

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
December 10, 2018

Immediately Following Planning, Building & Zoning Committee

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

- I. Roll Call**
- II. Approval of Minutes – November 12, 2018**

NEW BUSINESS

- 1. Request approval of 2019 Village Board and Standing Committees meeting schedule.
- 2. Request approval of an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village.
- 3. Request approval of a one-year contract extension for the 2019 full-service professional printing services for the monthly *Citizen* newsletter with PressTech, Des Plaines, IL, in an amount of \$31,723.

REPORTS (INFORMATION ONLY)

- 1. Cable TV Monthly Report.
- 2. Human Resources Management Monthly Report.
- 3. Legislative Operations & Outreach Monthly Report (*Deferral requested*).

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

(Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at www.hoffmanestates.org and/or in person in the Village Clerk's office).

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

November 12, 2018

I. Roll Call

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplín, Asst. Vlg. Mgr.-Dev. Services
Peter Gugliotta, Director of Planning
Kevin Kramer, Director of Econ. Dev.
Ryan Johnson, Management Analyst
Patrick Seger, Director of HRM
Ray Norton, Plan Examiner
Rachel Musiala, Finance Director
Ken Gomoll, Asst. Director of Public Works
Patti Cross, Asst. Corporation Counsel
Suzanne Ostrovsky, Asst. to Village Mgr.**

The General Administration & Personnel Committee meeting was called to order at 7:32 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 8, 2018. Voice vote taken. All ayes. Motion carried.

REPORTS (INFORMATION ONLY)

1. Cable TV Monthly Report

The Cable TV Monthly Report was received and filed.

2. Human Resources Management Monthly Report.

The Human Resources Management Monthly Report was received and filed.

3. Legislative Operations and Outreach Monthly Report.

The Legislative Operations and Outreach Monthly Report was received and filed.

- 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 7:34 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

Date

NB1

COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

SUBJECT: Discussion regarding 2019 Village Board and Standing Committees meeting schedule

MEETING DATE: December 10, 2018

COMMITTEE: General Administration & Personnel

FROM: James H. Norris, Village Manager

PURPOSE: To provide discussion regarding the 2019 Village Board and Standing Committees meeting schedule.

DISCUSSION: Staff conducted a review of major religious holidays as well as national holidays celebrated by the Christian, Islamic and Jewish faiths fall on the dates of scheduled 2019 Village Board and Standing Committee meetings, which may hinder public attendance, staff conducted a review of major religious holidays.

In 2019, there are no major religious holidays falling on a scheduled 2019 Village Board and/or Standing Committee dates.

The following national holidays fall on scheduled meeting dates:

- Memorial Day – May 27, 2019
- Labor Day – September 2, 2019

Ordinance No. 4212-2010 designates that legal holidays be held the following Monday after the legal holiday.

Due to Memorial Day on May 27, 2019, the Committee meetings that evening can be moved to Tuesday, May 28, or June 3 (before the Board meeting), whatever the Board desires.

Also, because Labor Day is Monday, September 2, this Village Board meeting could be rescheduled to Tuesday, September 3 or after Committees on Monday, September 9, whatever the Board desires.

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 10-13, 2019

The March 11 Committees can be moved prior to the Board meeting on March 18.

2. ICSC Conference – May 19-22, 2019

The May 20 Board meeting can follow Committees on May 13.

3. U.S. Conference of Mayors – June 28-July 1, 2019

The July 1 Board and Committee meetings can be rescheduled to July 8, 2019.

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. This year, if the Board desires to keep the summer meeting schedule, the Committee and Board meetings in July can be scheduled for scheduled for the 2nd and 4th Mondays (July 8 and 22) so there are not long periods of time between meetings. For August meetings, the dates would be August 5 and 19.

RECOMMENDATION:

Staff recommends scheduling Village Board and Standing Committee meetings for 2018 as follows:

Village Board

January 7, 21
 February 4, 18
 March 4, 18
 April 1, 15
 May 6, 13 (May 20*)

 June 3, 17
 July 8 (July 1*), 22
 August 5, 19
 September 3 (Sept. 2*), 16
 October 7, 21
 November 4, 18
 December 2, 16

Standing Committees

January 14, 28
 February 11, 25
 March 18 (March 11*), 25
 April 8, 22
 May 13, Tues. 28 OR
 June 3 (May 27*)

 June 10, 24
 July 8, 22
 August 5, 19
 Sept. 9, 23
 October 14, 28
 November 11, 25
 December 9

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

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

NB 2

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

MEETING DATE: December 10, 2018

COMMITTEE: General Administration and Personnel Committee

FROM: Matthew Galloway, Administrative Intern

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

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

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

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

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

ORDINANCE NO. _____ - 2018

VILLAGE OF HOFFMAN ESTATES

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED THIS _____ day of _____, 2018

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

APPROVED THIS _____ DAY OF _____, 2018

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2018.

EXHIBIT "A"

Item	Starting Price
Sony camcorder	\$150
Sony camcorder	\$100
Manfrotto tripod	\$25
Manfrotto tripod	\$25
Manfrotto tripod	\$25
Solidex tripod	\$10
Quick Set Huskey tripod	\$5
Sony DV recorder	\$25
Rauland 8 channel mic mixer	\$10
Panasonic video mixer	\$50
JVC Character generator	\$10
Pioneer audio amplifier	\$10
GlideCam X-10 Steadicam system	\$100
Quasar Film/Video converter	\$5
Hotronic TBC/Framesync	\$25
Citidisc Firewire recorder	\$100
Citidisc Firewire recorder	\$100
Leightronix Mini-T AV switcher	\$5
Leightronix Mini-T Pro AV switcher	\$10
Pinnacle refrigerant reclaimer	\$50
Pinnacle refrigerant reclaimer	\$50
Hankison International air dryer	\$25
Hankison International air dryer	\$25
Speedaire by Dayton 30 gallon air compressor	\$150
Maytag gas dryer	\$20
Maytag washing machine	\$20
18 volt DeWalt cordless drill	\$25
Red Cloth and steel office chairs	\$5
Two 2hp air compressors w/ tank	\$5
2 Drawer File Cabinet	\$20
Wobble Light #1	\$20
Wobble Light #2	\$20
Leather Office Chair	\$20
Leather Office Chair	\$20
Leather Office Chair	\$20
Combustible Gas Detector	\$20
Combustible Gas Detector	\$20
Combustible Gas Detector	\$20

Alexeter Tech. Guardian Biological Contamination Detector	\$50
Smart-cal Calibration Station	\$1,000
Black Bulls adidas jacket - XL	\$5
Alloy 2 5/8 DeMarini baseball bat	\$5
Alloy 2 5/8 DeMarini baseball bat	\$5
Alloy 32" Easton baseball bat	\$5
Aluminum 33" 30 oz Easton BB Bat	\$5
Blk Flambeau fishing rod carry case	\$5
Hydraulic floor jack 4000 lbs`	\$5
Silver colored briefcase-locking	\$5
Wilson Tennis Racket w/case	\$2
Louisville Slugger mini bb bat	\$2
Seagate expansion portable drive	\$5
Ralph Lauren Lrg Boxers & med. v-neck T's	\$5
Black Backpack	\$5
Sony Car Stereo MPE	\$5
Red/Black Back Pack - Eastsport brand	\$5
Silver Colored heart costume jewelery	\$1
Rayban Aviator Sunglasses	\$10
Head black ski/snowboard gloves	\$5
Large Grey colored London Fog coat	\$5
Black Paintball Gun- Project Salvo	\$5
Kenwood Car Stereo	\$5
Garmin GPS w/charging cord	\$5
Garmin GPS w/charging cord	\$5
Yellow Michael Kors	\$10
Blue Nike ROSHE ONE Shoes - Pair Mens 8	\$10
Blackhawks gloves - lightweight	\$5
Black Easton BaseballBack Pack	\$5
1 pair black womens Jegging pants size 00 Reg	\$5
2 pairs black womens Jegging pants size 0 Reg.	\$10
2 pair black womens Jegging pants size 2 Reg.	\$10
1 pair black womens Jegging pants size 4 Reg.	\$5
1 pair men's distressed skinny jeans size 28 x 30	\$5
1 pair men's distressed skinny jeans size 32 x 30	\$5
1 pair men's distressed skinny jeans size 32 x 32	\$5
1 pair men's distressed skinny jeans size 32 x 34	\$5
1 pair men's distressed skinny jeans size 34 x 32	\$5
1 pair men's distressed skinny jeans size 34 x 34	\$5
12 various hats	\$15

skateboard Vert Zone/rumbler	\$5
knight Golf Club - 8	\$2
Galloway black and red Golf Bag	\$5
Silver colored Canon digital Camera	\$5
Louisville Slugger Wooden baseball Bat	\$5
Grey Colored hard case Suitcase	\$2
Sentry 1170 safe. Locked no key	\$2
Cubs lightweight gloves	\$5
Bulls baseball style hat - flex fit	\$5
Grey Nike High Tack Basketball	\$2
Black navigation GPS w/power cord	\$5
Apple IPOD w/ MYCharger	\$5
Cutco fishing knife	\$5
Louisville Slugger mini bb bat	\$2
Black computer pouch	\$5
Black back pack	\$5
Gold color Coach purse	\$5
White Apple iPad with gry/purple case	\$10
TomTom XXL GPS w/charger	\$5
Magellan RoadMate GPS w/charger	\$5
Garmin GPS w/charger	\$5
Nike Airforce gym shoes men's size 11.5	\$5
(8) bottles of men's cologne	\$5
Black Jansport backpack	\$2
Brown Calvin Klein bi-fold wallet	\$2
Black Rampage wallet	\$2
Mens Accutime watch - stainless/black band	\$5
Blue XL Mens underarmor t-shirt	\$5
Black Diabetes pouch	\$2
GreyEstee Lauder collapsible umbrella	\$2
Blue/White American Express umbrella	\$2
Impulse heat sealer	\$10
Gold Colored Mens Geneva watch	\$2
Swiss Army black backpack	\$5
Gateway computer monitor screen w/cord	\$5
Fisher Scientific Stereomaster light unit	\$5
Large male Armoni Exchange Sweatsuit	\$5
Leica GZ6 micro scope	\$5
binoculars - small	\$2
double power 7" internet tablet	\$2
Navigon GPS unit w/ charging cord	\$5

Panasonic recorder	\$2
Canon Powershot camera	\$2
Nicon cool pix	\$2
FREDI hidden camera	\$5
Clothes hook camera	\$5
Clothes hook camera	\$5
2-PS4/God of War & Dragonball fighterZ video games	\$10
3-xbox one/UFC3, FIFA18, FORZA motorsport 7 video games	\$15
Canvass true religion brown/greenish duffle	\$2
Master Cook mini grill	\$5
Black Weber mini grill	\$5
Virgin Mary lawn ornament - base is cracked- paint chipped	\$10
APPRENTICE S-styrofoam battery powered model airplane - no battery	\$5
2006 Precision Message Board	\$200
2007 Ford Crown Victoria Police Interceptor	\$500
2017 Ford Police Inteceptor Utility	\$250
2007 Ford Crown Victoria Police Interceptor	\$500
1992 Classic Open Utility 16' Trailer	\$250
2015 Ford Police Inteceptor Utility	\$3,000
2007 Ford Victoria Police Interceptor	\$500
Robinair Refrigerent Recovery Recycling and Recharging Station	\$25
Proweld Mini Oxy Acetalene Torch Set	\$25
10 inch Delta Radial Arm Saw with cutting platform	\$20
12 Inch Partner cut saw	\$20
2007 Stihl Blower	\$10
2010 Stihl Blower	\$10
2005 Stihl Blower	\$10
2007 Stihl Pole Hedge Trimmer	\$10
Barracuda Appliance	\$300
Custom Desktop	\$5
Systemax Desktop	\$5
Dell Desktop	\$125
Dell Desktop	\$110
Dell Desktop	\$150
Dell Desktop	\$50
Dell Desktop	\$50
Dell Desktop	\$50

Dell Monitor	\$10
Dell Monitor	\$10
Dell Monitor	\$10
CyberVision Monitor	\$10
Gateway Monitor	\$10
Dell Monitor	\$10
PolyCom Phone	\$10
PolyCom Phone	\$5
PolyCom Phone	\$5
PolyCom Phone	\$5
PolyCom Phone	\$5
PolyCom Phone	\$5
PolyCom Phone	\$5
HP Printer	\$200
HP Printer	\$200
HP Printer	\$300
HP Printer	\$75
HP Printer	\$150
HP Printer	\$150
HP Printer	\$150
HP Printer	\$150
HP Printer	\$50
DragonWave Radio	\$5
DragonWave Radio	\$5
DragonWave Radio	\$5
DragonWave Radio	\$5
DragonWave Radio	\$5
DragonWave Radio	\$5
DragonWave Radio	\$5
Cisco Router	\$5
Cisco Router	\$5
Cisco Router	\$5
Dell Server	\$10
Dell Server	\$10
HP Server	\$5
HP Server	\$5
HP Server	\$5
HP Server	\$5
HP Server	\$5
Left Hand Storage Device	\$5
HP Storage Device	\$5

Kustom Radar-Lidar	\$10
Kustom Radar-Lidar	\$10
Kustom Radar-Lidar	\$10
Kustom Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Decatur Radar-Lidar	\$10
Havis Laptop Dock	\$10
Havis Laptop Dock	\$10
Havis Laptop Dock	\$10
Havis Laptop Dock	\$10
Havis Laptop Dock	\$10
Havis Laptop Dock	\$10
Havis Laptop Dock	\$10
Havis Laptop Dock	\$10
Havis Laptop Dock	\$10
Zebra Tech Ticket Printer	\$10
Zebra Tech Ticket Printer	\$10
Zebra Tech Ticket Printer	\$10
Zebra Tech Ticket Printer	\$10
Zebra Tech Ticket Printer	\$10
Setina Prisoner Partition 2 Person	\$10
Setina Prisoner Partition 2 Person	\$10
Lund Radio Console	\$10
Lund Radio Console	\$10
Whelen LTS Outside	\$10

Whelen LTS Outside	\$10
Whelen LTS Outside	\$10
Whelen LTS Outside	\$10
Whelen LTS Outside	\$10
Panasonic Laptop	\$10

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request approval of a one-year contract extension for the 2019 full-service professional printing services for the monthly Citizen newsletter with PressTech, Des Plaines, IL, in an amount of \$31,723.

MEETING DATE: December 10, 2018

COMMITTEE: General Administration and Personnel

FROM: Suzanne Ostrovsky, Assistant to the Village Manager

PURPOSE: Request approval of a one-year contract extension for the 2019 full-service professional printing services for the monthly Citizen newsletter with PressTech, Des Plaines, IL, in an amount of \$31,723.

BACKGROUND: In 2016, the Village conducted a Request for Proposals (RFP) for full-service professional printing services for the Citizen newsletter. The RFP included years 2017 and 2018, with an option to extend for 2019 with the same terms and pricing. The scope of services includes typesetting, layout, printing, folding, bundling, and delivery of 21,000 copies of the Citizen newsletter each month to four (4) area post offices (Schaumburg, Hoffman Estates, Barrington, Palatine) and the Village Hall, for mailing to residents and businesses. The RFP and PressTech's response are attached for reference.

DISCUSSION: The Village has been satisfied with PressTech's performance in 2017 and 2018; therefore, staff recommends exercising the extension option for 2019. During the RFP process in 2016, PressTech provided the lowest proposal cost of the six respondents at \$31,723 annually; staff has confirmed with PressTech that this cost will remain unchanged for 2019.

FINANCIAL IMPACT: The Communications Division budget for 2019 provides \$32,000 for printing services for the Citizen newsletter. PressTech's total proposal for 2019 services is \$31,723; this pricing is consistent with the two prior years.

RECOMMENDATION: Request approval of a one-year contract extension for the 2019 full-service professional printing services for the monthly Citizen newsletter with PressTech, Des Plaines, IL, in an amount of \$31,723.

Attachments



September 28, 2016
Ashley Monroe
Village of Hoffman Estates
Assistant to the Village Manager
1900 Hassell Road
Hoffman Estates, IL 60169

Dear Ashley,

Presstech is pleased to submit the following prices for your review.

Village of Hoffman Estates Newsletter

Quantity: 21,000
Artwork: Supplied by Village of Hoffman Estates
Proofs: Color Proofs provided by Presstech
Paper: 70# gloss text - Recycled
Specs: 8.5 x11 saddle stitch booklet
Printing: 4 over 4 – Vegetable based inks
Mailing: Carrier Route ECRWSS- Deliver to Post Offices- Balance Delivered to Village

8-Page Issue

Price: \$2465.00
*Price does not include postage

12-Page Issue

Price: \$3179.00
*Price does not include postage

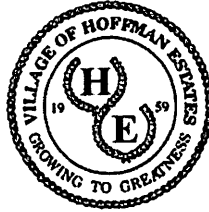
16-Page Issue

Price: \$3894.00
*Price does not include postage

If you have any questions or concerns regarding the information above please feel free to contact me.

Sincerely,

Edward Soske
President
Presstech, Inc.



REQUEST FOR PROPOSAL:
PRINTING SERVICES FOR CITIZEN NEWSLETTER

The Village of Hoffman Estates is soliciting proposals from qualified printing firms with specific experience to provide the services identified below. To be considered for the project, your proposal must contain evidence of the firm's experience and abilities to provide typesetting, layout and design, printing, folding, bundling, and delivery of the Village's newsletters to four (4) area post offices (Schaumburg, Hoffman Estates, Barrington, Palatine) and the Village Hall, for mailing to residents and businesses.

To be considered, two (2) hard copies of the complete proposal must be received by **Wednesday, October 3, 2016** no later than 5 p.m. local time. Proposals submitted to the Village of Hoffman Estates through facsimile or email will not be accepted. The original (1) and copy (1) must be submitted in a sealed envelope or container stating on the outside the vendor's name, address, telephone number, due date, RFP title (clearly marked "Newsletter Printing") and addressed to:

Ashley Monroe, Assistant to the Village Manager, 1900 Hassell Road, Hoffman Estates, IL 60169

Proposals may be delivered to the above address ONLY between the hours of 8:30 a.m. and 5 p.m. Monday through Friday, or between the hours of 9 a.m. and noon on Saturdays, excluding holidays observed by the Village. Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. All late proposals that are received by the Village shall be returned unopened to the vendor submitting the proposal. Proposals that are in transit (U.S. Mail, Federal Express, etc.) at the above time and date shall not receive consideration and shall be returned unopened.

The proposal must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the vendor. There is no express or implied obligation for the Village to reimburse responding proposers for any expenses incurred in preparing proposals in response to this request. The Village reserves the right to reject any or all proposals submitted and retain all proposals submitted. No subcontracting to another vendor will be allowed without the prior written consent of the Village. Submitting a proposal to the Village indicates acceptance by the proposer of the conditions contained in this RFP.

Proposers are hereby notified that all information submitted as part of, or in support of, proposals will remain confidential until the date of award; thereafter the documents will be available for public inspection in compliance with Illinois state statutes.

GENERAL CONDITIONS

1. Summary

The Village of Hoffman Estates is seeking a full-service professional printer to complete production of a newsletter (24 editions) to residents and businesses for both the 2017 and 2018 calendar years, with an optional third year* for 2019 (totaling 36 editions), which will be at the discretion of the Village.

2. Background

The Village of Hoffman Estates, Illinois, is located approximately 25 miles northwest of downtown Chicago and has a population of 51,895 within 22 square miles. The Village is currently seeking professional printing services for its Citizen newsletter. The Village will provide electronic files (Adobe InDesign source exported to hi-res PDF) via FTP to the printer.

3. Village's Contact Person

Ashley Monroe, Assistant to the Village Manager
847-781-2609, ashley.monroe@hoffmanestates.org

4. Evaluation Criteria

An award of contract will be made to the company whose proposal is judged by the Village to be in its best interests, and whose proposal most closely satisfies the overall project specifications as well as a number of other factors including, but not limited, to:

- **Cost** - an award of contract will be based on the total cost of alternatives selected by the Village and under each alternative, the proposer shall indicate the total cost of the work performed. The Village reserves the right to consider alternatives separately.
- **Quality of workmanship** – an award of contract will be based upon the company's exemplary product quality, demonstrated by samples provided in the scope of requested materials.
- **Experience of the company** - an award of contract will also be based on the company's experience and proven ability to successfully perform the specified work. Among those experience factors to be included are work of similar scope, quality and reliability. Firms must have a minimum of two years of experience.
- **Local preference** - in the situation where a Hoffman Estates vendor is tied with a non-Hoffman Estates vendor on the above two points, a local preference will be considered in the final decision.

5. Samples of Work

A minimum of three (3) samples of similar work must be submitted with your response to this RFP. Preference is for samples of work from other municipalities.

6. References

A minimum of three (3) references must be submitted with your response to this RFP.

SPECIFICATIONS

1. Number of Issues (Annually)

2017-2018: 24; *optional 2019: 12

2. Estimated Quantity

21,000 (each issue)

3. Frequency

The Village will distribute the newsletter 12 times each year (monthly). The selected firm

must be capable of special-issue printing and distribution at same per-issue cost as appropriately sized newsletter.

4. **Number of Pages**

8-page issues: 20; *optional 2019: 30
12-page issues (May): 2; *optional 2019: 3
16-page issues (June): 2; *optional 2019: 3

5. **Paper**

The Citizen should be printed on 70# gloss text stock. *Recycled paper is requested.* Please provide appropriate recommendations, including pricing for alternatives. Additional suggestions will be taken into consideration.

6. **Printing**

Printing should be done on a four-color offset press. *Vegetable-based inks are requested.*

7. **Binding**

Nest, stitch (two required each piece). Pieces should be folded in half to 8½" X 11". Additional suggestions will be taken into consideration.

8. **Proofs**

Printer must initially present hard-copy color proofs within two (2) days of receipt of files. After an error-free track record of quality has been established, digital proofs may be accepted.

9. **Delivery Date**

The newsletter must be first delivered to the Schaumburg Post Office for bulk postage sorting, then deliver the remainder to the three (3) area post offices (Hoffman Estates, Barrington, Palatine) and the Village Hall within no more than seven (7) working days of approval of proof. Timely delivery is essential to this publication. The Village will expect delivery to be made so that all deadlines are met per agreement. The newsletter is delivered to recipients by the U.S. Postal Service on the last day of the month preceding the issue date (e.g., July newsletter is delivered by June 30).

10. **Bundling and Delivery**

The newsletter is sent out via bulk rate (ECRWSS) to all Hoffman Estates postal customers. Printer will be responsible for bundling newsletters by delivery route (by monthly carrier route list from the post office). Remaining newsletters (overs) are to be delivered to the Village Hall between 8:30 a.m. and 5 p.m. Monday through Friday on the same day as delivery to the four (4) area post offices (Schaumburg, Hoffman Estates, Barrington, Palatine).

11. **Artwork**

Any customized artwork, photos or Village artwork submitted as part of the production process remains the property of the Village of Hoffman Estates and shall be returned upon request. If there is a request for original artwork, please include the cost of screen and photos.

12. **Failure to Complete Work or Satisfy Deadline Requirements**

Failure to complete work or satisfy deadline requirements shall result in termination of any future obligations of the Village to the company.

Authorized Company Signature

Date

Title

VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
From: Bruce Anderson
Regarding: Cable TV Report
Date: December 6, 2018

Citizen Segments

This month the Citizen covers: Heavenly Brew Fest, the Police Explorer's graduation, the Harvest Luncheon, Citizen's Fire Academy Graduation, HECPAA Donation and the activities of the Department of Health and Human Services.

Citizen Segments and Programs in development:

Day-in-the-Life Fire Department
Conant, Schaumburg, Fremd & Hoffman Estates High School Concerts
Shop with a Cop

Sports

We are now airing basketball

Complaints/Inquiries

There were two complaints about wires on the ground. There is one inquiry outstanding.

Franchise Renewal

We have completed reviewing the results of the cable TV survey. The results are found on the following pages.

Cable TV Survey Report 2018

Hoffman Estates advertised for residents to respond to a survey about cable TV and video services in the Village in the October and November Citizen newsletters. As a result we received 181 responses, the results of which are summarized below.

Question 1, are you a cable TV or Video subscriber?

Nearly 88%, 159, responded yes.

Question 2, Who is your provider?

Nearly 62%, 111, have Comcasat

A little over 23%, 42, have AT&T

A little over 8%, 15, do not subscribe

Almost 7%, 12, are satellite or streaming video subscribers.

Question 3, Do you support the ability of our police/fire to override cable programming to transmit emergency notices and alerts?

Almost 80%, 144, responded yes

Nearly 17%, 30, responded somewhat

Nearly 4%, 7, responded no

Almost 97% are strongly, or somewhat, in favor Police/Fire being able to give emergency alerts over cable/video programming.

Question 4, Do you support PEG access (the ability of our public, schools and local government to access channel space to create and/or provide live and pre-recorded programming over the cable system)?

Over 69%, 125, responded yes

Almost 24%, 43, responded somewhat

Over 7%, 13, responded no

Almost 93% of respondents favor having PEG channels.

Question 5, Do you support offering Hoffman Estates HETV (Comcast Channel 6/AT&T Channel 99) in high definition (HD)?

Over 60%, 109, responded yes

Over 29%, 53, responded somewhat

10%, 18, responded no

90% or respondents are in favor of HETV being available in HD.

Question 6, Do you watch HETV?

Over 24%, 44, responded yes.

Almost 76%, 137, responded no.

Clearly we need to be doing more and better outreach about HETV.

Follow up Question 7, If so, how many hours per week?

Nearly 68%, 30, responded less than one hour

Over 20%, 9, responded one- two hours

9%, 4, responded two hours or more

9%, 4, responded they only watch Village meetings.

Follow up Question 8, Do you enjoy the programming on HETV?

Interestingly, 144 people responded to this question although only 44 indicated they watch.

12.5%, 18, responded yes

Almost 35%, 50, responded somewhat

Almost 53%, 76, responded no.

So 47.5% of respondents, 68, enjoy HETV programming, at least somewhat, even though only 24%, 44, watch. So, theoretically, 24 people, 16%, who do not watch HETV enjoy it to some extent.

Question 9, How could the Village improve HETV?

Six responded "Add to Dish Network/ Direct TV," which is not possible due to lack of satellite capacity, and the extremely high cost of providing our programming even if it were possible.

Five responded promote it more
maybe emphasize sports
advertise it in the newsletter
Provide schedule with program descriptions

Be able to pause/fast-forward, which would be a Comcast or AT&T technological issue.

Televise high school plays

Broadcast interesting programming about the Village

Keep up the good work and show more of what is going on in our community!

I don't watch it routinely. When I do, it's fine.

Re-air board meetings more often. More history of the area programming. Make it possible to include Schaumburg's public access channel in the channel lineup. Interested in hearing of events in both communities.

I wish that it was available over-the-air without having to subscribe to cable.

Improve the video quality for sports events, especially football and basketball games.

Not sure... Perhaps have a "show" where local people "on the street" are asked to respond to an issue or idea for our Village... Maybe have shows -of interest- to children... parents... teens... like a day in the life of a fire fighter.. or policeman... City worker.. or even a local store owner... (Note. we do have programs on a "Day-in-the-Life" of Police and Fire.)

(I'm) going to have to check it out, previously never watched

List everything on the internet that is important for those who are in the Village and list a summary of those topics in your community brief that you mail out.

Make it available on YouTube. (Note segments and programs are available on the Village YouTube channel.)

Question 10, Do you support the schools having an access channel? (175 people answered.)

Over 85%, 149, responded yes

Nearly 15%, 26, responded no

Follow-up Question 11, If you answered yes to the question above, which schools should have an access channel? (162 people answered)

Elementary- 22 (13.58%)

Middle School- 28 (17.28%)

High School- 51 (31.48%)

Local Colleges/Universities- 31 (19.41%)

All of the above- 100 (61.73%)

None- 18 (11.11%)

Question 12, What type of improvements would you like made to the cable system? (117 people responded)

The top suggestions were reduce prices or offer ala carte channels (chose your own channel lineup) at 28 and more competition at 27, followed by increased reliability- 4, and more HD channels- 2. Individual comments can be found below.

Lower Prices

Drop the additional charge for HD. Don't all the newer TVs have HD these days? Being able to select channels and paying less overall.

Really wish we had better, more affordable choices

Cheaper service using HE cable plan.

Price. They play games with their pricing models, so I'm forced to pay some stupid price, or keep moving between providers every year or so. Same with internet prices - I change something with our internet every year because the normal price is not reasonable, and they force you threaten to leave every year so you can get a better price.

Cable is far too expensive and the offerings are typical. I've enjoyed watching more television (with fresh content and topics) via Roku (Netflix and Amazon Prime)

Comcast will drop a channel that I like and pay for in the package. I wish they wouldn't do that. Additionally, it seems that quite often my bill will suddenly go up, quite a bit. They have a complicated system and it's hard to know if we're getting the best pricing.

I would like to see the Village negotiate an option for those living in the Village to help reduce the cost of cable and internet with Comcast and AT&T. It seems that the cost and incidentals keeps going up. I do not have any premium channels and pay \$150 a month for my package and internet. Maybe the Village can negotiate this offerings on behalf of the patrons.

More channels at an affordable cost.

Reduced rates for senior citizens.

Wish you had a franchise agreement with Comcast to lower cost

Ala carte channels

Lower subscription. Not have to pay for foreign languages, channels. Bundle without these channels to save subscribers cost. (Never need to use these)

Less expensive. Ability to pay for only channels you want to have, not channels in a package you don't want.

Force the cable companies to unbundle their packages.

Ability to select only the cable channels I watch.

Competition

WOW

We have very little to no option in our area for service. Other companies need to be able to provide service. The companies that currently provide service for my home are overpriced and the package options are out of date.

More choices, more internet only plans at different price points

I think we need to consider WOW cable to be more competitive.

Would like to see more competition with addition of another supplier (WOW?). I find that the two available right now provide value only to new customers for two year term and then raise the price so high, close to 40% but was able to reduce the price to 18% increase and for the same service. I could have reduced it back to what I had by going back to ATT, switch all the equipment and then in two years do it again. Since I had ATT also they do the exact same thing as Comcast. This is crazy. I know you can now stream all your channels to get away from cable but you are still stuck obtaining the internet service from the same two vendors who can control your data rates and price it as high as having a cable bundle. This is about the closest you can come to a legal monopoly.

I would like to have the option of having WOW service. We pay way too much for cable via Comcast.

More competition. In my location Comcast is the only provider.

Please add an additional provider or public option including internet. Current choices are too expensive

More competition to drive down prices. Too windy for dish, so only Comcast

More options to additional providers to help get the skyrocketing cost under control with competition. For example Schaumburg has both Comcast and WOW as cable provider options.

Reliability

Reliability - we endured several months of daily phone and internet outages earlier this year that were unrelated to the equipment we were using. Better customer service - one typically has to invest an hour or more to report an issue. Customer service staff provide incorrect information or make representations that are incorrect. More competition - the current providers get away with poor service because they literally are the only game in town.

Better maintenance. Comcast's plant is sometimes in disrepair. Broken pedestals, low or downed lines, and unburied cables can be found throughout the Village.

Less outages after storms

More HD

II (2)

Misc

Customer Service

Keep U-Verse

I'm very happy with their offering/pricing.

Be able to pause/fast forward

It is very good now.

Eliminate franchises. Provide Internet like electricity. Local loop unbundling.

Make it available to Sling and Hulu customers.

Speed, very poor service that we pay for no channels yea right!

Truth about the number of channels. Too many non- entertainment channels counted in their channel packages. Get

rid of the infomercial channels

Higher speeds, fiber optic installations

Get rid of Comcast

I have a satellite subscription.

Question 13, Do you consider cable a good value? (179 responded)

Yes- 10.61% (19)

Somewhat- 38% (68)

No- 51.4% (92)

Question 14, Is your cable provider responsive to problems or issues when/if you report them?

Yes- 34.86% (61)

Somewhat- 52% (91)

No- 13.14% (23)

Hoffman Estates residents are more satisfied with their cable/video providers responsiveness than the nation as a whole.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

November 2018

Staffing Activity

New Starts: 1 – Crossing Guard

Separations: 2 – Accountant I
PW Office Manager

Transfers: 1 – Crossing Guard to Alternate Crossing Guard

Retirees: 2 – Police Sergeant
PW Supervisor

Promotions: 0

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	339 budgeted	327 current
	Part Time Employees	68 budgeted	67 current
	Temporary Employees	1 budgeted	1 current
	Seasonal Employees	24 budgeted	0 current
	Paid Interns	6 budgeted	3 current

Month & Year-to-Date Activity:

0 Seasonal with	11 for year
0 Promotions with	14 for year
2 Separations with	37 for year
2 Retirements with	12 for year
1 Transfer with	3 for year

Recruitment Activity**PT Staff Assistant – Police Dept.**

Posted on 11/12/2018. The position was posted on the Village website, social media, and broadcast email. Applications are forwarded to the interview team for review as they are received.

Customer Service Rep (full-time) – Finance / Development Services

Posted 10/12/2018. The position was posted internally and externally. Two internal candidates were interviewed. Eight external candidates were chosen to advance to skills testing. Five candidates advanced to interviews. An offer was made to one candidate. She accepted and is completing pre-employment screening. It is expected that she will start in early December.

Assistant Chief of Police – Police Dept.

Posted on 10/24/2018. The position was posted for qualified internal candidates on the Village CivicHR employee portal. Applications were reviewed by the Police Chief. After the application deadline candidates were asked to complete a written response. Interviews and presentation of written response is scheduled for December 5, 2018.

Crossing Guard – Police Dept.

Posted on 07/25/2018. The position was posted on the Village website, social media, and Village broadcast email. Applications are forwarded to the Police Sergeant for review as they are received. One applicant was called to interview on October 24. She was offered the position and accepted. She started on November 5.

PW Office Manager – Public Works

The position was posted on 11/14/2018. The position was posted on the Village website, social media, and broadcast email. Applications are forwarded to the interview team for review as they are received.

Auxiliary Snowplow Driver – Public Works

The position was posted on 11/15/2018. The position was posted on the Village website, electronic boards and social media. Applications are being forwarded to the Assistant Public Works Director as they are received.

Winter Seasonal – Public Works

The position was posted on 11/14/2018. The position was posted on with Hoffman Estates Park District. Applications are being forwarded to the Assistant Public Works Director as they are received. Candidates are scheduled to interview on December 3rd and 4th.

PW Traffic Supervisor – Public Works

The position was posted on 11/28/2018. The position was posted internally in the Public Works Dept. Applications will be available for the Assistant Public Works Director to review 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).

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 and the Celtic Fest Celebration.
- As staff liaison to the Cultural Awareness Commission, the Director of HRM attended the monthly meeting.
- The Director of HRM attended the Management Team meeting.
- HRM Staff hosted ADA/FMLA training for supervisors.
- HRM Staff coordinated anti-harassment training for the Fire Department supervisors.
- Director of HRM held several personnel meetings.

- Director of HRM held several personnel meetings.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims.
- Provided all relevant information to the Village's risk pool, SLIP, for the 2019 coverage package.
- Bound outstanding coverages not included in SLIP for 2019.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.
- Conducted meetings with staff related to high exposure workers' compensation claims.
- Attended a workers' compensation seminar hosted by one of the Village's defense firms.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Met with staff to discuss preparations for the anticipated new female firefighter.
- Met with an attorney to discuss PSEBA benefit administration.
- Attended a Finance Committee meeting requesting approval of the 2019 workers' compensation program. The request was approved.
- Continued 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.



Patrick J. Seger
Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT MONTHLY STAFFING REPORT NOVEMBER 2018

RECRUITMENTS

POSITION TITLE: Customer Service Rep (full-time)
DEPARTMENT: Finance & Development Services Depts.
DATE POSTED: 10/12/2018
AD DEADLINE: 10/26/2018
APPLICATIONS REC'D: 253 applications received
STATUS: The position was posted internally in September. Two internal candidates were interviewed September 27 and 28. The position was then posted externally. Eight candidates were chosen to advance to skills testing. Five candidates advanced to interviews. An offer was made to one candidate. She accepted and is completing pre-employment screening. It is expected that she will start in early December.

POSITION TITLE: Crossing Guard
DEPARTMENT: Police Dept.
DATE POSTED: 11/27/2018
AD DEADLINE: until filled
APPLICATIONS REC'D: 1 application received to date
STATUS: The position was posted on the Village website, social media, and Village broadcast email. Applications are forwarded to the Police Sergeant for review as they are received.

POSITION TITLE: Assistant Chief of Police
DEPARTMENT: Police Dept.
DATE POSTED: 10/24/2018
AD DEADLINE: 11/2/2018
APPLICATIONS REC'D: 5 application received
STATUS: The position was posted for qualified internal candidates on the Village CivicHR employee portal. Applications were reviewed by the Police Chief. After the application deadline candidates were asked to complete a written response. Interviews and presentation of written response is scheduled for December 5, 2018.

POSITION TITLE: Customer Service Rep (full-time)
DEPARTMENT: Finance & Development Services Depts.
DATE POSTED: 10/12/2018
AD DEADLINE: 10/26/2018
APPLICATIONS REC'D: 253 applications received
STATUS: The position was posted internally and externally. Two internal candidates were interviewed. Eight external candidates were chosen to advance to skills testing. Five candidates advanced to interviews. An offer was made to one candidate. She accepted and is completing pre-employment screening. It is expected that she will start in early December.

POSITION TITLE: PT Staff Assistant
DEPARTMENT: Police Dept.
DATE POSTED: 11/12/2018
AD DEADLINE: 12/10/2018
APPLICATIONS REC'D: 98 applications received to date
STATUS: The position was posted on the Village website, social media, and broadcast email. Applications are forwarded to the interview team for review as they are received.

POSITION TITLE: PW Office Manager
DEPARTMENT: Public Works Dept.
DATE POSTED: 11/14/2018
AD DEADLINE: 11/30/2018
APPLICATIONS REC'D: 210 applications received
STATUS: The position was posted on the Village website, social media, and broadcast email. Applications are forwarded to the interview team for review as they are received.

POSITION TITLE: Auxiliary Snowplow Driver (10)
DEPARTMENT: Public Works
DATE POSTED: 11/15/2018
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 3 applications received to date
STATUS: The position was posted on the Village website, electronic boards and social media. Applications are being forwarded to the Assistant Public Works Director as they are received.

POSITION TITLE: Winter Seasonal (5)
DEPARTMENT: Public Works
DATE POSTED: 11/14/2018
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 4 application received to date
STATUS: The position was posted on with Hoffman Estates Park District. Applications are being forwarded to the Assistant Public Works Director as they are received. Candidates are scheduled to interview on December 3rd and 4th.

POSITION TITLE: Traffic Supervisor
DEPARTMENT: Public Works
DATE POSTED: 11/28/2018
AD DEADLINE: 12/04/2018
APPLICATIONS REC'D: 0 application received to date
STATUS: The position was posted internally in the Public Works Dept. Applications will be available for the Assistant Public Works Director to review as they are received.

NEW STARTS

POSITION TITLE: Crossing Guard
DEPARTMENT: Police Dept.
DATE POSTED: 07/25/2018
AD DEADLINE: until filled
APPLICATIONS REC'D: 3 application received to date
STATUS: The position was posted on the Village website, social media, and Village broadcast email. Applications are forwarded to the Police Sergeant for review as they are received. One applicant was called to interview on October 24. She was offered the position and accepted. She started on November 5.

SUMMARY OF EMPLOYMENT ACTIVITY NOVEMBER 2018

	<u>Total Number</u>	<u>Position</u>
New Starts	1	Crossing Guard
Separations	2	Accountant I PW Office Manager
Promotions	0	
Upgrades	0	
Downgrades	0	
Transfers	1	Crossing Guard to Alternate CG
Retirements	2	Police Sergeant PW Supervisor
Reclassifications	0	
Change in Status	0	

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	3	Crossing Guard Customer Service Rep Firefighter Paramedic
Separations	1	PT Staff Asst
Promotions	0	
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	0	
New Positions	0	
Eliminated Positions	0	

2018 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	339	327
PART TIME EMPLOYEES	68	67
TEMPORARY EMPLOYEES	1	1
SEASONAL EMPLOYEES	24	0
INTERNS (PAID)	6	3
TOTAL	438	398

Total Vacancies:

Full Time

Budgeted – Posted

**Customer Service Rep
PW Office Manager
PW Supervisor**

Budgeted - Not Posted

**Assistant Planner
Police Officer (3)
Police Sergeant
Fire Lieutenant**

Part Time

Budgeted – Posted

Budgeted-Not Posted

**Plumbing Inspector
Staff Assistant
Accountant I**

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	208	1254
Part Time – Response to Recruitments	98	726
Seasonal Applicants	7	44
Unsolicited Applications/Walk-In	0	1
TOTAL	313	2025

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
NOVEMBER 2018**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Zaminee Bates	11/05/2018	Crossing Guard	

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Harry Russmann	11/09/2018	Police Sergeant	Retired
Laura Cozza	11/15/2018	Accountant I	Resigned
Wendy Bednarz	11/21/2018	PW Office Manager	Resigned
Tom Burnitz	11/30/2018	PW Supervisor	Retired

PROMOTIONS

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

TRANSFERS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Karen Belauw	11/16/2018	Crossing Guard	Alt. Crossing Guard

CHANGE IN STATUS

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

RECLASSIFICATION

<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>
--------------------	------------------------------	------------------------	----------------------

**ADDITIONAL MONTHLY REPORT INFORMATION
NOVEMBER 2018**

# Anniversaries	<u>2</u>
# Interviews conducted during month	<u>3</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: 11/30/2018

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	193,543.20	121,461.53	72,081.67	193,543.20	100.0%
97	8	Public Works	(Sub-Loc)	1	100.0%	0	0	1	100%	1	0	193,543.20	121,461.53	72,081.67	193,543.20	100.0%
97	01	Village of Hoffman Estates	(Loc)	1	100.0%	0	0	1	100%	1	0	193,543.20	121,461.53	72,081.67	193,543.20	100.0%
Totals for 1997 Claims:				1	100.0%	0	0	1	100%	1	0	193,543.20	121,461.53	72,081.67	193,543.20	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: 11/30/2018

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: 11/30/2018

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: 11/30/2018

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: 11/30/2018

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: 11/30/2018

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: 11/30/2018

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	7.7%
10	2	Finance (Sub-Loc)		2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.7%
10	250	PPO Payments (Dept)		1	2.4%	1	0	0	0%	0	1	25,802.19	25,802.19		25,802.19	4.5%
10	25	PPO Payments (Sub-Loc)		1	2.4%	1	0	0	0%	0	1	25,802.19	25,802.19		25,802.19	4.5%
10	301	Fire Suppression (Dept)		8	19.0%	3	5	0	0%	0	8	3,252.66	26,021.31		26,021.31	4.6%
10	303	Emergency Medical Service (Dept)		8	19.0%	4	1	3	38%	0	8	22,624.71	180,997.64		180,997.64	31.9%
10	3	Fire (Sub-Loc)		16	38.1%	7	6	3	19%	0	16	12,938.68	207,018.95		207,018.95	36.4%
10	700	Patrol (Dept)		15	35.7%	7	4	4	27%	0	15	17,690.70	265,360.50		265,360.50	46.7%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 11/30/2018

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%	0	15	17,690.70	265,360.50		265,360.50	46.7%
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	1.3%
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	3.1%
10	8	Public Works	(Sub-Loc)	8	19.0%	6	2	0	0%	0	8	3,261.58	26,092.65		26,092.65	4.6%
10	01	Village of Hoffman Estates	(Loc)	42	100.0%	21	13	8	19%	0	42	13,527.26	568,144.90		568,144.90	100.0%
Totals for 2010 Claims:				42	100.0%	21	13	8	19%	0	42	13,527.26	568,144.90		568,144.90	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%	0	4	63,247.39	252,989.56		252,989.56	34.7%
11	303	Emergency Medical Service	(Dept)	11	35.5%	9	0	2	18%	0	11	19,510.89	214,619.81		214,619.81	29.4%
11	3	Fire	(Sub-Loc)	15	48.4%	11	1	3	20%	0	15	31,173.96	467,609.37		467,609.37	64.1%
11	700	Patrol	(Dept)	10	32.3%	6	1	3	30%	0	10	23,145.83	231,458.29		231,458.29	31.7%
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	32.6%
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	0.4%
11	01	Village of Hoffman Estates	(Loc)	31	100.0%	20	5	6	19%	0	31	23,523.59	729,231.23		729,231.23	100.0%
Totals for 2011 Claims:				31	100.0%	20	5	6	19%	0	31	23,523.59	729,231.23		729,231.23	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	0.4%
12	1	Community Development	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.4%
12	250	PPO Payments	(Dept)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	14.2%
12	25	PPO Payments	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	14.2%
12	301	Fire Suppression	(Dept)	12	27.9%	10	1	1	8%	1	11	2,652.76	26,924.13	4,908.99	31,833.12	9.2%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 11/30/2018

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	21,935.16	175,481.26		175,481.26	50.7%
12	3	Fire (Sub-Loc)	20	46.5%	17	1	2	10%	1	19	10,365.72	202,405.39	4,908.99	207,314.38	59.9%
12	700	Patrol (Dept)	9	20.9%	6	1	2	22%	0	9	8,148.55	73,336.98		73,336.98	21.2%
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	1.4%
12	7	Police (Sub-Loc)	12	27.9%	8	2	2	17%	0	12	6,579.97	78,959.66		78,959.66	22.8%
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	2.3%
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%	1	42	8,050.35	341,255.98	4,908.99	346,164.97	100.0%
Totals for 2012 Claims:			43	100.0%	34	5	4	9%	1	42	8,050.35	341,255.98	4,908.99	346,164.97	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	3,862.32	30,898.53		30,898.53	6.9%
13	303	Emergency Medical Service (Dept)	6	15.4%	3	1	2	33%	0	6	35,673.45	214,040.72		214,040.72	47.5%
13	3	Fire (Sub-Loc)	14	35.9%	9	3	2	14%	0	14	17,495.66	244,939.25		244,939.25	54.3%
13	700	Patrol (Dept)	12	30.8%	4	2	6	50%	1	11	14,537.78	161,662.52	12,790.78	174,453.30	38.7%
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%	1	12	13,506.74	162,796.89	12,790.78	175,587.67	39.0%
13	801	Water & Sewer (Dept)	9	23.1%	8	1	0	0%	0	9	3,217.94	28,961.44		28,961.44	6.4%
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	6.5%
13	01	Village of Hoffman Estates (Loc)	39	100.0%	24	7	8	21%	1	38	11,558.56	437,993.07	12,790.78	450,783.85	100.0%
Totals for 2013 Claims:			39	100.0%	24	7	8	21%	1	38	11,558.56	437,993.07	12,790.78	450,783.85	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: 11/30/2018

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	31,994.69	352,847.03	31,089.25	383,936.28	59.4%
14	303	Emergency Medical Service	(Dept)	6	12.2%	3	1	2	33%	0	6	9,013.74	54,082.42		54,082.42	8.4%
14	3	Fire	(Sub-Loc)	18	36.7%	12	1	5	28%	1	17	24,334.37	406,929.45	31,089.25	438,018.70	67.8%
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%	0	16	12,041.83	192,669.28		192,669.28	29.8%
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%	0	18	10,779.50	194,031.06		194,031.06	30.0%
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	0.9%
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%	1	48	13,182.37	614,847.12	31,089.25	645,936.37	100.0%
Totals for 2014 Claims:				49	100.0%	35	8	6	12%	1	48	13,182.37	614,847.12	31,089.25	645,936.37	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%	1	8	29,343.07	254,076.50	10,011.09	264,087.59	64.3%
15	303	Emergency Medical Service	(Dept)	6	20.7%	4	0	2	33%	0	6	12,038.88	72,233.27		72,233.27	17.6%
15	3	Fire	(Sub-Loc)	15	51.7%	9	1	5	33%	1	14	22,421.39	326,309.77	10,011.09	336,320.86	81.9%
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%	0	7	9,232.10	64,624.67		64,624.67	15.7%
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%	0	8	8,192.21	65,537.67		65,537.67	16.0%
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: 11/30/2018

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	2	6	21%	1	28	14,154.37	400,465.67	10,011.09	410,476.76	100.0%
Totals for 2015 Claims:				29	100.0%	21	2	6	21%	1	28	14,154.37	400,465.67	10,011.09	410,476.76	100.0%
16	301	Fire Suppression	(Dept)	3	8.1%	2	1	0	0%	0	3	466.15	1,398.44		1,398.44	0.2%
16	303	Emergency Medical Service	(Dept)	4	10.8%	2	0	2	50%	2	2	37,347.23	116,502.38	32,886.52	149,388.90	25.0%
16	3	Fire	(Sub-Loc)	7	18.9%	4	1	2	29%	2	5	21,541.05	117,900.82	32,886.52	150,787.34	25.2%
16	700	Patrol	(Dept)	16	43.2%	13	1	2	13%	1	15	24,280.35	311,056.04	77,429.58	388,485.62	65.0%
16	701	Investigations	(Dept)	1	2.7%	1	0	0	0%	0	1	7,112.66	7,112.66		7,112.66	1.2%
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%	1	17	21,985.48	318,309.13	77,429.58	395,738.71	66.3%
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%	0	4	4,394.90	17,579.60		17,579.60	2.9%
16	803	Equipment & Supply	(Dept)	3	8.1%	2	1	0	0%	0	3	7,918.56	23,755.68		23,755.68	4.0%
16	804	Forestry	(Dept)	3	8.1%	3	0	0	0%	0	3	2,216.74	6,650.22		6,650.22	1.1%
16	8	Public Works	(Sub-Loc)	11	29.7%	9	2	0	0%	0	11	4,392.31	48,315.45		48,315.45	8.1%
16	9	Information Systems	(Sub-Loc)	1	2.7%	1	0	0	0%	0	1	2,371.46	2,371.46		2,371.46	0.4%
16	01	Village of Hoffman Estates	(Loc)	37	100.0%	29	4	4	11%	3	34	16,140.89	486,896.86	110,316.10	597,212.96	100.0%
Totals for 2016 Claims:				37	100.0%	29	4	4	11%	3	34	16,140.89	486,896.86	110,316.10	597,212.96	100.0%
17	301	Fire Suppression	(Dept)	1	5.6%	0	0	1	100%	1	0	104,518.00	3,456.90	101,061.10	104,518.00	28.8%
17	303	Emergency Medical Service	(Dept)	5	27.8%	3	0	2	40%	2	3	50,159.65	134,038.35	116,759.90	250,798.25	69.0%
17	3	Fire	(Sub-Loc)	6	33.3%	3	0	3	50%	3	3	59,219.38	137,495.25	217,821.00	355,316.25	97.8%
17	700	Patrol	(Dept)	5	27.8%	5	0	0	0%	0	5	751.54	3,757.71		3,757.71	1.0%
17	701	Investigations	(Dept)	1	5.6%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
17	703	Tactical	(Dept)	1	5.6%	1	0	0	0%	0	1	1,114.58	1,114.58		1,114.58	0.3%
17	7	Police	(Sub-Loc)	7	38.9%	7	0	0	0%	0	7	696.04	4,872.29		4,872.29	1.3%
17	800	Streets	(Dept)	1	5.6%	1	0	0	0%	0	1	2,186.65	2,186.65		2,186.65	0.6%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 11/30/2018

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgi	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total	
17	804	Forestry	(Dept)	4	22.2%	4	0	0	0%	0	4	246.90	987.59		987.59	0.3%	
17	8	Public Works	(Sub-Loc)	5	27.8%	5	0	0	0%	0	5	634.85	3,174.24		3,174.24	0.9%	
17	01	Village of Hoffman Estates	(Loc)	18	100.0%	15	0	3	17%	3	15	20,186.82	145,541.78	217,821.00	363,362.78	100.0%	
Totals for 2017 Claims:				18	100.0%	15	0	3	17%	3	15	20,186.82	145,541.78	217,821.00	363,362.78	100.0%	
18	100	Code Enforcement	(Dept)	1	3.2%	0	1	0	0%	1	0	2,197.66	605.84	1,591.82	2,197.66	1.1%	
18	1	Community Development	(Sub-Loc)	1	3.2%	0	1	0	0%	1	0	2,197.66	605.84	1,591.82	2,197.66	1.1%	
18	301	Fire Suppression	(Dept)	8	25.8%	4	3	1	13%	6	2	6,036.66	19,148.33	29,144.98	48,293.31	23.8%	
18	303	Emergency Medical Service	(Dept)	5	16.1%	3	0	2	40%	4	1	16,822.19	5,048.58	79,062.38	84,110.96	41.4%	
18	3	Fire	(Sub-Loc)	13	41.9%	7	3	3	23%	10	3	10,184.94	24,196.91	108,207.36	132,404.27	65.2%	
18	700	Patrol	(Dept)	12	38.7%	10	1	1	8%	4	8	5,418.95	29,326.05	35,701.40	65,027.45	32.0%	
18	7	Police	(Sub-Loc)	12	38.7%	10	1	1	8%	4	8	5,418.95	29,326.05	35,701.40	65,027.45	32.0%	
18	800	Streets	(Dept)	1	3.2%	1	0	0	0%	1	0	0.00	0.00		0.00	0.0%	
18	801	Water & Sewer	(Dept)	1	3.2%	1	0	0	0%	0	1	618.53	618.53		618.53	0.3%	
18	802	Building & Grounds	(Dept)	1	3.2%	1	0	0	0%	0	1	1,842.77	1,842.77		1,842.77	0.9%	
18	804	Forestry	(Dept)	1	3.2%	1	0	0	0%	0	1	391.86	391.86		391.86	0.2%	
18	805	Clerical	(Dept)	1	3.2%	0	1	0	0%	0	1	727.84	727.84		727.84	0.4%	
18	8	Public Works	(Sub-Loc)	5	16.1%	4	1	0	0%	1	4	716.20	3,581.00		3,581.00	1.8%	
18	01	Village of Hoffman Estates	(Loc)	31	100.0%	21	6	4	13%	16	15	6,555.17	57,709.80	145,500.58	203,210.38	100.0%	
Totals for 2018 Claims:				31	100.0%	21	6	4	13%	16	15	6,555.17	57,709.80	145,500.58	203,210.38	100.0%	
250	Village of Hoffman Estates			836		556	137	143		27	809	13,852.33	10,976,024.90	604,519.46	11,580,544.36		

Open Medical: 8
 Open Comp: 4
 Open Legal: 15