

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
January 9, 2017

Immediately Following Special Village Board Meeting

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 – December 12, 2016**

NEW BUSINESS

- 1. Request acceptance of Cable TV Monthly Report.

- 2. Request acceptance of Human Resources Management Monthly Report.

- 3. 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**

December 12, 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
Alan Wenderski, Director of Engineering
Patrick Seger, Director of HRM
Patti Cross, Asst. Corporation Counsel
Jeff Jorian, Fire Chief
Ted Bos, Police Chief
Joe Nebel, Director of Public Works
Rachel Musiala, Director of Finance
Fred Besenhoffer, Director of IS
Ken Koop, Risk Manager
Audra Marks, Asst. Director of HHS
Jordan Lester, Administration Intern

The General Administration & Personnel Committee meeting was called to order at 7:53 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of November 14, 2016. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Discussion regarding Legislative Update.

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

Jim Norris reported that the Illinois General Assembly did not accomplish anything in its veto session. He will continue to monitor the State's budgetary actions.

2. Discussion regarding 2017 Village Board and Standing Committees meeting schedule.

An item summary sheet from Jim Norris was presented to Committee.

Jim Norris asked for the Committee's input and preferences for meeting dates in 2017. The Village Board meeting for January 2 will be rescheduled to Tuesday, January 3, and the Committee meetings scheduled for May 22 (ICSC conference) will be scheduled prior to the Village Board meeting on May 15. There was a question about the date of April 10, which is the beginning of Passover, so that date will be rescheduled to April 17.

Motion by Trustee Mills, seconded by Trustee Pilafas, to approve the 2017 Village Board and Standing Committees meeting schedule. Voice vote taken. All ayes. Motion carried.

3. 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.

4. 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.

5. 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 Mills, to adjourn the meeting at 8:02 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
From: Bruce Anderson
Regarding: Cable TV Report
Date: January 4, 2017

Citizen Segments

This month the Citizen covers: Shop with a Cop, Lion Bridge Birthday, Teddy Bear Tea, the Explorers Recognition, Senior Holiday Luncheon and Health & Human Services Activities.

Citizen Segments and Programs in development:

Martin Luther King Celebration
A Day-in-the-Life of the Police Department
Kids Hope USA
Senior Breakfast
Chamber Celebration of Excellence
CalAtlantic Homes
HEHS/Dist. 54 Concert

Franchise Renewal

We are within the three year renewal window for the Cable Franchise with Comcast. We will need to send out a survey to residents in about a year to get their input for the new franchise, which is due in August of 2019.

Also the Illinois State Cable and Telecom Act will be up for renewal this year. It was extended last year.

Heart of Hoffman

This month, the "Heart of Hoffman," will look at Kids Hope USA

Concerts

The Conant and Schaumburg Holiday Concerts aired December. HEHS and Fremd Holiday concerts air in January.

Sports

Basketball continues in January and February.

Complaints/Inquiries

There were no new inquiries last month and no inquiries outstanding.

Complaints/Inquiries for 2016

In 2016 the Village received twenty complaints or inquiries about Cable/Telecommunications services, up from seventeen in 2015. There were eight about service lines, four about service problems, three billing issues and one each about installation, competition and general information.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

December 2016

Staffing Activity

New Starts: 6 – Firefighter/Paramedic (2)
Maintenance I – PM Shift
PW Winter Seasonal (2)
Engineering Intern

Separations: 1 – PT Staff Assistant

Transfers: 0

Retirees: 1 - Firefighter Paramedic

Promotions: 1 - Police Officer to Police Sergeant

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	332 budgeted	321 current
	Part Time Employees	68 budgeted	61 current
	Temporary Employees	0 budgeted	3 current
	Seasonal Employees	17 budgeted	2 current
	Paid Interns	6 budgeted	4 current

Month & Year-to-Date Activity:

2 Seasonals with	17 for year
1 Promotions with	17 for year
1 Separations with	40 for year
1 Retirements with	18 for year
0 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. Two Seasonals were rehired from Fall. They started on December 9th.

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. Six returning snowplow drivers were rehired in December, along with 1 part-time Village employee who also assisted with snow removal last year.

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. The PW Director is reviewing options regarding this position.

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. . This is an ongoing recruitment. Applications are being reviewed by the Traffic Sergeant as they are received.

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. Offers were made to two candidates. They accepted. The PM shift employee completed pre-employment screening and started 12/27/2016.

The Forestry candidate is still completing pre-employment screening and is scheduled to start in January.

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 Village Manager and Deputy Village Manager as they are received. Applicants will be chosen to advance in the recruitment process in January.

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 were forwarded to the interview team after the deadline. Eight applicants were chosen to advance in the recruitment process. Screening questions were emailed to them to complete by January 5, 2017. Candidates will be chosen for interview based on written response and application materials.

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 were forwarded to the interview team as they were received. Six candidates were interviewed in December and two more will be interviewed on 01/03/2017. Hiring decisions will be made in January.

Clinic Nurse - Health & Human Services

Nursing supervisor conducted interviews and made an offer to one candidate. The candidate accepted and successfully completed pre-employment screening. She is scheduled to start in January.

Development Service Technician - Development Services

Posted 12/05/2016. The position was posted on the Village website, social media, Indeed job board, Public Salary and twenty university websites. Applications were forwarded to the interview team as they were received. Six candidates were interviewed in

December and two more will be interviewed on 01/03/2017.
Hiring decisions will be made in January.

Traffic Supervisor – Public Works

Posted internally on 12/21/2016. Applications will be forwarded to the PW Director and Asst. Director after the deadline.

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).

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, 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 Board meeting. HRM Staff hosted Performance Evaluation training for supervisors.
- Assistant to the HRM Director participated in Wellness Committee meeting.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims.
- Recommended to the Village Board the 2017 insurance package. The Board approved.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.

- 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 staff to discuss a potential ADA issue.
- 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.
- Continued to 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
DECEMBER 2016**

RECRUITMENTS

POSITION TITLE: Maintenance I (Internal & External) – Forestry
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. An offer was made and accepted. After successfully completing pre-employment screening, applicant is scheduled to start on January 16, 2017.

POSITION TITLE: PW Supervisor (Internal only) – Traffic
DEPARTMENT: Public Works
DATE POSTED: 12/21/2016
AD DEADLINE: 01/04/2017
APPLICATIONS REC'D: 0 applications received to date.
STATUS: The position was posted internally. Applications will be forwarded to the PW Director and Asst. Director after the deadline.

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. Director is reviewing options regarding this position.

POSITION TITLE: Assistant to the Village Manager
DEPARTMENT: General Government
DATE POSTED: 11/25/2016
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 130 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 Village Manager and

Deputy Village Manager as they are received. Applicants will be chosen to advance in the recruitment process in January.

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: 54 applications received
STATUS: The position was posted on the Village website, social media, APWA website, Indeed, Public Salary and twenty university websites. Applications were forwarded to the interview team after the deadline. Eight applicants were chosen to advance in the recruitment process. Screening questions were emailed to them to complete by January 5, 2017. Candidates will be chosen for interview based on written response and application materials.

POSITION TITLE: Civil Engineering Summer Intern (3)
DEPARTMENT: Development Services
DATE POSTED: 11/28/2016
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 83 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 were forwarded to the interview team as they were received. Six candidates were interviewed in December and two more will be interviewed on 01/03/2017. Hiring decisions will be made in January.

POSITION TITLE: Clinic Nurse
DEPARTMENT: Health & Human Services
DATE POSTED:
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 1 applications received to date
STATUS: Nursing supervisor conducted interviews and made an offer to one candidate. The candidate accepted and successfully completed pre-employment screening. She is scheduled to start in January.

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: Development Services Technician
DEPARTMENT: Development Services
DATE POSTED: 12/05/2016
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 22 applications received to date
STATUS: The position was posted on the Village website, social media, Indeed job board, Public Salary and five university websites. Applications are being forwarded to the interview team as they are received.

NEW STARTS

POSITION TITLE: Maintenance I PM Shift (Internal & External)
DEPARTMENT: Public Works
DATE POSTED: 11/07/2016
AD DEADLINE: 11/11/2016
APPLICATIONS REC'D: 53 external applications received
STATUS: 53 external applications received from previous recruitment
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. An offer was made and accepted. After successfully completing pre-employment screening, applicant started on December 27th.

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. Six returning snowplow drivers were rehired in December, along with 1 part-time Village employee who also assisted with snow removal last year.

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. Two Seasonals were rehired from Fall. They started on December 9th.

POSITION TITLE: Firefighter/Paramedic (2)
DEPARTMENT: Fire
DATE POSTED: N/A
AD DEADLINE: N/A
APPLICATIONS REC'D: N/A
STATUS: Two new Firefighters started with the Village on December 12, 2016.

SUMMARY OF EMPLOYMENT ACTIVITY DECEMBER 2016

	<u>Total Number</u>	<u>Position</u>
New Starts	6	Firefighter/Paramedic (2) Maintenance I – PM Shift PW Winter Seasonal (2) Engineering Intern
Separations	1	PT Staff Assistant
Promotions	1	Police Officer to Police Sergeant
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	1	Firefighter Paramedic
Reclassifications	0	
Change in Status	0	

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	8	Maintenance I Police Officer (3) Firefighter/Paramedic (3) Clinic Nurse
Separations	1	Maintenance I
Promotions	1	Police Officer to Police Sergeant
Transfers	0	
Reclassifications	2	Maintenance III to PW Supervisor Dev. Services Coordinator to Dev. Services Coord./Rental Program Mgr.
Change in Status	2	PT to FT Admin Staff Asst. (DS) Temporary to PT Staff Asst. (PW)
Retirements	1	Firefighter/ Paramedic
New Positions	0	
Eliminated Positions	0	

2016 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	332	321
PART TIME EMPLOYEES	68	61
TEMPORARY EMPLOYEES	0	3
SEASONAL EMPLOYEES	17	2
INTERNS (PAID)	6	4
TOTAL	423	391

Total Vacancies:

Full Time

Budgeted – Posted	5	Asst. to Village Manager Civil Engineer I Development Services Technician PW Supervisor Maintenance I
Budgeted - Not Posted	8	Police Officer (6) Firefighter/Paramedic (2)

TOTAL FULL TIME 13

Part Time

Budgeted – Posted	2	Plumbing Inspector Clinic Nurse (1)
Budgeted-Not Posted	3	Clinic Nurse (1) 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	206	1080
Part Time – Response to Recruitments	0	1134
Seasonal Applicants	85	286
Unsolicited Applications/Walk-Ins	5	48
TOTAL	296	2548

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
DECEMBER 2016**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Christopher Kunder	12/12/2016	Firefighter Paramedic	Steve Kulovsek
Nicholas Rybarczyk	12/12/2016	Firefighter Paramedic	Dean Slater
David Baureis	12/09/2016	Winter Seasonal	N/A
Joseph Notarnicola	12/09/2016	Winter Seasonal	N/A
Edrian Punzalan	12/12/2016	Engineering Intern	N/A

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Robert DeWelt	12/07/2016	Firefighter/Paramedic	Retired
Tim Bong	12/27/2016	Staff Assistant	Resigned

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Suzanne Levin	12/19/2016	Police Officer	Police Sergeant

TRANSFERS

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

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>
Ron Cassidy	12/1/2016	Aux Snowplow Driver	Start of Snow Season
Ray Gennetti	12/1/2016	Aux Snowplow Driver	Start of Snow Season
Doug Eimer	12/6/2016	Aux Snowplow Driver	Start of Snow Season
Mike Claxton	12/1/2016	Aux Snowplow Driver	Start of Snow Season
Pat Byrne	12/13/2016	Aux Snowplow Driver	Start of Snow Season
Joseph Schwartz	12/1/2016	Aux Snowplow Driver	Start of Snow Season

**ADDITIONAL MONTHLY REPORT INFORMATION
DECEMBER 2016**

Anniversaries 1

Interviews conducted during month 6

Orientations conducted during month 4

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

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	119,555.93	59,337.67	178,893.60	100.0%
97	8	Public Works	(Sub-Loc)	1	100.0%	0	0	1	100%	1	0	178,893.60	119,555.93	59,337.67	178,893.60	100.0%
97	01	Village of Hoffman Estates	(Loc)	1	100.0%	0	0	1	100%	1	0	178,893.60	119,555.93	59,337.67	178,893.60	100.0%
Totals for 1997 Claims:				1	100.0%	0	0	1	100%	1	0	178,893.60	119,555.93	59,337.67	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 Service	(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 Manage	(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%
00	9	Information Systems	(Sub-Loc)	1	1.8%	1	0	0	0%	0	1	168.50	168.50		168.50	0.1%

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

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	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 Service (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%
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 Service (Dept)		8	21.1%	4	3	1	13%	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: 12/31/2016

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	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 Service	(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%
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%

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

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
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 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	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 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: 12/31/2016

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	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 Service	(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%
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 Service	(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 Manage	(Sub-Loc)	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: 12/31/2016

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	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 Service	(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%
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%

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

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	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 Service	(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 Manage	(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%
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 Service	(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%

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

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	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	208,259.97	36,707.47	244,967.44	34.0%
11	303	Emergency Medical Service	(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	422,879.78	36,707.47	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%
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	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	(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	14.6%
12	25	PPO Payments	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	14.6%
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	7.5%

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

Year	Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
12	303	Emergency Medical Service (Dept)	8	18.6%	7	0	1	13%	0	8	21,887.53	175,100.26		175,100.26	52.1%
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	59.7%
12	700	Patrol (Dept)	9	20.9%	6	1	2	22%	1	8	7,785.18	66,236.69	3,829.93	70,066.62	20.9%
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	6,307.44	71,859.37	3,829.93	75,689.30	22.5%
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	2.7%
12	01	Village of Hoffman Estates (Loc)	43	100.0%	34	5	4	9%	2	41	7,814.27	328,587.09	7,426.52	336,013.61	100.0%
Totals for 2012 Claims:			43	100.0%	34	5	4	9%	2	41	7,814.27	328,587.09	7,426.52	336,013.61	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%	1	7	6,511.54	29,507.89	22,584.44	52,092.33	11.9%
13	303	Emergency Medical Service (Dept)	6	15.4%	3	1	2	33%	1	5	39,558.95	213,982.12	23,371.56	237,353.68	54.3%
13	3	Fire (Sub-Loc)	14	35.9%	9	3	2	14%	2	12	20,674.72	243,490.01	45,956.00	289,446.01	66.3%
13	700	Patrol (Dept)	12	30.8%	4	2	6	50%	5	7	9,659.62	94,821.46	21,094.00	115,915.46	26.5%
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	9,003.83	95,955.83	21,094.00	117,049.83	26.8%
13	801	Water & Sewer (Dept)	9	23.1%	8	1	0	0%	0	9	3,217.94	28,961.44		28,961.44	6.6%
13	804	Forestry (Dept)	1	2.6%	1	0	0	0%	0	1	471.75	471.75		471.75	0.1%
13	8	Public Works (Sub-Loc)	10	25.6%	9	1	0	0%	0	10	2,943.32	29,433.19		29,433.19	6.7%
13	01	Village of Hoffman Estates (Loc)	39	100.0%	24	7	8	21%	7	32	11,198.79	369,702.77	67,050.00	436,752.77	100.0%
Totals for 2013 Claims:			39	100.0%	24	7	8	21%	7	32	11,198.79	369,702.77	67,050.00	436,752.77	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: 12/31/2016

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
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%	1	11	28,587.67	330,835.94	12,216.08	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	377,973.06	22,362.47	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	103,676.35	108,927.22	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	105,038.13	108,927.22	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	496,897.80	131,289.69	628,187.49	100.0%
Totals for 2014 Claims:				49	100.0%	35	8	6	12%	3	46	12,820.15	496,897.80	131,289.69	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	184,190.18	87,345.78	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	224,214.76	102,407.38	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.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 12/31/2016

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	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	14,165.75	283,752.00	127,054.64	410,806.64	100.0%
Totals for 2015 Claims:				29	100.0%	21	3	5	17%	4	25	14,165.75	283,752.00	127,054.64	410,806.64	100.0%
16	301	Fire Suppression	(Dept)	3	8.1%	2	1	0	0%	2	1	432.82	631.97	666.50	1,298.47	0.3%
16	303	Emergency Medical Service	(Dept)	4	10.8%	2	0	2	50%	2	2	49,441.36	65,004.69	132,760.76	197,765.45	48.7%
16	3	Fire	(Sub-Loc)	7	18.9%	4	1	2	29%	4	3	28,437.70	65,636.66	133,427.26	199,063.92	49.0%
16	700	Patrol	(Dept)	16	43.2%	13	1	2	13%	3	13	9,865.92	73,282.28	84,572.37	157,854.65	38.8%
16	701	Investigations	(Dept)	1	2.7%	1	0	0	0%	0	1	7,112.66	7,112.66		7,112.66	1.7%
16	703	Tactical	(Dept)	1	2.7%	1	0	0	0%	0	1	140.43	140.43		140.43	0.0%
16	7	Police	(Sub-Loc)	18	48.6%	15	1	2	11%	3	15	9,172.65	80,535.37	84,572.37	165,107.74	40.6%
16	800	Streets	(Dept)	1	2.7%	1	0	0	0%	0	1	329.95	329.95		329.95	0.1%
16	801	Water & Sewer	(Dept)	4	10.8%	3	1	0	0%	1	3	4,241.41	13,795.78	3,169.85	16,965.63	4.2%
16	803	Equipment & Supply	(Dept)	3	8.1%	2	1	0	0%	2	1	7,527.00	15,994.21	6,586.78	22,580.99	5.6%
16	804	Forestry	(Dept)	3	8.1%	3	0	0	0%	1	2	193.11	579.34		579.34	0.1%
16	8	Public Works	(Sub-Loc)	11	29.7%	9	2	0	0%	4	7	3,677.81	30,699.28	9,756.63	40,455.91	10.0%
16	9	Information Systems	(Sub-Loc)	1	2.7%	1	0	0	0%	0	1	1,848.77	1,848.77		1,848.77	0.5%
16	01	Village of Hoffman Estates	(Loc)	37	100.0%	29	4	4	11%	11	26	10,985.85	178,720.08	227,756.26	406,476.34	100.0%
Totals for 2016 Claims:				37	100.0%	29	4	4	11%	11	26	10,985.85	178,720.08	227,756.26	406,476.34	100.0%
250	Village of Hoffman Estates				787	520	132	135		30	757	13,688.68	10,100,941.17	672,046.54	10,772,987.71	

Open Medical: 3
 Open Comp: 5
 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, January 5, 2017

Happy New Year! 2016 was a very busy year with ribbon cuttings, community events and receptions, proclamations and local business outreach. A final report will be made available to you at the next Committee Meeting.

Holiday Promotions: coordinated with the Park District for Board to participate in the Winter Fest on (12/10).

Mayor for a Day: Barrington resident, Nancy Roach was “Mayor for a Day” on (12/9). Tours with PW, PD and Fire were arranged.

Hearth of Hoffman Estates – secured representatives from Kids Hope USA to discuss the group’s mentoring program for kids. This program operates in all Hoffman Estates grade schools. Filming slated for January 11.

Wine Wednesday: Wine Wednesday continues to grow! Main Event hosted the event in December. Approximately 50 people attended. Poplar Creek Country Club is hosting in January on 1/25.

Receptions and Dinners: Police Explorers and a Police Promotion Reception (12/19), Trustee Newell’s Birthday Dinner (12/12), Trustee Vandenberg’s Birthday Dinner (12/5)

Liquor License Meetings scheduled: Bucky’s Express (12/6)

Tours: Tour of Village Hall and meeting with Mayor and Trustees was arranged for the Webelos of Pack 399. Mayor and Trustee Mills attended.

Travel: firmed up travel for Mayor for USCM (Jan. 2017) and booked travel for NLC Conf. (March 2017)

Proclamations: last proclamation of the year (12/19) – Universal Hour of Peace

Writing/Social Media: January Citizen / Mayor’s Column. Continue to update the Village’s Facebook and Twitter feeds along with the Northwest Celtic Fest Facebook page. Added as an admin for the HE Police Department Facebook page.

Website management: Since late November I’ve continued to update the Village website as needed including posting of calendar items and committee and board meeting minutes when approved.

Communications Meeting: led a meeting with Dan Ritter, Jordan Lester, Kevin Kramer and Sue Lessen to discuss ongoing communication tasks. Kevin Kramer, Jordan Lester and myself will continue to meet quarterly.

Correspondence and Meetings: Election condolence and congrats letters processed. Various meetings coordinated as requested.

Mayor’s Memos: Holiday message sent in December. January Mayor’s Memos will highlight community news, proclamations and events of interest.

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