB 2964 would have amended the Prevailing Wage Act to provide that the prevailing wage shall not be less than the rate that prevails for similar work performed under collective bargaining agreements in the locality provided that the agreements cover at least 30% of the workers. The Governor’s amendatory veto eliminated provisions that would have made determining a local prevailing wage nearly impossible. NWMC opposed Senate Bill 2964.

Lead Hazard Bill Still Pending / Water System Corrosion Prevention Approved

Despite a flurry of negotiations this week to reach a compromise, [Senate Bill 550](#) (Sen. Steans / Rep. Harper) still requires further changes prior to advancing for a final vote. Efforts by the Illinois Municipal League and the Metropolitan Mayors Caucus to remove the requirement for local water suppliers to pay for the testing were having an impact as the final version of the bill will likely include language that requires schools to pay for the testing using their life/safety funds. SB 550 originally specified that water system operators, including municipalities, are responsible for the testing and analysis of the water samples for lead levels from school buildings within their jurisdiction. NWMC opposed the original language on the grounds that municipalities that supply certified lead free water should not be responsible for the cost of testing facilities beyond the jurisdictional extent of their water supply systems. A finalized version of this bill may be considered during the lame duck session.

Following Senate approval of an amended version of [House Bill 3303](#) (Rep. Reaves-Harris / Sen. Holmes) two weeks ago, the House unanimously concurred with the changes this week. HB 3303 require the Illinois Environmental Protection Agency to adopt rules governing corrosion prevention projects affecting a public water supply. These rules would apply primarily to the painting and touch up of above ground water facilities including fire hydrants. The bill provides that contracts for corrosion prevention projects affecting a public water supply shall comply with the Illinois Procurement Code and include specified provisions concerning participation by minority persons.

Chicago School Funding and Pension Bills Caught Up in the Drama

Further complicating the budget situation, on Thursday morning the Governor vetoed legislation approved last spring ([Senate Bill 2822](#)) that would have provided \$215 million in funding to keep Chicago Public Schools operating through the school year. The Senate acted quickly to override that veto in the afternoon but the override was not brought to a vote on the House floor. The House now has 15 days to take override action.

Meanwhile, the bill that would make significant changes to pension funds for Chicago's municipal employees and laborers, [Senate Bill 2437](#) (Sen. Sandoval / Rep. Currie), was further amended this week to eliminate the changes that would have given Chicago's mayor an equal number of appointments to those pensions boards as labor. Language in the bill requires all new employees to contribute a higher percentage of their pay to their pensions, utilizes the "consideration" model for Tier 2 employees (those hired after January 1, 2011) to allow them to opt to retire at an earlier age in exchange for higher contributions, ties these higher employee contributions to the funded level of each pension fund and sets required municipal payment amounts and includes municipal revenue intercept language if the full pension contributions are not made.

SB 2437 advanced out of the House with strong bipartisan support by a 91-16 vote but was not brought to the Senate floor for a vote. Expect this bill to be a focal point during the lame duck session.

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Discussion regarding 2017 Village Board and Standing Committees meeting schedule

MEETING DATE: December 12, 2016

COMMITTEE: General Administration & Personnel

FROM: James H. Norris, Village Manager

PURPOSE: To provide discussion regarding the 2017 Village Board and Standing Committees meeting schedule.

DISCUSSION: To determine if major religious holidays celebrated by the Christian, Islamic and Jewish faiths fall on the dates of scheduled 2017 Village Board and Standing Committee meetings, which may hinder public attendance, staff conducted a review of major religious holidays.

The following major religious holiday falls on a scheduled meeting date:

Eid al-Fitr – June 26, 2017

Since Eid al-Fitr falls on June 26, the Committee meetings that evening could be rescheduled to June 19, since the first Monday in July (July 3) already has three (3) Committees and a Board meeting scheduled that evening. This religious holiday does not represent all religious holidays that are observed on Mondays, but reflects major/high holy days, as determined through research of each faith's traditional major holidays.

The following national holidays fall on scheduled meeting dates:

New Year's Day Observance – January 2, 2017

Labor Day – September 4, 2017

Ordinance No. 4212-2010 designates that legal holidays be held the following Monday after the legal holiday. However, since New Year's Day observance is on Monday, January 2 in 2017, staff is requesting this meeting be moved to Tuesday, January 3, due to items needing Board approval. Also, because Labor Day is Monday, September 4, that Village Board meeting would be rescheduled to September 11.

Staff has also compiled a list of conferences that the Mayor and Board of Trustees often attend that fall on Mondays:

1. National League of Cities – March 11-15, 2017
1. ICSC Conference – May 21-24, 2017
2. U.S. Conference of Mayors – June 23-26, 2017

Due to the ICSC Conference on May 22, the PHS, PW and Finance Committees can be held on Tuesday, May 30 (after the Memorial Day holiday) or on June 5 (before the Village Board meeting), whatever the Board desires.

For the last several years, the Village Board has approved a summer meeting schedule that consists of summer Board and Standing Committee meetings occurring on the 1st and 3rd Mondays of the month in July and August, with no 2nd and 4th Monday meetings. If the Board desires to keep the summer meeting schedule, the Committee and Board meetings in July can be scheduled for July 3 and 17 and August meetings on August 7 and 21.

RECOMMENDATION: Staff recommends scheduling Village Board and Standing Committee meetings for 2017 as follows:

<u>Village Board</u>	<u>Standing Committees</u>
January 3 (Jan. 2*), 16	January 9, 23
February 6, 20	February 13, 27
March 6, 20	March 20 (March 13*), 27
April 3, 17	April 10, 24
May 1, 15	May 8, Tues. 30 <u>OR</u> June 5 (May 22*)
June 5, 19	June 12, 19 (June 26*)
July 3, 17	July 3, 17
August 7, 21	August 7, 21
September 11 (Sept. 4*), 18	Sept. 11, 25
October 2, 16	October 9, 23
November 6, 20	November 13, 27
December 4, 18	December 11

*The dates in parentheses above are the Board/Committee dates that were rescheduled due to holidays, conferences.

VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
 From: Bruce Anderson
 Regarding: Cable TV Report
 Date: December 7, 2016

Comcast Annual Rate Increase

We have been notified of Comcast's annual rate increases. The bogus Broadcast TV and Regional Sports fees are each going up by \$2.00. (These are fees that are tacked on to the base television package fees for channels that are not optional but are used to inflate the cost of the channel package without increase the base cost of the channel package. So while your Digital Starter or Preferred package price stays the same the fees for the channels contained in that package is going up \$4.00. Not to mention the cost of whatever converter is necessary to receive the service. This appears to be false advertising, but nobody is doing anything about it.) The digital adapter cost is also going up \$2.00 per month.

Internet service is going up between \$3 and \$9, with a couple low and mid-speed products decreasing.

Citizen Segments

This month the Citizen covers: the Public Works Open House, Harvest Luncheon, Citizens Fire Academy Graduation, Senator Murphy Reception, Encouragement Place and Health & Human Services Activities.

Citizen Segments and Programs in development:

Martin Luther King Celebration
 Teddy Bear Tea
 Lion Bridge Birthday
 Shop with a Cop
 Police Explorer Awards
 A Day-in-the-Life of the Police Department

Heart of Hoffman

This month, the "Heart of Hoffman," looks at Stand for The Silent and HEHS HALO club for awareness about bullying.

Concerts

The HEHS Band Concert began airing in November and continued into December. We are attempting to get holiday concerts from HEHS, Conant, Schaumburg and Fremd.

Friendship Tree Lighting Ceremony

Began airing in late November and continues into December.

Sports

Basketball began Dec. 2 with Schaumburg hosting Conant.

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

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

November 2016

Staffing Activity

New Starts: 1 – Temporary Administrative Staff Assistant

Separations: 1 – Assistant to the Village Manager

Transfers: 2 - Maintenance I PM shift to Maintenance I Water
Maintenance I Forestry to Maintenance I Water

Retirees: 2 - Firefighter Paramedic
Public Works Supervisor

Promotions: 1 - Development Services Technician to Assistant Planner

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	332 budgeted	319 current
	Part Time Employees	68 budgeted	62 current
	Temporary Employees	0 budgeted	3 current
	Seasonal Employees	17 budgeted	0 current
	Paid Interns	6 budgeted	3 current

Month & Year-to-Date Activity:

0 Seasonals with	15 for year
1 Promotions with	16 for year
1 Separations with	39 for year
2 Retirements with	17 for year
2 Transfer with	6 for year

Recruitment Activity**Winter Seasonals (4) – Public Works Dept.**

Posted 10/26/2016. 4 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. 10 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 / Water - Public Works (2)

This is an internal and external recruitment. Posted 9/7/2016. 53 external and 2 internal 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. Eight external candidates and two internal candidates were selected to interview. Interviews were held on 11/17 and 11/18. The two internal candidates were offered the positions and were transferred to the open positions in the Water Division on 11/21/2016.

Maintenance I / PM shift & Forestry - Public Works (2)

This is an internal and external recruitment. Posted 11/7/2016 for internal applicants. No internal applications received. 53 external applications received from previous recruitment. External candidate interviews were held on 11/17 and 11/18. Awaiting department decision regarding interviews.

Assistant to the Village Manager - General Government

Posted 11/25/2016. The position was posted on the Village website and social media, on the Indeed job board, with ILCMA/IAMMA and on the Public Salary website. Applications are being forwarded to the Deputy Village Manager as they are received.

Cable TV Intern - General Government

Posted 11/25/2016. The position was posted on the Village website and social media and with the Illinois Media School. Applications will be forwarded to the Cable TV Coordinator as they are received.

Civil Engineer I - Development Services

Posted 11/29/2016. The position was posted on the Village website, social media, APWA website, Indeed, Public Salary and twenty university websites. Applications will be forwarded to the interview team after the deadline for application has passed.

Civil Engineering Summer Intern - Development Services (3)

Posted 11/28/2016. The position was posted on the Village website, social media, Indeed job board, Public Salary and twenty university websites. Applications will be forwarded to the interview team as they are received.

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, 2020). Contract extension finalized.

Public Works (International Brotherhood of Teamsters, Local 700) – Contract (Jan. 1, 2016 – Dec. 31, 2019).

Police Sergeants (Metropolitan Alliance of Police – MAP-97) Successor Contract finalized (Jan. 1, 2017 – December 31, 2019).

Grievances

N/A


Personnel/Benefits/Employee Services

- 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 Executive Board meeting.
- Director of HRM participated in Management Team meetings.
- Director of HRM participated in negotiations with MAP 97.
- HRM staff met with General Government on annual performance measures.
- HRM Staff hosted Business Writing training classes and Anti-Harassment training.
- Assistant to the HRM Director participated in Wellness Committee meeting.
- HRM staff attended webinar on upcoming ACA reporting.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.
- Conducted meetings with staff related to 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.



Patrick J. Seger
Director of Human Resources Management

**HUMAN RESOURCES MANAGEMENT
MONTHLY STAFFING REPORT
NOVEMBER 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 – Forestry & PM Shift
DEPARTMENT: Public Works
DATE POSTED: 11/07/2016
AD DEADLINE: 11/11/2016
APPLICATIONS REC'D: 53 external applications received from previous recruitment
STATUS: The position was posted internally. External applicants from the previous recruitment were considered for these positions. External candidate interviews were held on 11/17 and 11/18. Awaiting department decision regarding interviews.

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: 10 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: 4 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: Assistant to the Village Manager
DEPARTMENT: General Government
DATE POSTED: 11/25/2016
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 14 applications received to date
STATUS: The position was posted on the Village website and social media, on the Indeed job board, with ILCMA/IAMMA and on the Public Salary website. Applications are being forwarded to the Deputy Village Manager as they are received.

POSITION TITLE: Cable TV Intern
DEPARTMENT: General Government
DATE POSTED: 11/25/2016
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 0 applications received to date
STATUS: The position was posted on the Village website and social media and with the Illinois Media School. Applications will be forwarded to the Cable TV Coordinator as they are received.

POSITION TITLE: Civil Engineer I
DEPARTMENT: Development Services
DATE POSTED: 11/29/2016
AD DEADLINE: 12/23/2016
APPLICATIONS REC'D: 9 applications received to date
STATUS: The position was posted on the Village website, social media, APWA website, Indeed, Public Salary and twenty university websites. Applications will be forwarded to the interview team after the deadline for application has passed.

POSITION TITLE: Civil Engineering Summer Intern (3)
DEPARTMENT: Development Services
DATE POSTED: 11/28/2016
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 1 applications received to date
STATUS: The position was posted on the Village website, social media, Indeed job board, Public Salary and twenty university websites. Applications will be forwarded to the interview team as they are received.

NEW STARTS

POSITION TITLE: Maintenance I Water (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. Eight external candidates and two internal candidates were selected to interview. Interviews were held on 11/17 and 11/18. The two internal candidates were offered the positions and were transferred to the open positions in the Water Division on 11/21/2016.

SUMMARY OF EMPLOYMENT ACTIVITY NOVEMBER 2016

	<u>Total Number</u>	<u>Position</u>
New Starts	1	Temp Admin Staff Asst.
Separations	1	Asst. to the Village Manager
Promotions	1	Dev. Svcs. Tech. to Asst. Planner
Upgrades	0	
Downgrades	0	
Transfers	2	Maint. I PM Shift to Maint. I Water Maint. I Forestry to Maint. I Water
Retirements	2	Firefighter Paramedic PW Supervisor
Reclassifications	0	
Change in Status	0	

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	7	Maintenance I Winter Seasonal (4) Firefighter/Paramedic (2)
Separations	1	Maintenance I
Promotions	1	Police Officer to Police Sergeant
Transfers	0	
Reclassifications	0	
Change in Status	0	

Retirements	1	Firefighter/ Paramedic
New Positions	0	
Eliminated Positions	0	

2016 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	332	319
PART TIME EMPLOYEES	68	62
TEMPORARY EMPLOYEES	0	3
SEASONAL EMPLOYEES	17	0
INTERNS (PAID)	6	3
TOTAL	423	387

Total Vacancies:

Full Time

Budgeted – Posted	4	Maintenance I (2) Asst. to Village Manager Civil Engineer I
Budgeted - Not Posted	11	Police Officer (5) Police Sergeant Firefighter/Paramedic (5) Development Services Technician PW Supervisor
TOTAL FULL TIME	15	

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	25	874
Part Time – Response to Recruitments	0	1134
Seasonal Applicants	15	201
Unsolicited Applications/Walk-Ins	3	43
TOTAL	43	2252

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
NOVEMBER 2016**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Katie Kopecky	11/16/2016	Temporary Admin Staff Asst	N/A

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Dean Slater	11/09/2016	Firefighter/Paramedic	Retired
Joe Volpe	11/30/2016	Public Works Supervisor	Retired
Ashley Monroe	11/25/2016	Asst. to the Village Mgr.	Resigned

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Dan Ritter	11/7/2016	Dev. Services Technician	Assistant Planner

TRANSFERS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Julio Salas	11/21/2016	Maint. I - Forestry	Maint. I - Water
Tyler Wintz	11/21/2016	Maint. I - PM shift	Maint. I - Water

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
NOVEMBER 2016**

# Anniversaries	<u>8</u>
# Interviews conducted during month	<u>7</u>
# Orientations conducted during month	<u>1</u>

EMPLOYER'S CLAIM SERVICE, INC.
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 11/30/2016

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	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:														
00 102	Planning (Dept)	1	1.8%	1	0	0	0%	0	1	0.00	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	0.00	0.0%
00 206	Customer Service (Dept)	1	1.8%	0	0	1	100%	0	1	3,974.20	3,974.20	0.00	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	0.00	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	0.00	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	0.00	152,127.86	49.1%
00 300	Administration (Dept)	1	1.8%	0	1	0	0%	0	1	193.50	193.50	0.00	193.50	0.1%
00 301	Fire Suppression (Dept)	12	21.4%	6	3	3	25%	0	12	7,922.89	95,074.64	0.00	95,074.64	30.7%
00 303	Emergency Medical Service (Dept)	7	12.5%	5	1	1	14%	0	7	2,302.35	16,116.43	0.00	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	0.00	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	0.00	4,452.45	1.4%
00 401	Cable TV (Dept)	1	1.8%	1	0	0	0%	0	1	260.40	260.40	0.00	260.40	0.1%
00 402	Boards & Commissions (Dept)	1	1.8%	1	0	0	0%	0	1	413.43	413.43	0.00	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	0.00	5,126.28	1.7%
00 600	Administration (Dept)	1	1.8%	0	1	0	0%	0	1	0.00	0.00	0.00	0.00	0.0%
00 6	Human Resources Manage (Sub-Loc)	1	1.8%	0	1	0	0%	0	1	0.00	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	0.00	28,187.36	9.1%
00 704	Traffic (Dept)	1	1.8%	1	0	0	0%	0	1	1,159.40	1,159.40	0.00	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	0.00	29,346.76	9.5%
00 801	Water & Sewer (Dept)	4	7.1%	2	2	0	0%	0	4	733.76	2,935.02	0.00	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	0.00	1,411.10	0.5%
00 804	Forestry (Dept)	5	8.9%	5	0	0	0%	0	5	565.72	2,828.60	0.00	2,828.60	0.9%
00 805	Clerical (Dept)	1	1.8%	1	0	0	0%	0	1	452.50	452.50	0.00	452.50	0.1%
00 8	Public Works (Sub-Loc)	11	19.6%	8	3	0	0%	0	11	693.38	7,627.22	0.00	7,627.22	2.5%
00 9	Information Systems (Sub-Loc)	1	1.8%	1	0	0	0%	0	1	168.50	168.50	0.00	168.50	0.1%

EMPLOYER'S CLAIM SERVICE, INC.
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 11/30/2016

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
00 01	Village of Hoffman Estates (Loc)	56	100.0%	38	11	7	7	0	56	5,531.35	309,755.39		309,755.39	100.0%
Totals for 2000 Claims:		56	100.0%	38	11	7	7	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	2	0	8	35,023.68	280,189.41		280,189.41	23.7%
01 303	Emergency Medical Service (Dept)	7	10.8%	2	1	4	4	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	6	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	7	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	2	0	3	2,887.00	8,660.99		8,660.99	0.7%
01 707	Records (Dept)	4	6.2%	1	0	3	3	0	4	14,372.31	57,489.25		57,489.25	4.9%
01 7	Police (Sub-Loc)	28	43.1%	14	2	12	12	0	28	10,147.08	284,118.23		284,118.23	24.0%
01 800	Streets (Dept)	5	7.7%	3	1	1	1	0	5	48,719.89	243,599.47		243,599.47	20.6%
01 801	Water & Sewer (Dept)	4	6.2%	2	1	1	1	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	2	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	20	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	20	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%
02 301	Fire Suppression (Dept)	5	13.2%	1	2	2	2	0	5	11,335.45	56,677.26		56,677.26	7.6%
02 303	Emergency Medical Service (Dept)	8	21.1%	4	3	1	1	0	8	7,441.19	59,529.50		59,529.50	8.0%

EMPLOYER'S CLAIM SERVICE, INC.
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 11/30/2016

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
02 306	Technical Rescue	1	2.6%	0	1	0	0	0	1	5,830.00	5,830.00		5,830.00	0.8%
02 3	Fire	14	36.8%	5	6	3	21%	0	14	8,716.91	122,036.76		122,036.76	16.3%
02 700	Patrol	11	28.9%	5	0	6	55%	0	11	24,662.45	271,286.95		271,286.95	36.3%
02 704	Traffic	1	2.6%	0	0	1	100%	0	1	310,828.16	310,828.16		310,828.16	41.6%
02 706	Communication	1	2.6%	1	0	0	0%	0	1	1,777.50	1,777.50		1,777.50	0.2%
02 7	Police	13	34.2%	6	0	7	54%	0	13	44,914.82	583,892.61		583,892.61	78.2%
02 800	Streets	5	13.2%	4	1	0	0%	0	5	1,511.20	7,556.00		7,556.00	1.0%
02 801	Water & Sewer	2	5.3%	0	2	0	0%	0	2	1,227.90	2,455.80		2,455.80	0.3%
02 803	Equipment & Supply	1	2.6%	1	0	0	0%	0	1	281.70	281.70		281.70	0.0%
02 804	Forestry	2	5.3%	2	0	0	0%	0	2	642.60	1,285.20		1,285.20	0.2%
02 8	Public Works	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	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	5	14.3%	2	1	2	40%	0	5	25,542.01	127,710.07		127,710.07	31.2%
03 303	Emergency Medical Service	12	34.3%	9	1	2	17%	0	12	15,553.15	186,637.80		186,637.80	45.7%
03 305	Underwater Rescue	1	2.9%	1	0	0	0%	0	1	785.49	785.49		785.49	0.2%
03 3	Fire	18	51.4%	12	2	4	22%	0	18	17,507.41	315,133.36		315,133.36	77.1%
03 700	Patrol	7	20.0%	5	1	1	14%	0	7	1,467.76	10,274.35		10,274.35	2.5%
03 701	Investigations	1	2.9%	0	0	1	100%	0	1	79,722.54	79,722.54		79,722.54	19.5%
03 704	Traffic	3	8.6%	1	2	0	0%	0	3	88.33	265.00		265.00	0.1%
03 7	Police	11	31.4%	6	3	2	18%	0	11	8,205.63	90,261.89		90,261.89	22.1%
03 801	Water & Sewer	3	8.6%	3	0	0	0%	0	3	699.33	2,098.00		2,098.00	0.5%
03 802	Building & Grounds	2	5.7%	2	0	0	0%	0	2	477.00	954.00		954.00	0.2%
03 803	Equipment & Supply	1	2.9%	1	0	0	0%	0	1	310.50	310.50		310.50	0.1%
03 8	Public Works	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	35	100.0%	24	5	6	17%	0	35	11,678.79	408,757.75		408,757.75	100.0%
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	1	2.1%	1	0	0	0%	0	1	1,295.10	1,295.10		1,295.10	0.1%
04 2	Finance	1	2.1%	1	0	0	0%	0	1	1,295.10	1,295.10		1,295.10	0.1%

EMPLOYER'S CLAIM SERVICE, INC.
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 11/30/2016

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
04 301	Fire Suppression (Dept)	10	20.8%	6	2	2	2	0	10	4,666.25	46,662.48		46,662.48	4.4%
04 303	Emergency Medical Service (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	2	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 Manage (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 Service (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%
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%

EMPLOYER'S CLAIM SERVICE, INC.
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 11/30/2016

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	Lgl	Open	Cisd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
05 802	Building & Grounds	1	1.9%	1	0	0	0	0	1	437.00	437.00		437.00	0.1%
05 803	Equipment & Supply	2	3.8%	2	0	0	0	0	2	697.05	1,394.10		1,394.10	0.5%
05 804	Forestry	4	7.5%	3	1	0	0	0	4	259.88	1,039.50		1,039.50	0.3%
05 8	Public Works	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	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	1	1.8%	0	1	0	0%	0	1	1,527.37	1,527.37		1,527.37	0.1%
06 2	Finance	1	1.8%	0	1	0	0%	0	1	1,527.37	1,527.37		1,527.37	0.1%
06 301	Fire Suppression	9	16.1%	5	2	2	22%	0	9	38,029.36	342,264.26		342,264.26	31.5%
06 303	Emergency Medical Service	14	25.0%	7	3	4	29%	0	14	39,335.55	550,697.76		550,697.76	50.8%
06 3	Fire	23	41.1%	12	5	6	26%	0	23	38,824.44	892,962.02		892,962.02	82.3%
06 700	Patrol	17	30.4%	11	3	3	18%	0	17	3,949.26	67,137.34		67,137.34	6.2%
06 701	Investigations	1	1.8%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
06 703	Tactical	4	7.1%	3	1	0	0%	0	4	2,311.32	9,245.26		9,245.26	0.9%
06 704	Traffic	2	3.6%	2	0	0	0%	0	2	3,850.97	7,701.94		7,701.94	0.7%
06 707	Records	1	1.8%	0	0	1	100%	0	1	25,046.89	25,046.89		25,046.89	2.3%
06 7	Police	25	44.6%	17	4	4	16%	0	25	4,365.26	109,131.43		109,131.43	10.1%
06 800	Streets	1	1.8%	1	0	0	0%	0	1	4,201.51	4,201.51		4,201.51	0.4%
06 801	Water & Sewer	2	3.6%	1	1	0	0%	0	2	112.50	225.00		225.00	0.0%
06 802	Building & Grounds	1	1.8%	0	1	0	0%	0	1	70,689.99	70,689.99		70,689.99	6.5%
06 804	Forestry	3	5.4%	3	0	0	0%	0	3	2,038.90	6,116.71		6,116.71	0.6%
06 8	Public Works	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	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%
07 301	Fire Suppression	9	18.8%	7	0	2	22%	0	9	42,805.36	385,248.23		385,248.23	50.9%
07 303	Emergency Medical Service	7	14.6%	6	0	1	14%	0	7	2,644.72	18,513.01		18,513.01	2.4%
07 3	Fire	16	33.3%	13	0	3	19%	0	16	25,235.08	403,761.24		403,761.24	53.3%
07 600	Administration	1	2.1%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
07 6	Human Resources Manage	1	2.1%	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: 11/30/2016

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	Lgl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
07 700	Patrol	10	20.8%	6	2	2	2	20%	0	10	17,411.53	174,115.28		174,115.28	23.0%
07 703	Tactical	2	4.2%	2	0	0	0	0%	0	2	356.16	712.31		712.31	0.1%
07 704	Traffic	4	8.3%	2	1	1	1	25%	0	4	4,376.80	17,507.19		17,507.19	2.3%
07 7	Police	16	33.3%	10	3	3	3	19%	0	16	12,020.92	192,334.78		192,334.78	25.4%
07 800	Streets	3	6.3%	2	0	1	1	33%	0	3	8,294.56	24,883.69		24,883.69	3.3%
07 801	Water & Sewer	4	8.3%	4	0	0	0	0%	0	4	1,093.37	4,373.47		4,373.47	0.6%
07 802	Building & Grounds	1	2.1%	1	0	0	0	0%	0	1	743.84	743.84		743.84	0.1%
07 803	Equipment & Supply	3	6.3%	3	0	0	0	0%	0	3	1,148.10	3,444.30		3,444.30	0.5%
07 804	Forestry	4	8.3%	3	0	1	1	25%	0	4	31,828.77	127,315.08		127,315.08	16.8%
07 8	Public Works	15	31.3%	13	0	2	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	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	8	17%	0	48	15,767.84	756,856.40		756,856.40	100.0%
08 200	Accounting	1	1.6%	1	0	0	0	0%	0	1	0.00	0.00		0.00	0.0%
08 206	Customer Service	1	1.6%	0	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
08 2	Finance	2	3.1%	1	1	0	0	0%	0	2	0.00	0.00		0.00	0.0%
08 300	Administration	1	1.6%	1	0	0	0	0%	0	1	3,466.28	3,466.28		3,466.28	0.7%
08 301	Fire Suppression	14	21.9%	11	2	1	1	7%	0	14	1,747.67	24,467.38		24,467.38	4.8%
08 303	Emergency Medical Service	22	34.4%	17	2	3	3	14%	0	22	10,444.02	229,768.34		229,768.34	44.8%
08 3	Fire	37	57.8%	29	4	4	4	11%	0	37	6,964.92	257,702.00		257,702.00	50.2%
08 400	Manager's Office	1	1.6%	0	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
08 4	General Government	1	1.6%	0	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
08 700	Patrol	7	10.9%	4	0	3	3	43%	0	7	8,533.91	59,737.37		59,737.37	11.6%
08 701	Investigations	1	1.6%	0	0	1	1	100%	0	1	80,561.35	80,561.35		80,561.35	15.7%
08 703	Tactical	2	3.1%	2	0	0	0	0%	0	2	953.81	1,907.61		1,907.61	0.4%
08 704	Traffic	1	1.6%	0	1	0	0	0%	0	1	8,049.19	8,049.19		8,049.19	1.6%
08 705	Canine	1	1.6%	1	0	0	0	0%	0	1	5,940.13	5,940.13		5,940.13	1.2%
08 7	Police	12	18.8%	7	1	4	4	33%	0	12	13,016.30	156,195.65		156,195.65	30.4%
08 800	Streets	5	7.8%	4	1	0	0	0%	0	5	661.38	3,306.90		3,306.90	0.6%
08 801	Water & Sewer	5	7.8%	4	1	0	0	0%	0	5	410.40	2,052.00		2,052.00	0.4%

EMPLOYER'S CLAIM SERVICE, INC.
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 11/30/2016

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	Lgl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
08 804	Forestry (Dept)	2	3.1%	1	0	1	0	0%	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	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	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	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%	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%	0	14	4,642.64	64,996.99		64,996.99	9.3%
09 303	Emergency Medical Service (Dept)	20	37.7%	13	4	3	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	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	1	100%	0	1	19,350.10	19,350.10		19,350.10	2.8%
09 6	Human Resources Manage (Sub-Loc)	1	1.9%	0	0	1	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	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%	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%	0	1	0.00	0.00		0.00	0.0%
09 7	Police (Sub-Loc)	10	18.9%	4	2	4	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	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%	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%	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%	0	2	551.70	1,103.40		1,103.40	0.2%
09 8	Public Works (Sub-Loc)	6	11.3%	4	1	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	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	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	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.5%
10 2	Finance (Sub-Loc)	2	4.8%	0	1	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%	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%	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%	0	8	3,252.66	26,021.31		26,021.31	4.5%
10 303	Emergency Medical Service (Dept)	8	19.0%	4	1	3	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	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	4	27%	1	14	18,625.79	263,962.50	15,424.29	279,386.79	48.0%

EMPLOYER'S CLAIM SERVICE, INC.
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 11/30/2016

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	Lgl	Open	Cisd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
10 7	Police	15	35.7%	7	4	4	4	1	14	18,625.79	263,962.50	15,424.29	279,386.79	48.0%
10 800	Streets	3	7.1%	2	1	0	0	0	3	251.71	755.12		755.12	0.1%
10 801	Water & Sewer	3	7.1%	3	0	0	0	0	3	2,370.53	7,111.59		7,111.59	1.2%
10 802	Building & Grounds	1	2.4%	1	0	0	0	0	1	541.00	541.00		541.00	0.1%
10 804	Forestry	1	2.4%	0	1	0	0	0	1	17,684.94	17,684.94		17,684.94	3.0%
10 8	Public Works	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	42	100.0%	21	13	8	8	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	8	1	41	13,861.22	566,746.90	15,424.29	582,171.19	100.0%
11 200	Accounting	1	3.2%	0	1	0	0	0	1	0.00	0.00		0.00	0.0%
11 2	Finance	1	3.2%	0	1	0	0	0	1	0.00	0.00		0.00	0.0%
11 250	PPO Payments	1	3.2%	1	0	0	0	0	1	20,457.16	20,457.16		20,457.16	2.8%
11 25	PPO Payments	1	3.2%	1	0	0	0	0	1	20,457.16	20,457.16		20,457.16	2.8%
11 301	Fire Suppression	4	12.9%	2	1	1	1	1	3	61,241.86	208,259.97	36,707.47	244,967.44	34.0%
11 303	Emergency Medical Service	11	35.5%	9	0	2	2	0	11	19,510.89	214,619.81		214,619.81	29.8%
11 3	Fire	15	48.4%	11	1	3	20%	1	14	30,639.15	422,879.78	36,707.47	459,587.25	63.7%
11 700	Patrol	10	32.3%	6	1	3	30%	0	10	23,145.83	231,458.29		231,458.29	32.1%
11 703	Tactical	1	3.2%	0	1	0	0%	0	1	6,447.68	6,447.68		6,447.68	0.9%
11 7	Police	11	35.5%	6	2	3	27%	0	11	21,627.82	237,905.97		237,905.97	33.0%
11 801	Water & Sewer	1	3.2%	1	0	0	0%	0	1	489.57	489.57		489.57	0.1%
11 804	Forestry	1	3.2%	1	0	0	0%	0	1	2,769.16	2,769.16		2,769.16	0.4%
11 805	Clerical	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11 8	Public Works	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	31	100.0%	20	5	6	19%	1	30	23,264.81	684,501.64	36,707.47	721,209.11	100.0%
Totals for 2011 Claims:		31	100.0%	20	5	6	19%	1	30	23,264.81	684,501.64	36,707.47	721,209.11	100.0%
12 101	Engineering/Transportation	1	2.3%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.5%
12 1	Community Development	1	2.3%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.5%
12 250	PPO Payments	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	14.8%
12 25	PPO Payments	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	14.8%
12 301	Fire Suppression	12	27.9%	10	1	1	8%	1	11	2,111.09	21,736.53	3,596.59	25,333.12	7.6%

EMPLOYER'S CLAIM SERVICE, INC.
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 11/30/2016

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
12 303	Emergency Medical Service (Dept)	8	18.6%	7	0	1	1	0	8	21,887.53	175,100.26		175,100.26	52.6%
12 3	Fire (Sub-Loc)	20	46.5%	17	1	2	2	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	2	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	2	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	4	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	4	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	7.1%
13 303	Emergency Medical Service (Dept)	6	15.4%	3	1	2	2	1	5	39,558.95	213,982.12	23,371.56	237,353.68	57.3%
13 3	Fire (Sub-Loc)	14	35.9%	9	3	2	2	1	13	19,061.54	243,490.01	23,371.56	266,861.57	64.4%
13 700	Patrol (Dept)	12	30.8%	4	2	6	6	5	7	9,659.62	94,256.69	21,658.77	115,915.46	28.0%
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	6	5	8	9,003.83	95,391.06	21,658.77	117,049.83	28.3%
13 801	Water & Sewer (Dept)	9	23.1%	8	1	0	0	0	9	3,217.94	28,961.44		28,961.44	7.0%
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	7.1%
13 01	Village of Hoffman Estates (Loc)	39	100.0%	24	7	8	8	6	33	10,619.70	369,138.00	45,030.33	414,168.33	100.0%
Totals for 2013 Claims:		39	100.0%	24	7	8	8	6	33	10,619.70	369,138.00	45,030.33	414,168.33	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%

EMPLOYER'S CLAIM SERVICE, INC.
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 11/30/2016

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	Lgl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
14 1	Community Development (Sub-Loc)	2	4.1%	1	1	0	0	0%	0	2	321.20	642.39		642.39	0.1%
14 301	Fire Suppression (Dept)	12	24.5%	9	0	3	25%	1	11		28,587.67	330,192.50	12,859.52	343,052.02	54.6%
14 303	Emergency Medical Service (Dept)	6	12.2%	3	1	2	33%	1	5		9,547.25	47,137.12	10,146.39	57,283.51	9.1%
14 3	Fire (Sub-Loc)	18	36.7%	12	1	5	28%	2	16		22,240.86	377,329.62	23,005.91	400,335.53	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 Manage (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	102,908.65	109,694.92	212,603.57	33.8%
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	104,270.43	109,694.92	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%	3	46		12,820.15	495,486.66	132,700.83	628,187.49	100.0%
Totals for 2014 Claims:		49	100.0%	35	8	6	12%	3	46		12,820.15	495,486.66	132,700.83	628,187.49	100.0%
15 100	Code Enforcement (Dept)	1	3.4%	1	0	0	0%	0	1		371.99	371.99		371.99	0.1%
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		30,170.66	179,530.46	92,005.50	271,535.96	66.1%
15 303	Emergency Medical Service (Dept)	6	20.7%	4	1	1	17%	1	5		9,181.03	40,024.58	15,061.60	55,086.18	13.4%
15 3	Fire (Sub-Loc)	15	51.7%	9	2	4	27%	3	12		21,774.81	219,555.04	107,067.10	326,622.14	79.5%
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	18.2%
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	18.4%
15 800	Streets (Dept)	1	3.4%	1	0	0	0%	0	1		184.04	184.04		184.04	0.0%

EMPLOYER'S CLAIM SERVICE, INC.
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 From: 12/31/1996 Through: 11/30/2016

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
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	5	4	25	14,165.75	279,092.28	131,714.36	410,806.64	100.0%
Totals for 2015 Claims:		29	100.0%	21	3	5	5	4	25	14,165.75	279,092.28	131,714.36	410,806.64	100.0%
16 301	Fire Suppression (Dept)	2	6.1%	2	0	0	0	1	1	88.82	177.63		177.63	0.1%
16 303	Emergency Medical Service (Dept)	4	12.1%	2	0	2	2	3	1	37,583.55	61,230.85	89,103.34	150,334.19	43.7%
16 3	Fire (Sub-Loc)	6	18.2%	4	0	2	2	4	2	25,085.30	61,408.48	89,103.34	150,511.82	43.8%
16 700	Patrol (Dept)	15	45.5%	13	1	1	1	4	11	9,800.59	66,578.76	80,430.08	147,008.84	42.8%
16 701	Investigations (Dept)	1	3.0%	1	0	0	0	0	1	7,112.66	7,112.66		7,112.66	2.1%
16 703	Tactical (Dept)	1	3.0%	1	0	0	0	0	1	140.43	140.43		140.43	0.0%
16 7	Police (Sub-Loc)	17	51.5%	15	1	1	1	4	13	9,074.23	73,831.85	80,430.08	154,261.93	44.9%
16 800	Streets (Dept)	1	3.0%	1	0	0	0	0	1	329.95	329.95		329.95	0.1%
16 801	Water & Sewer (Dept)	4	12.1%	3	1	0	0	3	1	3,381.52	11,829.30	1,696.79	13,526.09	3.9%
16 803	Equipment & Supply (Dept)	2	6.1%	1	1	0	0	1	1	11,290.50	15,773.70	6,807.29	22,580.99	6.6%
16 804	Forestry (Dept)	2	6.1%	2	0	0	0	0	2	284.49	568.97		568.97	0.2%
16 8	Public Works (Sub-Loc)	9	27.3%	7	2	0	0	4	5	4,111.78	28,501.92	8,504.08	37,006.00	10.8%
16 9	Information Systems (Sub-Loc)	1	3.0%	1	0	0	0	0	1	1,848.77	1,848.77		1,848.77	0.5%
16 01	Village of Hoffman Estates (Loc)	33	100.0%	27	3	3	3	12	21	10,412.99	165,591.02	178,037.50	343,628.52	100.0%
Totals for 2016 Claims:		33	100.0%	27	3	3	3	12	21	10,412.99	165,591.02	178,037.50	343,628.52	100.0%
250	Village of Hoffman Estates	783		518	131	134	134	30	753	13,645.50	10,081,155.48	603,268.96	10,684,424.44	

Open Medical: 6
 Open Comp: 3
 Open Legal: 21

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: Monday, December 5, 2016

Higgins Education Center – attended advisory meeting with Trustee Pilafas on 11/21.

AMITA Health partnership meeting: met with representative from Kelley Clancy's office on 11/21 – Sendy Soto

Firehouse Subs: a successful event was held on 11/20. Tami Kulak, owner, reported a great turnout.

Heart of Hoffman Estates: working with Bruce to identify highlights for January segment.

Brookdale Pie Giveaway: attended Brookdale Pie Tasting with members of the board on 11/22.

Wine Wednesday: Wine Wednesday for November was one of the most well attended events yet. Main Event will host the event on December 28.

Receptions and Dinners: Ashley Monroe Going Away Dinner (11/21), Citizen Fire Academy Graduation (11/21), Mayor McLeod's Birthday Dinner (11/28)

Committee Meetings: attended committee meetings on 11/28.

Group Holiday Photo: completed 11/21

Liquor License meetings: set up meeting for Lucky Bernie's 11/30.

Webelos visit: Coordinate visit and tour for Webelos on 12/6.

Travel: scheduled travel for Mayor for US Conference of Mayors – Winter Conference January 2017

Proclamations: Small Business Saturday was presented on 11/21, coordinated personalized proclamations for Dr. Cynthia Kalogeropoulos (12/5) and Stephanie Sarnoff (12/15)

School visit: set up presentation for Mayor and Trustees for 12/15 – kids from Campenelli Magnet Dirksen Elementary, Fairview Elementary and Willow Bend Elementary will attend to present their project on plastic bags and impact on marine life.

Writing/Social Media: Provided content for December / January Citizen and coordinated social media posts for the month.

Mayor's Memos: produced and sent on 11/23.

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