

**AGENDA**  
**GENERAL ADMINISTRATION & PERSONNEL COMMITTEE**  
**VILLAGE OF HOFFMAN ESTATES**  
**March 18, 2019**

*Immediately Following Planning, Building & Zoning Committee*

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**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 – February 11, 2019**

**NEW BUSINESS**

- 1. Presentation by Palatine Public Library District regarding a voter referendum on April ballot.
- 2. Request approval of a Resolution creating the Platzkonzert Commission (increase in membership from 7 to 9).
- 3. Request authorization to award contract for Council Chambers televising and presentation system to KeyCode Media, Schaumburg, IL, in an amount not to exceed \$88,825.04.

**REPORTS (INFORMATION ONLY)**

- 1. Cable TV Monthly Report.
- 2. Human Resources Management Monthly Report.
- 3. Legislative Operations & Outreach Monthly Report.

- 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](http://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**

**February 11, 2019**

**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:**

**Dan O'Malley, Deputy Village Manager  
Art Janura, Corporation Counsel  
Mike Hankey, Director of Transportation  
Joe Weesner, Transportation Engineer  
Patrick Seger, Director of HRM  
Patti Cross, Asst. Corporation Counsel  
Suzanne Ostrovsky, Asst. to Village Mgr.**

The General Administration & Personnel Committee meeting was called to order at 7:34 p.m.

**II. Approval of Minutes**

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve the General Administration & Personnel Committee meeting minutes of January 11, 2019. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

**1. Presentation – Cook County Forest Preserve Strategic Plan.**

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

John McCabe, Director of Resources Management, with the Cook County Forest Preserve provided a presentation regarding their Strategic Plan. He mentioned that the Forest Preserve is the oldest and largest preserve in the United States and their mission is to acquire, restore and manage land. The Committee had no comments but thanked Mr. McCabe for the information.

**2. Request approval of a Resolution supporting the Northwest Municipal Conference 2019 Legislative Program and the 2019 Illinois Municipal League State/Federal Legislative agenda; and discussion regarding the Legislative Update.**

An item summary sheet from Matt Galloway was presented to Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve a resolution supporting the Northwest Municipal Conference 2019 Legislative Program and the 2019 Illinois Municipal League State/Federal Legislative agenda. 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 (deferral requested).**

The Legislative Operations and Outreach Monthly Report was deferred.

**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 7:55 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Debbie Schoop, Executive Assistant

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Date

# COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

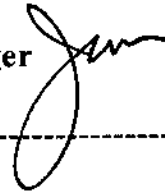
NB-1

**SUBJECT:** Presentation by Palatine Public Library District

**MEETING DATE:** March 18, 2019

**COMMITTEE:** General Administration & Personnel

**FROM:** James H. Norris, Village Manager



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**PURPOSE:** Request by the Palatine Public Library District to share information about their plan to place a referendum on the ballot in April.

**DISCUSSION:** The Palatine Public Library District has requested providing a presentation to the Village regarding their decision to place a referendum on the April 2, 2019 ballot. The referendum asks voters to approve a “limiting rate increase” on the Library’s property tax levy of 0.075. This amount will provide all of the Library’s financial needs through 2035. Attached is a press release from the Library District.

**RECOMMENDATION:** Presentation purposes only.

**PRESS RELEASE – For Immediate Release**

**12-13-18**

Andrea Lublink  
Palatine Public Library District  
700 N. North Court  
Palatine, IL 60067  
(847) 358-5881  
[alublink@palatinelibrary.org](mailto:alublink@palatinelibrary.org)  
<http://www.palatinelibrary.org>

**Library Board Votes to Put Referendum on Ballot**

The Palatine Public Library District Board of Trustees has voted to place a referendum on the ballot on April 2, 2019. This referendum asks voters to approve a “limiting rate increase” on the Library’s property tax levy of 0.075. This amount will provide for all of the Library’s financial needs through 2035. The Library’s limiting rate would go from 0.276 in 2017 to 0.351 in 2019.

“Currently, the Library receives \$6.8 million in annual revenue. Each year, it gets more difficult to meet expenses with that amount,” says Board Treasurer Hal Snyder. “By 2024, the amount needed to operate our three locations at present levels of service and maintain the facilities will substantially exceed revenue and reserves on hand.”

The main building is 25 years old and the facility systems are aging past their life expectancy. Capital projects needed at the main library include a significant portion of roof replacement, HVAC system updates, and energy-efficient lighting. Library Executive Director Jeannie Dilger said the building has issues at times with providing appropriate heat and air conditioning. Recently, tarps needed to be placed over book stacks to protect the collections from roof leaks.

To address the facility issues, the Library needs over \$5.8 million in the next six years. Although the Library has nearly \$1 million in capital reserves, this amount would not cover all the costs and keep the doors open at the same time.

“The Library became a district in 1974, and in the 44 years since then, the Library has never asked the community for an operating rate increase,” said Dilger. “The Library Board and management have done a really good job finding efficiencies and operating with a lean staff to keep costs low for taxpayers.” The Library did go out for a capital bond referendum in 1991 to build the main branch, which was supported by voters and constructed in 1992. Those bonds were paid off in 2011.

“After the bonds were paid library property taxes went down. Since then, we have been planning for the future and looking at all of the systems inside the main branch, which is now over 25 years old,” said Board President Bruce Jefferson. This planning included an engineering study of the main library facility, to determine capital replacement needs and costs through 2035, and a financial plan, to examine revenue sources compared to projected expenses.

As costs of books, materials, utilities, and insurance continue to rise, financial planners project that expenses will begin to exceed revenues in 2024. A limiting rate increase now will solve both capital and operating needs.

Library Trustees and staff have spent the past year listening to the public and getting feedback about a potential referendum. The Library has held focus groups, stakeholder meetings, and over 80 individual conversations with residents. Responses from the public were largely constructive and aided Trustees in their decision, at the December 12 board meeting, to place a limiting rate increase referendum on the ballot. Residents with a median home value of \$266,000 would likely see an increase of approximately \$52 in their property taxes.

If the referendum passes, the Library will be able to offer more new books, movies, music, downloadable content, games, resources, and longer open hours. More creation of collaborative spaces and study rooms would accommodate students, entrepreneurs, and groups. More would be invested in new technology and bandwidth to keep up with advances in technology. Collaboration and partnerships with schools, businesses, and local organizations would increase and result in more meaningful resources for partners and our diverse community. The Library will be more prepared to maintain facilities and remain good stewards of taxpayer dollars.

“If the referendum fails,” says Dilger, “the Library will be forced to cut services in order to address the \$5.8 million in capital improvements to repair the aging roof, inefficient lighting, and failing HVAC systems.” At the Main Library and Branches, hours of service would need to be reduced. The budget for the purchase of new materials would shrink, resulting in longer wait times for materials. Technology would be limited to the status quo, thereby failing to meet the demands of growing technology. Vital partnerships and outreach programs would decrease and have a negative impact on school students and underserved populations.

The Library will host community forums in January, February, and March to share information and receive further input from the community on the upcoming referendum. For full details about the Library referendum and community forum dates, visit [www.palatinelibrary.org/more](http://www.palatinelibrary.org/more).

The vision of Palatine Public Library District is to inspire connection, curiosity, and joy. The Library serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates.

# COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

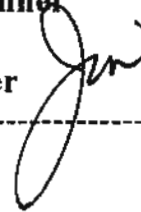
NB-2

**SUBJECT:** Request approval to increase the number of members on the Platzkonzert Commission

**MEETING DATE:** March 18, 2019

**COMMITTEE:** General Administration & Personnel

**FROM:** James H. Norris, Village Manager



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**PURPOSE:** Request approval to increase the number of members on the Platzkonzert Commission from 7 to 9.

**DISCUSSION:** Mayor McLeod has requested that the membership of the Platzkonzert Commission be increased.

A draft resolution is attached.

**RECOMMENDATION:** Approval of a resolution increasing the number of members on the Platzkonzert Commission from 7 members to 9 members.



VILLAGE OF HOFFMAN ESTATES

A RESOLUTION CREATING THE  
PLATZKONZERT COMMISSION  
OF THE VILLAGE OF HOFFMAN ESTATES

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

Section 1: That the Platzkonzert Commission of the Village of Hoffman Estates be and the same is hereby created as follows:

A. PLATZKONZERT COMMISSION

There is hereby created the Platzkonzert Commission of the Village of Hoffman Estates.

B. MEMBERSHIP

The Platzkonzert Commission shall consist of nine (9) members, one of which will be chairperson.

C. HOW APPOINTED – QUALIFICATIONS

The chairperson and members of said Commission shall be appointed by the President with the consent of the Board of Trustees voting jointly. All members of the Platzkonzert Commission shall be residents of or employed in the Village of Hoffman Estates.

D. TERMS OF OFFICE

Four (4) members of the Commission shall be appointed for a term of two (2) years expiring upon an even year and three (3) members of the Commission shall be appointed for a term of two (2) years expiring upon an odd year.

E. DUTIES OF THE PLATZKONZERT COMMISSION

Organize events and activities relating to the Platzkonzert Germanfest designed to celebrate diversity, art and culture in the Village of Hoffman Estates. Coordinate a communications and marketing strategy relating to the promotion of Platzkonzert Germanfest to Village of Hoffman Estates residents, businesses, key stakeholders and regional community partners.

F. ASSISTANCE

The Village Manager is hereby directed to provide such guidance and counsel to the Platzkonzert Commission as may be required or requested from time to time.

G. COMPENSATION OF MEMBERS

The members of the Platzkonzert Commission shall receive such compensation as deemed appropriate by the President and Board of Trustees from time to time and as provided by Resolution of the President and Board of Trustees.

H. BUDGET

The budget shall be determined as the President and Board of Trustees deem appropriate.

I. REPORTS

The chairman of the Platzkonzert Commission shall submit to the President and Board of Trustees an annual written report of the activities of said Commission by January 15 of each year. The Commission shall keep a written record of all official meetings.

Section 2: That this Resolution shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2019

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	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019

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

ATTEST:

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

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

NB-3

**SUBJECT:** Request authorization to award a contract for Council Chambers presentation system upgrades

**MEETING DATE:** March 18, 2019

**COMMITTEE:** General Administration & Personnel

**FROM:** Bruce Anderson, Cable TV Coordinator BA

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**PURPOSE:** Request authorization to award a contract for upgrade of Council Chambers televising and presentation system to KeyCode Media, Schaumburg, IL, in an amount not to exceed \$88,825.04.

**BACKGROUND:** Hoffman Estates requested proposals to upgrade the Board Room live production and presentation systems in February 2019. Three (3) proposals were received, with KeyCode Media being the least expensive by a wide margin.

**DISCUSSION:** There were four (4) site visits from companies expressing interest in submitting proposals for the requested upgrades. Those visits generated three (3) proposals in the amount of \$88,825, \$96,489 and \$98,022. This project would upgrade the television switcher and cameras, the AV switching system for the Board Room, the document camera and computer interface. In addition, there would be upgrades to the audio system to allow for teleconferencing and a new lectern microphone to pick up multiple people.

KeyCode Media is a national company with six offices around the USA. We have purchased equipment from them in the past, but this will be our first installation with them. In our discussions with them on this project, KeyCode staff seems very knowledgeable. They were well reviewed by Highland Park, Lake Forest, and Westmont for installations done in those municipalities.

**FINANCIAL IMPACT:** The FY 2019 budget has \$90,000 allocated for these upgrades.

**RECOMMENDATION:** Staff recommends authorization to award a contract for upgrading the Council Chambers televising and presentation system to KeyCode Media, Schaumburg, IL, in an amount not to exceed \$88,825.04 per the attached proposal.

**Key Code Media - Illinois**

1201 Wiley Road

Suite 100

Schaumburg, IL 60173

224-231-4866

[www.keycodemedia.com](http://www.keycodemedia.com)

# keycode

**MEDIA**

## Council Chambers HD Transition

Quote # JC200550 Version 1

Prepared for:

**Village of Hoffman Estates**

Prepared by:

**John Connolly**

**Crestron - Chambers**

No.	Part #	Description	Price	Qty	Ext. Price
1	DM-MD8X8	Crestron 8x8 DigitalMedia 153; Switcher	\$2,619.00	1	\$2,619.00
2	DMC-4K-C-HDCP2	Crestron HDBaseT® Certified 4K DigitalMedia 8G+® Input Card for DM® Switchers	\$689.00	2	\$1,378.00
3	DMC-4KZ-HD	Crestron HDMI® 4K60 4:4:4 HDR Input Card for DM® Switchers	\$524.00	1	\$524.00
4	DMC-4KZ-CO-HD	Crestron 2-Channel DigitalMedia 8G+® 4K60 4:4:4 HDR Output Card for DM® Switchers	\$769.00	3	\$2,307.00
5	DM-TX-4K-100-C-1G-B-T	Crestron Wall Plate 4K DigitalMedia 8G+® Transmitter 100, Black Textured	\$429.00	1	\$429.00
6	DM-TX-401-C	Crestron DigitalMedia 8G+® Transmitter 401	\$1,209.00	1	\$1,209.00
7	HD-SCALER-VGA-E	Crestron High-Definition Video Scaler, VGA In, HDMI® Out	\$355.00	1	\$355.00
8	DM-RMC-4KZ-100-C	Crestron DigitalMedia 8G+® 4K60 4:4:4 HDR Receiver & Room Controller 100	\$567.00	4	\$2,268.00
9	DM-RMC-4K-100-C-1G-B-T	Crestron Wall Plate 4K DigitalMedia 8G+® Receiver & Room Controller 100, Black Textured	\$422.00	1	\$422.00
10	TSW-1060-NC-B-S	Crestron 10.1 Touch Screen without Camera, Microphone, or PinPoint Beacon; Black Smooth	\$1,431.00	2	\$2,862.00
11	TSW-1060-TTK-B-S	Crestron Tabletop Kit for TSW-1060, Black Smooth	\$142.00	2	\$284.00

**Subtotal: \$14,657.00**

**Hardware - Chambers**

No.	Part #	Description	Price	Qty	Ext. Price
1	GS728TPP-200NAS	Netgear ProSafe GS728TPP Ethernet Switch - 24 x Gigabit Ethernet Network, 4 x Gigabit Ethernet Expansion Slot - Manageable - Twisted Pair, Optical Fiber - Modular - 2 Layer Supported - Rack-mountable - Lifetime Limited Warranty	\$528.00	1	\$528.00
2	NCS	Connect Spark HDMI	\$474.00	2	\$948.00

**Subtotal: \$1,476.00**

**Sony PTZ and Document Cam- Chambers**

No.	Part #	Description	Price	Qty	Ext. Price
1	SRG-360SHE	Sony Triple-Stream PoE+ Full HD PTZ Camera (3G-SDI, HDMI and IP H.264) - SRG360SHE	\$2,604.00	5	\$13,020.00
2	RMIP10	Sony RM-IP10, the BRC-H900, BRC-Z700, and BRC-Z330 can be controlled through an IP network. The use of the proper IP Control Interface Board, either the BRBK-IP10 or BRBK-IP7Z (depending on camera model) is also required for compatibility. This functional	\$1,589.00	1	\$1,589.00
3	Elmo PX-10	Elmo PX-10 Document Camera	\$1,559.00	1	\$1,559.00

**Subtotal: \$16,168.00**

**Production Control**

No.	Part #	Description	Price	Qty	Ext. Price
1	TC1BBDL	NewTek TriCaster TC1 BASE Bundle (TC1 and TC1SP)	\$19,995.00	1	\$19,995.00
2	PTTC1	NewTek ProTek Care for TriCaster TC1. (initial 2 year coverage)	\$2,295.00	1	\$2,295.00
3	PTTC1SP	ProTek Care for TriCaster TC1SP (initial 2 year coverage)	\$0.00	1	\$0.00
4	TCRRRK	NewTek TriCaster Rear Rack Support Rails	\$122.00	1	\$122.00
5	/MISC	Additional Discount for TriCaster TC1	(\$2,109.00)	1	(\$2,109.00)
6	VA2756-MHD	ViewSonic VA2756-MHD - LED monitor - 27" (27" viewable) - 1920 x 1080 Full HD (1080p) - IPS - 250 cd/m <sup>2</sup> - 1000:1 - 7 ms - HDMI, DisplayPort - speakers	\$188.00	2	\$376.00
7	BMD-CONVNTRM/BB/ANSDI	Blackmagic Design Teranex Mini Analog to SDI 12G Converter Advanced High-Data Rate Signal Converter Upconvert Analog to 4K DCI 4096x2160p Two Independent 12G-SDI Outputs Run 4096x2160p 70 ft Using 6G-SDI Cables XLR Inputs Switchable to AES/EBU Ethernet P	\$459.00	1	\$459.00
8	HYPERD/STM	Blackmagic Design HyperDeck Studio Mini Broadcast Panel	\$631.82	1	\$631.82
9	SDSDXXG-064G-GN4IN	SanDisk Extreme Pro 64 GB SDXC	\$26.00	2	\$52.00
10	CONVNTRM/YA/RSH	Blackmagic Design Teranex Mini Rack Shelf - 19" 1U Wide Rack-mountable for Media Converter	\$77.27	1	\$77.27
11	MDV-DSK	Middle Atlantic 48" STRAIGHT DESK, INCLUDES 2 X 4 SPACE OVERBRIDG	\$519.00	1	\$519.00
12	M-8X2	Furman Sound Line Conditioner - Line to Neutral, AC Noise, AC Surge protection 120 V AC Input	\$74.00	1	\$74.00
13	LCS-120-01	Hearing Impaired System- Listen Technologies LCS-120-01 WiFi/RF Base System	\$1,169.00	1	\$1,169.00

**Subtotal: \$23,661.09**

**Professional Services and Programming**

No.	Part #	Description	Price	Qty	Ext. Price
1	/TSPRO-15	KCM Project Engineer, Daily Rate- System Design and Drawing. System Design & Drawings	\$1,395.00	1	\$1,395.00
2	/TSPRO-15	KCM Project Engineer, Daily Rate- Hardware and Wiring Install	\$1,395.00	5	\$6,975.00
3	/OUT-INT	KCM Crestron Programming Services Crestron Programming	\$6,819.00	1	\$6,819.00
4	TSPRO-SO	KCM System Orientation, Per Day. Can be split into 2 half days.	\$1,480.00	1	\$1,480.00
5	/KCM-INT-MAT	KCM Integration Material- misc material and cables for job completion.	\$3,571.00	1	\$3,571.00

**Subtotal: \$20,240.00**

**Additional Items**

No.	Part #	Description	Price	Qty	Ext. Price
1	TSW-1060-NC-B-S	Crestron 10.1" Touch Screen without Camera or Microphone, Black Smooth - Black Smooth - Plastic	\$1,431.00	1	\$1,431.00
2	TSW-1060-TTK-B-S	Crestron Desk Mount for Touch Panel - 10.1" Screen Support - Black Smooth	\$142.00	1	\$142.00
3	CLASSIS-RM-30-W	Beyerdynamic CLASSIS-RM-30-W Revoluto Vertical Array Reclinable Microphone with 3-pin XLR-M, White	\$467.00	1	\$467.00
4	GMS-32 WHT	Beyerdynamic GMS-32 WHT Flush Desk Shock Mount with Lid for Classis Microphones, 3-pin XLR, White	\$77.00	1	\$77.00
5	AudiaFLEX IP-2	Biamp AudiaFLEX IP-2- 2-channel mic/line input card	\$163.00	1	\$163.00
6	AudiaFLEX VoIP-2	Biamp AudiaFLEX VoIP-2- 2-channel VoIP telephony interface card	\$489.00	1	\$489.00
7	DN-500BDMKII	Denon DN-500BDMKII Blu-Ray DVD & CD/SD/USB Player	\$327.00	1	\$327.00
8	/TSPRO-15	KCM Project Engineer, Half Day Rate- System Design and Drawing.	\$1,320.00	0.5	\$660.00
9	Programming Upcharge	Biamp Programming	\$1,320.00	1	\$1,320.00
10	TC1DANTE	Dante Via and Dante Virtual Software Soundcard	\$59.95	1	\$59.95

**Subtotal: \$5,135.95**

**Hennessey Room**

**\* Optional**

No.	Part #	Description	Price	Qty	Ext. Price
1	SRG-360SHE	Sony Triple-Stream PoE+ Full HD PTZ Camera (3G-SDI, HDMI and IP H.264) - SRG360SHE	\$2,604.00	4	\$10,416.00
2	535-2000-208	Ceiling Mount for Sony Camera	\$96.00	4	\$384.00
3	NCS-S	NewTek Connect Spark SDI	\$759.00	4	\$3,036.00
4	/KCM-INT-MAT	KCM Integration Material- misc material and cables for job completion.	\$359.00	1	\$359.00
5	/TSPRO-15	KCM Project Engineer, Daily Rate- System Design and Drawing.	\$1,320.00	3	\$3,960.00
6	ES-16-150W	Ubiquiti Managed PoE+ Gigabit Switch with SFP - 16 Ports - Manageable - 3 Layer Supported - Modular - Optical Fiber, Twisted Pair - 1U High - Rack-mountable	\$298.00	1	\$298.00

**\* Optional Subtotal: \$18,453.00**

## Council Chambers HD Transition



Prepared by:  
**Key Code Media - Illinois**  
John Connolly  
224-231-4863  
jconnollyjr@keycodemedia.com

Prepared for:  
**Village of Hoffman Estates**  
1900 Hassell Rd  
Hoffman Estates, IL 60169  
Bruce Anderson  
847-781-2607  
Bruce.Anderson@Hoffmanestates.org

Quote Information:  
**Quote #: JC200550**  
Version: 1  
Delivery Date: 03/14/2019  
Expiration Date: 03/31/2019  
Terms: Net 30

## Quote Summary

Description	Amount
Crestron - Chambers	\$14,657.00
Hardware - Chambers	\$1,476.00
Sony PTZ and Document Cam- Chambers	\$16,168.00
Production Control	\$23,661.09
Professional Services and Programming	\$20,240.00
Additional Items	\$5,135.95
	<b>Subtotal: \$81,338.04</b>
	<b>Shipping: \$1,487.00</b>
	<b>Total: \$82,825.04</b>

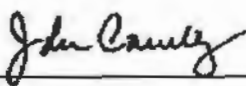
## \*Options

Description	One-Time
Hennessey Room	\$18,453.00
	<b>Optional Subtotal: \$18,453.00</b>

This Sales Quote ("SO") incorporates the Terms and Conditions found at <http://www.keycodemedia.com/terms/salesorder> ("T&C") and constitutes an offer or counter-offer, as applicable, by Key Code Media, Inc. or Burst Communications, Inc. ("Seller"). This SO, including the T&C incorporated therein, shall become binding on the buyer listed herein ("Buyer") on the earliest of Buyer's: (i) acknowledgement hereof; or (ii) receipt of any goods and/or services ordered hereunder. No Buyer acknowledgement form, purchase order, or other document shall modify the SO or the T&C.

## Key Code Media - Illinois

## Village of Hoffman Estates

Signature:   
Name: John Connolly  
Title: Director of Sales  
Date: 03/14/2019

Signature: \_\_\_\_\_  
Name: Bruce Anderson  
Date: \_\_\_\_\_



# VILLAGE OF HOFFMAN ESTATES

## Memo

To: Jim Norris  
From: Bruce Anderson / Ric Signorella  
Regarding: Cable TV Report  
Date: March 14, 2019

### **Citizen Segments**

This month the Citizen covers: 2019 Valentine's Day Luncheon, Black History, Alden Valentine's Day, State of the Village and the activities of the Department of Health and Human Services.

### **Citizen Segments and Programs in development:**

Day-in-the-Life Fire Department  
Bar Down Grand Opening  
Lake County Physical Therapy Grand Opening  
Gigi's Open House

### **Franchise Renewal**

We are reviewing Comcast's new franchise proposal and will begin negotiations shortly.

### **Black History Month Celebration**

Will continue airing until mid-March

### **High School Concerts**

Schaumburg D54 Choral Concert and Hoffman Estates High School Band Concert are airing.

### **Council Chambers Upgrade**

Three proposals have been received and are being evaluated.

### **Meeting Room Presentation Systems**

We are seeing quotes for installing video projectors and sound systems in the Hennessey and Alexa rooms.

### **Sports**

Baseball is starting the end of March or beginning in April, depending upon weather.

**Complaints/Inquiries**

There was one new complaint about Internet and cable TV packages. There is one inquiry outstanding.



# HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

## HUMAN RESOURCES MANAGEMENT DEPARTMENT

### Monthly Report

February 2019

#### Staffing Activity

New Starts: 3 – Code Enforcement Officer  
Staff Assistant (2)

Separations: 2 – Cable TV Assistant  
Crossing Guard

Transfers: 0

Retirees: 1 – Firefighter/Paramedic

Promotions: 1 – Police Officer to Police Sergeant

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	339 budgeted	332 current
	Part Time Employees	69 budgeted	65 current
	Temporary Employees	0 budgeted	0 current
	Seasonal Employees	24 budgeted	3 current
	Paid Interns	6 budgeted	3 current

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

0 Seasonal with	3 for year
1 Promotions with	2 for year
2 Separations with	5 for year
1 Retirements with	2 for year
0 Transfer with	0 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 were forwarded to the interview team for review as they are received. Eight candidates were chosen for skills testing. Four candidates advanced to the interview process. Interviews were held on 01/24/2019. An offer was made to one candidate who accepted and started with the Village on 02/25/2019.

### **FT Staff Assistant – Police Dept.**

While in the recruitment process for a part-time Staff Assistant, the full-time position opened as well. The current candidate pool was utilized and one of the four candidates interviewed for the part-time opening was offered the full-time position. She accepted and started with the Village on 02/25/2019.

### **Crossing Guard – Police Dept. (2)**

Posted on 01/21/2019. The position was posted on the Village website, social media, and Village broadcast email. Applications will be forwarded to the Police Sergeant for review as they are received.

### **PW Office Manager – Public Works**

The position was posted on 02/05/2019. Candidate from 2018 recruitment withdrew her acceptance before the job start date. The position was re-posted on the Village website, social media, Indeed job board and broadcast email. Applications were forwarded to the interview team for review. Ten candidates were chosen for skills testing the first week of March.

### **PW Maintenance II – Public Works**

The position was posted internally for Teamsters Local 700 members. Three applications were received. Applicants will be interviewed on 03/05/2019.

### **Civil Engineering Summer Intern (3) – Development Services**

The position was posted on the Village website, social media, Indeed job board, Handshake college recruiting site, numerous college career websites, and Village broadcast email. Applications were forwarded to the interview team for review as received. Eight students were interviewed in January. Three students were offered the internships and accepted. They will be completing the pre-employment screening and will start in May and June.

### **Code Enforcement Officer – Development Services**

The position was posted on the Village website, social media, Indeed job board, I-ACE website and Village broadcast email.

Applications were reviewed by the interview team. Three candidates were chosen for interview. Interviews were held from 1/16/2019 - 01/21/2019. An offer was made to one candidate, she accepted and started on 02/18/2019.

### **Civil Engineering I – Development Services**

The position was posted on the Village website, social media, Indeed job board, Handshake college recruiting site and Village broadcast email. Applications were forwarded to the interview team for review as received. Five candidates were interviewed between 02/18/2019 and 02/25/2019. An offer was made to one candidate on 02/28/2019 and we are awaiting his decision.

### **Labor/Management Relations**

Contract Status:

**Police** (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2016 - December 31, 2018). A successor agreement is in process.

**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).

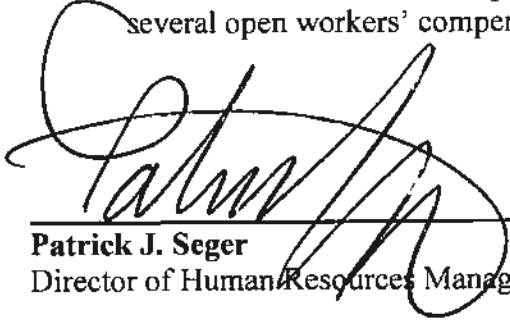
**Grievances** - N/A

### **Personnel/Benefits/Employee Services**

- As staff liaison to the Cultural Awareness Commission, the Director of HRM attended the monthly meeting and helped coordinate the annual Black History Month event.
- As staff liaison to the Celtic Fest, the Director of HRM attended the monthly meeting.
- HRM staff continued to work on the Onboarding Program and Laserfiche program.
- HRM staff coordinated and finished the annual merit performance evaluation process.
- The Director of HRM participated in MAP 96 negotiations.
- The Assistant to the HRM Director attended the Wellness Committee meeting.

**Risk Management/Safety/Loss Control**

- Continued to facilitate the proper handling of all open workers' compensation claims.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.
- Coordinated the claim administration of a large property loss due to fire at the Village Green.
- Conducted meetings with staff related to high exposure workers' compensation claims.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Attended a meeting to discuss the logistics involved with the Village's Laserfiche program.
- 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.

A large, stylized handwritten signature in black ink, appearing to read 'Patrick J. Seger', is written over a horizontal line. The signature is fluid and cursive, with a large loop at the top.

**Patrick J. Seger**  
Director of Human Resources Management

# HUMAN RESOURCES MANAGEMENT MONTHLY STAFFING REPORT FEBRUARY 2019

## RECRUITMENTS

**POSITION TITLE:** Crossing Guard (2 openings)  
**DEPARTMENT:** Police Dept.  
**DATE POSTED:** 01/21/2019  
**AD DEADLINE:** until filled  
**APPLICATIONS REC'D:** 2 applications received to date  
**STATUS:** The positions were posted on the Village website, social media, and Village broadcast email. Applications will be forwarded to the Police Sergeant for review as they are received.

**POSITION TITLE:** PW Office Manager  
**DEPARTMENT:** Public Works Dept.  
**DATE POSTED:** 02/05/2019  
**AD DEADLINE:** 02/19/2019  
**APPLICATIONS REC'D:** 567 applications received  
**STATUS:** Candidate from 2018 recruitment withdrew her acceptance before the job start date. The position was re-posted on the Village website, social media, Indeed job board and broadcast email. Applications were forwarded to the interview team for review. Ten candidates were chosen for skills testing the first week of March.

**POSITION TITLE:** Summer Civil Engineering Interns  
**DEPARTMENT:** Development Services Dept.  
**DATE POSTED:** 12/04/2018  
**AD DEADLINE:** until filled  
**APPLICATIONS REC'D:** 62 application received to date  
**STATUS:** The position was posted on the Village website, social media, Indeed job board, Handshake college recruiting site, numerous college career websites, and Village broadcast email. Applications were forwarded to the interview team for review as received. Eight students were interviewed in January. Three students were offered the internships and accepted. They will be completing the pre-employment screening and will start in May and June.

**POSITION TITLE:** Maintenance II Water  
**DEPARTMENT:** Public Works Dept.  
**DATE POSTED:** 02/11/2019  
**AD DEADLINE:** 02/15/2019  
**APPLICATIONS REC'D:** 3 application received  
**STATUS:** The position was posted internally for Teamsters Local 700 members. Applicants will be interviewed on 03/05/2019.

**POSITION TITLE:** Civil Engineer I  
**DEPARTMENT:** Development Services Dept.  
**DATE POSTED:** 01/04/2019  
**AD DEADLINE:** 02/16/2019  
**APPLICATIONS REC'D:** 54 application received  
**STATUS:** The position was posted on the Village website, social media, Indeed job board, Handshake college recruiting site and Village broadcast email. Applications were forwarded to the interview team for review as received. Five candidates were interviewed between 02/18/2019 and 02/25/2019. An offer was made to one candidate on 02/28/2019 and we are awaiting his decision.

## **NEW STARTS**

**POSITION TITLE:** Code Enforcement Officer  
**DEPARTMENT:** Dev. Services Dept.  
**DATE POSTED:** 12/13/2018  
**AD DEADLINE:** 01/04/2019  
**APPLICATIONS REC'D:** 155 application received  
**STATUS:** The position was posted on the Village website, social media, Indeed job board, I-ACE website and Village broadcast email. Applications were reviewed by the interview team. Three candidates were chosen for interview. Interviews were held from 1/16/2019 - 01/21/2019. An offer was made to one candidate, she accepted and started on 02/18/2019.

**POSITION TITLE:** PT Staff Assistant  
**DEPARTMENT:** Police Dept.  
**DATE POSTED:** 11/12/2018  
**AD DEADLINE:** 12/10/2018  
**APPLICATIONS REC'D:** 136 applications received  
**STATUS:** The position was posted on the Village website, social media, and broadcast email. Applications were forwarded to the interview team for review as they are received. Eight candidates were chosen for skills testing. Four candidates advanced to the interview process. Interviews were held on 01/24/2019. An offer was made to one candidate who accepted and started with the Village on 02/25/2019.



**POSITION TITLE:** FT Staff Assistant  
**DEPARTMENT:** Police Dept.  
**DATE POSTED:** 11/12/2018  
**AD DEADLINE:** 12/10/2018  
**APPLICATIONS REC'D:** 136 applications received  
**STATUS:** While in the recruitment process for a part-time Staff Assistant, the full-time position opened as well. The current candidate pool was utilized and one of the four candidates interviewed for the part-time opening was offered the full-time position. She accepted and started with the Village on 02/25/2019.

## SUMMARY OF EMPLOYMENT ACTIVITY FEBRUARY 2019

	<u>Total Number</u>	<u>Position</u>
<b>New Starts</b>	<b>3</b>	<b>Code Enforcement Officer Staff Assistant (2)</b>
<b>Separations</b>	<b>2</b>	<b>Cable TV Assistant Crossing Guard</b>
<b>Promotions</b>	<b>1</b>	<b>Police Officer to Police Sergeant</b>
<b>Upgrades</b>	<b>0</b>	
<b>Downgrades</b>	<b>0</b>	
<b>Transfers</b>	<b>0</b>	
<b>Retirements</b>	<b>1</b>	<b>Firefighter/Paramedic</b>
<b>Reclassifications</b>	<b>0</b>	
<b>Change in Status</b>	<b>0</b>	

## ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
<b>New Starts</b>	<b>0</b>	
<b>Separations</b>	<b>5</b>	<b>PW Seasonal (3) Staff Assistant Crossing Guard</b>
<b>Promotions</b>	<b>1</b>	<b>Maintenance I to Maintenance II</b>
<b>Transfers</b>	<b>0</b>	
<b>Reclassifications</b>	<b>0</b>	
<b>Change in Status</b>	<b>0</b>	
<b>Retirements</b>	<b>0</b>	
<b>New Positions</b>	<b>0</b>	
<b>Eliminated Positions</b>	<b>0</b>	

## 2019 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
<b>FULL TIME EMPLOYEES</b>	<b>339</b>	<b>332</b>
<b>PART TIME EMPLOYEES</b>	<b>69</b>	<b>65</b>
<b>TEMPORARY EMPLOYEES</b>	<b>0</b>	<b>0</b>
<b>SEASONAL EMPLOYEES</b>	<b>24</b>	<b>3</b>
<b>INTERNS (PAID)</b>	<b>6</b>	<b>3</b>
 <b>TOTAL</b>	 <b>438</b>	 <b>403</b>

**Total Vacancies:**

**Full Time**

**Budgeted – Posted**

**Civil Engineer I  
PW Office Manager  
Maintenance II**

**Budgeted - Not Posted**

**Assistant Planner  
Fire Lieutenant**

**Part Time**

**Budgeted – Posted**

**Crossing Guard (2)**

**Budgeted-Not Posted**

**Plumbing Inspector**

## RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
<b>Full Time – Response to Recruitments</b>	<b>584</b>	<b>656</b>
<b>Part Time – Response to Recruitments</b>	<b>2</b>	<b>2</b>
<b>Seasonal Applicants</b>	<b>0</b>	<b>32</b>
<b>Unsolicited Applications/Walk-In</b>	<b>0</b>	<b>0</b>
 <b>TOTAL</b>	 <b>586</b>	 <b>690</b>

**HUMAN RESOURCES MANAGEMENT  
EMPLOYMENT ACTIVITY  
FEBRUARY 2019**

**NEW HIRES**

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Kiley Gardner	2/18/2019	Code Enforcement Officer	Craig Solick/Mario Montaini
Karen Heiss	2/25/2019	PT Staff Assistant	Patti Usalis
Monique Kaur	2/25/2019	Staff Assistant	Haley Claffy

**SEPARATIONS**

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Edwina Edwards	2/15/2019	Crossing Guard	Resigned
Hugh Kennedy	2/16/2019	Cable TV Assistant	Resigned

**PROMOTIONS**

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
John Bending	2/04/2019	Police Officer	Police Sergeant

**TRANSFERS**

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
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**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>
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**ADDITIONAL MONTHLY REPORT INFORMATION  
FEBRUARY 2019**

# Anniversaries	<u>11</u>
# Interviews conducted during month	<u>5</u>
# Orientations conducted during month	<u>4</u>

**EMPLOYER'S CLAIM SERVICE, INC.**  
**POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY**  
 From: 12/31/1996 Through: 02/28/2019

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	121,941.53	71,601.67	193,543.20	100.0%
97	8	Public Works	(Sub-Loc)	1	100.0%	0	0	1	100%	1	0	193,543.20	121,941.53	71,601.67	193,543.20	100.0%
97	01	Village of Hoffman Estates	(Loc)	1	100.0%	0	0	1	100%	1	0	193,543.20	121,941.53	71,601.67	193,543.20	100.0%
Totals for 1997 Claims:				1	100.0%	0	0	1	100%	1	0	193,543.20	121,941.53	71,601.67	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: 02/28/2019

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: 02/28/2019

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: 02/28/2019

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%
		<b>Totals for 2004 Claims:</b>		<b>48</b>	<b>100.0%</b>	<b>33</b>	<b>6</b>	<b>9</b>	<b>19%</b>	<b>0</b>	<b>48</b>	<b>22,008.85</b>	<b>1,056,424.83</b>		<b>1,056,424.83</b>	<b>100.0%</b>
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: 02/28/2019

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: 02/28/2019**

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: 02/28/2019

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: 02/28/2019

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	26,984.13	4,848.99	31,833.12	9.2%

**EMPLOYER'S CLAIM SERVICE, INC.**  
**POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY**  
 From: 12/31/1996 Through: 02/28/2019

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	202,465.39	4,848.99	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	341,315.98	4,848.99	346,164.97	100.0%
Totals for 2012 Claims:				43	100.0%	34	5	4	9%	1	42	8,050.35	341,315.98	4,848.99	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	14,546.19	162,021.02	12,533.28	174,554.30	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	13,514.51	163,155.39	12,533.28	175,688.67	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	11,561.15	438,351.57	12,533.28	450,884.85	100.0%
Totals for 2013 Claims:				39	100.0%	24	7	8	21%	1	38	11,561.15	438,351.57	12,533.28	450,884.85	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: 02/28/2019

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	353,362.03	30,574.25	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	407,444.45	30,574.25	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	615,362.12	30,574.25	645,936.37	100.0%
Totals for 2014 Claims:				49	100.0%	35	8	6	12%	1	48	13,182.37	615,362.12	30,574.25	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: 02/28/2019

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	117,816.13	31,572.77	149,388.90	24.8%
16	3	Fire	(Sub-Loc)	7	18.9%	4	1	2	29%	2	5	21,541.05	119,214.57	31,572.77	150,787.34	25.0%
16	700	Patrol	(Dept)	16	43.2%	13	1	2	13%	1	15	24,615.75	322,874.76	70,977.31	393,852.07	65.4%
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	22,283.62	330,127.85	70,977.31	401,105.16	66.6%
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%	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	3.9%
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	8.0%
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	16,285.93	500,029.33	102,550.08	602,579.41	100.0%
Totals for 2016 Claims:				37	100.0%	29	4	4	11%	3	34	16,285.93	500,029.33	102,550.08	602,579.41	100.0%
17	301	Fire Suppression	(Dept)	1	5.6%	0	0	1	100%	1	0	104,518.00	3,831.90	100,686.10	104,518.00	27.4%
17	303	Emergency Medical Service	(Dept)	5	27.8%	3	0	2	40%	2	3	53,834.83	146,225.37	122,948.78	269,174.15	70.5%
17	3	Fire	(Sub-Loc)	6	33.3%	3	0	3	50%	3	3	62,282.03	150,057.27	223,634.88	373,692.15	97.9%
17	700	Patrol	(Dept)	5	27.8%	5	0	0	0%	0	5	757.36	3,786.80		3,786.80	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	700.20	4,901.38		4,901.38	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: 02/28/2019

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	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	0.8%
17	01	Village of Hoffman Estates	(Loc)	18	100.0%	15	0	3	17%	3	15	21,209.32	158,132.89	223,634.88	381,767.77	100.0%
Totals for 2017 Claims:				18	100.0%	15	0	3	17%	3	15	21,209.32	158,132.89	223,634.88	381,767.77	100.0%
18	100	Code Enforcement	(Dept)	1	2.9%	0	1	0	0%	1	0	2,197.66	605.84	1,591.82	2,197.66	0.8%
18	1	Community Development	(Sub-Loc)	1	2.9%	0	1	0	0%	1	0	2,197.66	605.84	1,591.82	2,197.66	0.8%
18	301	Fire Suppression	(Dept)	8	23.5%	4	3	1	13%	2	6	6,066.11	19,972.68	28,556.16	48,528.84	18.3%
18	303	Emergency Medical Service	(Dept)	5	14.7%	3	0	2	40%	2	3	16,981.14	13,474.30	71,431.38	84,905.68	32.0%
18	3	Fire	(Sub-Loc)	13	38.2%	7	3	3	23%	4	9	10,264.19	33,446.98	99,987.54	133,434.52	50.3%
18	700	Patrol	(Dept)	14	41.2%	11	1	2	14%	2	12	8,935.34	52,024.10	73,070.71	125,094.81	47.2%
18	7	Police	(Sub-Loc)	14	41.2%	11	1	2	14%	2	12	8,935.34	52,024.10	73,070.71	125,094.81	47.2%
18	800	Streets	(Dept)	2	5.9%	2	0	0	0%	1	1	91.60	183.20		183.20	0.1%
18	801	Water & Sewer	(Dept)	1	2.9%	1	0	0	0%	0	1	618.53	618.53		618.53	0.2%
18	802	Building & Grounds	(Dept)	1	2.9%	1	0	0	0%	0	1	1,855.66	1,855.66		1,855.66	0.7%
18	804	Forestry	(Dept)	1	2.9%	1	0	0	0%	0	1	1,080.54	1,080.54		1,080.54	0.4%
18	805	Clerical	(Dept)	1	2.9%	0	1	0	0%	0	1	727.84	727.84		727.84	0.3%
18	8	Public Works	(Sub-Loc)	6	17.6%	5	1	0	0%	1	5	744.30	4,465.77		4,465.77	1.7%
18	01	Village of Hoffman Estates	(Loc)	34	100.0%	23	6	5	15%	8	26	7,799.79	90,542.69	174,650.07	265,192.76	100.0%
Totals for 2018 Claims:				34	100.0%	23	6	5	15%	8	26	7,799.79	90,542.69	174,650.07	265,192.76	100.0%
19	301	Fire Suppression	(Dept)	2	22.2%	2	0	0	0%	2	0	0.00	0.00		0.00	0.0%
19	303	Emergency Medical Service	(Dept)	1	11.1%	1	0	0	0%	1	0	0.00	0.00		0.00	0.0%
19	3	Fire	(Sub-Loc)	3	33.3%	3	0	0	0%	3	0	0.00	0.00		0.00	0.0%
19	700	Patrol	(Dept)	6	66.7%	4	2	0	0%	6	0	12,081.97	639.82	71,851.99	72,491.81	100.0%
19	7	Police	(Sub-Loc)	6	66.7%	4	2	0	0%	6	0	12,081.97	639.82	71,851.99	72,491.81	100.0%
19	01	Village of Hoffman Estates	(Loc)	9	100.0%	7	2	0	0%	9	0	8,054.65	639.82	71,851.99	72,491.81	100.0%
Totals for 2019 Claims:				9	100.0%	7	2	0	0%	9	0	8,054.65	639.82	71,851.99	72,491.81	100.0%

**EMPLOYER'S CLAIM SERVICE, INC.**  
**POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY**  
 From: 12/31/1996 Through: 02/28/2019

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
250	Village of Hoffman Estates	848		565	139	144		28	820	13,843.03	11,036,634.69	702,256.30	11,738,890.99	

Open Medical: 8  
 Open Comp: 4  
 Open Legal: 16



# VILLAGE OF HOFFMAN ESTATES

## Memo

**TO:** GAP Committee  
**FROM:** Jennifer Djordjevic, Director of Operations/Outreach – Office of the Mayor and Board  
**RE:** ***Community Engagement Report***  
**PERIOD:** February 7<sup>th</sup> – March 17<sup>th</sup> (*out of office February 10 – 15*)

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**General administration:** The Mayor's office regularly receives invitations to events, mail or email correspondence regarding a variety of issues, responses which need to be coordinated with Mr. Norris and department heads, and requests for legislative response depending on the issue. The Office also receives occasional phone, email and written requests to meet with officials and staff on various projects or other issues; meetings which are organized through me. These are on-going functions. I typically attend meetings that involve community organizations or other areas of similar interest. (Other duties as needed.)

### PARTNERSHIPS

#### **Schools:**

- Scheduled Mayor McLeod to attend Conant's National Honor Society event to speak about service, character and leadership. – COMPLETED (took place on 2/13)
- Holy Family 5<sup>th</sup> Grade visit – COMPLETED (visit took place on 3/5)
- Scheduled Mayor for the Jane Addams Career Fair Day – 3/22
- Confirmed participation for Complete Count Committee for the Census 2020: Terri McHugh (SDS4 Communications Director) and Principal Carolyn Aller (John Muir Literacy Academy)

#### **Community Organizations:**

- In contact with Boy Scouts to determine assistance for Celtic Fest and other events
- Heart of Hoffman Estates filming scheduled for 3/26

#### **Boy Scout Blue and Gold Ceremonies / Eagle Courts:**

- Pack #399 – 2/17 – COMPLETE
- Pack #399 – 3/9 – COMPLETE
- Pack #100 – 3/9 - COMPLETE
- Matthew Hoppesch – 2/24 – COMPLETE (Eagle Court of Honor)

#### **Mayor for a Day:**

- Greg Urbaniak and daughter – 3/18 - COMPLETE

### ON-GOING INITIATIVES

#### **Complete Count Committee Status:**

This is an on-going initiative through 2019 and into 2020.

- Attended CCC training with Dr. Saavedra on 2/25

- Appointed to the CCC on
- Assisted in confirming members of the CCC

### **Swearing-In Ceremony**

- Scheduled for 4/27. Details are being coordinated.

### **Donations:**

- St. Theresa, Beth Tikvah, HE Music Parents Association, Golden Corridor YMCA - COMPLETE

### **Receptions, Events and Meetings:**

- Attended Alden Poplar Creek Advisory Meeting on 2/18
- Set up Board West Area Plan Lakota meetings for 2/21
- Attended CAC 5K Walk Committee Meeting – 2/21
- Attended HEC Meeting on 2/25
- Committee Meetings 2/25
- Attended Mayor's Annual Update Breakfast / took photos – 2/27
- Wine Wednesday – 2/27 (Assembly Bar & Grill) – great crowd!!
- Diversity Task Force Meeting (Mayors Caucus) – 2/28
- Worked with Kevin Kramer to organize materials for the Korean-American Summit and Gala attended by Mayor McLeod, Trustee Gaeta and Trustee Arnet – 3/2
- Attended Celtic Fest Committee Meeting – 3/5

### **Travel and Dinner arrangements:**

- NLC Boston – March 9 and 10 (Mayor McLeod)
- Springfield VETO Session March 19 – 21 – (Mayor and Stanton) – THIS WEEK
- Jim Norris Birthday Dinner – COMPLETE 3/2

### **Written Materials and Proclamations:**

April article for the Citizen submitted.  
 Submitted Historical Sites Commission for Commission Profile  
 National School Breakfast Week PROC – 3/4  
 National Nutrition Month PROC – 3/4

Coordinated several calendar items across departments as needed.

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