

AGENDA
PUBLIC HEALTH AND SAFETY COMMITTEE
Village of Hoffman Estates
January 27, 2020

7:00 p.m. – Board Room

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

- I. Roll Call**
- II. Approval of Minutes – December 9, 2019 Committee Meeting**

NEW BUSINESS

- 1. Request authorization to waive bidding and purchase eight (8) 2020 Ford Interceptor Utility Patrol vehicles from Currie Motors, Frankfurt, IL, (low bid) in an amount not to exceed \$297,632.00.
- 2. Request authorization to extend the existing contract for the provision of Village Towing Service Agreement to Redmon’s Towing, Schaumburg, IL, for a period of one year.
- 3. Request approval to enter into a Servicing Agreement with ATS – American Traffic Solutions, Inc., Mesa, AZ, to provide automated red light enforcement services for the Village of Hoffman Estates.
- 4. To request authorization to enter into a two year agreement for an e-citation and administrative adjudication management system with DACRA, Elgin, IL, in an amount not to exceed \$18,000 annually.

REPORTS (INFORMATION ONLY)

- 1. Police Department Monthly Report.
- 2. Health & Human Services Monthly Report.
- 3. Emergency Management Coordinator Monthly Report.
- 4. Fire Department Monthly Report.

- III. President’s Report**
- IV. Other**
- V. Items in Rev - 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.

**PUBLIC HEALTH AND SAFETY
COMMITTEE MEETING MINUTES**

December 9, 2019

I. Roll call

Members in Attendance:

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

**Management Team Members
in Attendance:**

**James Norris, Village Manager
Dan O'Malley, Deputy Village Manager
Arthur Janura, Corporation Counsel
Mark Koplin, Asst. Vlg. Mgr.-Dev. Services
Peter Gugliotta, Director of Planning
Mike Hankey, Dir. Transportation and Eng.
Kevin Kramer, Director of Economic Dev.
Al Wenderski, Director of Engineering
Patti Cross, Asst. Corporation Counsel
Patrick Seger, Director HRM
Patrick Fortunato, Fire Chief
Greg Poulos, Asst. Police Chief
Kasia Cawley, Asst. Police Chief
Monica Saavedra, Director of HHS
Joe Nebel, Director of Public Works
Fred Besenhoffer, Director of IS
Ben Gibbs, Sears Centre Arena
Suzanne Ostrovsky, Asst. to the Village Mgr.
Ken Koop, Risk Manager**

The Public Health and Safety Committee meeting was called to order at 7:30 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve the Public Health & Safety Committee Meeting minutes of November 25, 2019. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. **Request authorization to enter into a two-year agreement for an e-citation and administrative adjudication management system with DACRA, Elgin, IL, in an amount not to exceed \$18,000 annually.**

An item summary sheet from Chief Bos was presented to Committee.

Motion by Mayor McLeod, seconded by Trustee Pilafas to defer this item until next month. Voice vote taken. All ayes. Motion carried.

REPORTS (INFORMATION ONLY)

1. **Police Department Monthly Report.**

Chairman Gaeta read into the record a thank you letter to the Police Department for the care and attention a family received from the Police Department regarding the death of a loved one.

The Police Department Monthly Report was presented to Committee and was received and filed.

2. **Health & Human Services Monthly Report.**

The Health and Human Services Monthly Report was presented to Committee and was received and filed.

3. **Emergency Management Coordinator Monthly Report.**

The Emergency Management Coordinator Monthly Report was presented to Committee and was received and filed.

4. **Fire Department Monthly Report.**

The Fire Department Monthly Report was presented to Committee and was received and filed.

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

Motion by Trustee Arnet, seconded by Mayor McLeod, to adjourn the meeting at 7:49 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: FY2020 Purchase of Police Vehicles
2020 Ford Interceptor Utility

MEETING DATE: January 27, 2020

COMMITTEE: Public Health & Safety

FROM: Ted Bos, Chief of Police
Bryan Dudek, Administrative Services Officer

PURPOSE: To request authorization to waive bidding and purchase eight (8) 2020 Ford Interceptor Hybrid Utility Patrol Units.

BACKGROUND: Service and products are offered through the State of Illinois Joint Purchasing Program or Suburban Purchasing Cooperative in providing the purchasing government agency with the lowest costs based on volume discounting by vendors providing such services or product.

Both the State of Illinois Joint Purchasing and Suburban Purchasing Cooperative currently offer a 2020 Ford Explorer Interceptor Utility vehicle. The State's purchasing contract offers a 2020 Ford Explorer Interceptor Utility through Morrow Brothers Ford of Greenfield, IL, at \$38,610.00 as optioned. Suburban Purchasing Cooperative offers a 2020 Ford Explorer Interceptor Utility through Currie Motors of Frankfort, Illinois priced at \$37,204.00 as optioned. An additional quote was received from Joe Cotton Ford of Carol Stream, IL. At \$42,014.38 as optioned.

DISCUSSION: Our request includes the cost of the hybrid vehicles and any factory, or dealer, related costs only. The State Purchasing contract expires March 14, 2020 and the Suburban Purchasing contract expires on August 31, 2020.

FINANCIAL IMPACT:

There is sufficient funding in the FY2020 budget to fund these 8 vehicles.

RECOMMENDATION:

Request authorization to waive bidding and purchase eight (8) 2020 Ford Explorer Interceptor Utility vehicles as optioned including hybrid technology from Currie Motors of Frankfort, IL, (low bid) in an amount not to exceed \$297,632.00.

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Extension of Village Towing Service Agreement

MEETING DATE: January 27, 2020

COMMITTEE: Public Health and Safety

FROM: Ted Bos, Chief of Police

PURPOSE: To request authorization to extend the existing contract for the provision of Village Towing Service Agreement to Redmon's Towing, for a period of one year.

BACKGROUND: The existing Towing Service Agreement contract within the Village of Hoffman Estates that was awarded to Redmon's Towing on February 4, 2016, contained a provision for one-year extension(s) upon agreement of both parties. The existing contract ran from February 4, 2016, through February 4, 2018 and we extended the contract for an additional year until February 4, 2019. The contract was again extended for an additional year through February 4, 2020.

DISCUSSION: Redmon's Towing submitted a letter requesting that the Village Board consider extending their contract for an additional year. During the last four years the Police Department has not received any complaints against Redmon's towing from a citizen or a police officer. Also, during the last four years, none of the vehicle owners or arrestees that came to the Administrative Tow Hearings have complained about Redmon's service in any manner.

Redmon's Towing has provided the Village of Hoffman Estates and our citizens quality services. They are professional and helpful with prompt response times and the police department recommends extending the existing contract for a period of one year.

FINANCIAL IMPACT:

Contract terms will remain the same.

RECOMMENDATION:

Request authorization to extend the existing contract for the provision of Village Towing Service Agreement to Redmon's Towing, Schaumburg, Illinois, for a period of one year from February 4, 2020, to February 4, 2021.



1323 SOUTH RODENBURG ROAD
SCHAUMBURG, ILLINOIS 60193



847-895-6162
FAX 847-895-6230



1275 SPAULDING ROAD
ELGIN, ILLINOIS 60120

To: Village of Hoffman Estates
Hoffman Estates Police Department
Attn: SGT Scott Reichel

1/8/2020

This letter is to formally request a one year extension of the vehicle towing contract between Redmon's Towing and the Village of Hoffman Estates. Redmon's agrees to keep all current requirements and pricing in effect for the extension. We look forward to continuing our positive working relationship with the Village and Police Department.

Sincerely

Dan Redmon

COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

SUBJECT: Request approval to enter into a Servicing Agreement with ATS – American Traffic Solutions, Inc., Mesa, AZ, effective February 1, 2020, to provide automated red light enforcement services for the Village of Hoffman Estates

MEETING DATE: January 27, 2020

COMMITTEE: Public Health & Safety

FROM: Chief Ted Bos, Patricia Cross

REQUEST: Request approval to enter into a Servicing Agreement with ATS – American Traffic Solutions, Inc., Mesa, AZ, effective February 1, 2020, to provide automated red light enforcement services for the Village of Hoffman Estates.

BACKGROUND: On February 22, 2010, this Committee first considered the proposals of four different companies providing automated red light enforcement services in Illinois before selecting ATS as the Village’s vendor. The Police Department also worked with ATS in developing a public information and education campaign prior to implementing the systems, using press releases, warning signs, information in the Village’s newsletter, and messages on residents’ water bills.

DISCUSSION: Since then, the original contract has been extended twice as permitted by the original contract’s terms. As part of the more recent discussions toward a new agreement, ATS has proposed reducing the cost to the Village to operate each of the nine (9) approaches currently in use, taking into the age of the machines. The cost to operate each of the four (4) approaches that is already fully amortized would be reduced to \$2,000 per month and the five (5) remaining approaches would be reduced to \$4,000 per month, for a savings to the Village in the amount of \$288,000 over the initial three year period. The four (4) fully amortized approaches are: southbound Barrington Road at Higgins Road, eastbound Barrington Road at Higgins Road, westbound Higgins Road at Barrington Road, and northbound Roselle Road at Higgins Road.

The five (5) remaining approaches are located at southbound Sutton Road at Golf Road, eastbound Golf Road at Sutton Road, eastbound Golf Road at Bartlett Road, westbound Golf Road at Bartlett Road, and westbound Golf Road at Barrington Road.

As before, there is no out-of-pocket cost to the Village to enter into this contract. The vendor's fee will continue to be taken from the violator fines paid into a lock-box, and the remainder of those fines are forwarded to the Village.

Importantly, the Village has continued to emphasize its desire to proceed without enforcing right turns on red (except in those 2 locations where right turns on red are prohibited altogether, including Higgins Road at Roselle Road), and without charging a per ticket transaction fee.

Finally, no citations will be issued without prior Police personnel approval. Before any citation is sent to a violator, we will continue to have a Police Department employee review each violation and determine whether or not to "approve" it.

RECOMMENDATION: Request approval to enter into a Servicing Agreement with ATS – American Traffic Solutions, Inc., Mesa, AZ, effective February 1, 2020, to provide automated red light enforcement services for the Village of Hoffman Estates.

SERVICES AGREEMENT (2020)

This Services Agreement (2020) including the attached Exhibits (“Agreement (2020)”) and is made by and between American Traffic Solutions, Inc., a Kansas corporation authorized to do business in the State of Illinois as Verra Mobility, (“Verra Mobility”) and the Village of Hoffman Estates, Illinois (the “Village” or “Customer”).

WHEREAS, effective March 4, 2010, the Village first entered into an agreement with American Traffic Solutions intended to implement for the Village a photo enforcement program to enforce traffic violations (the “Program”) in accordance with Chapter 6, Art. 5 of the Municipal Code of Hoffman Estates;

WHEREAS, Verra Mobility thereafter, by agreement of the parties, engineered and installed red light cameras and to date has continued to monitor and enforce traffic violations and to issue Citations for Traffic Violations as part of its Program within the Village, including certain knowledge, equipment, licenses, and the processes for processing Violations;

WHEREAS, since the parties’ original agreement was first executed in 2010, that agreement has been automatically extended twice as permitted by the original contract’s terms;

WHEREAS, the Village now desires to enter into a new agreement with Verra Mobility effective February 1, 2020 for an additional three (3) year term, with thereafter two (2) automatic additional two-year terms for the Village’s use of the Camera Systems together with the Axis System to monitor and enforce traffic Violations and to issue Citations for traffic Violations as part of the Village’s Program;

NOW, THEREFORE, for such good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

The parties agree to enter into this Agreement (2020) according to the terms and conditions contained herein. Each individual signing below represents that such individual has the requisite authority to execute this Agreement (2020) on behalf of the entity which such individual represents and that all the necessary formalities have been met.

ACKNOWLEDGED AND AGREED TO BY:

AMERICAN TRAFFIC SOLUTIONS, VILLAGE OF HOFFMAN ESTATES
INC.

By:

_____	By: _____
Garrett Miller	Name: _____
Executive Vice President	Title: _____
Government Solutions	_____
Date	Date

ATTEST:

By: _____
Name: _____ Date _____
Title: _____

I. DEFINITIONS

As used in this Agreement (2020), the following words and terms shall, unless the context otherwise requires, have the respective meanings provided below:

“Approach”: One (1) direction of travel on a road or a traffic intersection, including up to four (4) contiguous lanes controlled by up to two (2) signal phases.

“Axisis” or “Axisis System”: The proprietary back-end system that processes violations, including the printing and mailing of Citations, the generation of evidence packages, and that provides system generated reports of Violation counts.

“Business Hours”: Eight (8) hours per day, Monday through Friday, excluding weekends and holidays.

“Business Rules”: The Business Rules Questionnaire to be completed by Customer and delivered to Verra Mobility setting forth the business rules for the implementation and operation of the Program.

“Camera System” or “Camera”: A photo-traffic monitoring device consisting of one (1) rear camera, strobe, and traffic monitoring device (including the wiring associated with each) capable of accurately detecting a Violation on up to four (4) contiguous lanes and two signal phases, which records such data with one (1) or more images of such vehicle. **“Camera System”**, where the context requires, also include any enclosure or cabinet, wiring, and related appurtenances in which the equipment is stationed.

“Change Order Notice”: Written notice from Customer requesting changes to the work required to be performed or the addition of products or services to those required pursuant to the terms of this Agreement, setting forth in reasonable detail the proposed changes.

“Change Order Proposal”: A written statement from Verra Mobility describing the cost of the changes to the work or addition of products or services requested by Customer in a Change Order Notice.

“Citation”: A citation or notice of violation or equivalent instrument issued by a competent state, county or municipal law enforcement agent or agency or by a court of competent jurisdiction relating to a Violation documented or evidenced in Axisis.

“Customer Feedback”: As defined in Paragraph 25.

“DMV Subscriber Information”: As defined in

“Effective Date”: February 1, 2020.

“Event”: A potential Violation captured by the Camera System.

“Fees”: The amount payable by Customer to Verra Mobility for equipment, services, and maintenance as set forth in **EXHIBIT A**.

“Infrastructure”: the poles, foundation, conduit, or other below-grade infrastructure on which the red light cameras are mounted.

“Laws”: All applicable federal, state, and local laws, ordinances, regulations and orders, including without limitation applicable Criminal Justice Information Services requirements, any laws relating to data privacy, or any Laws applicable to conduct with respect to the Program.

“Notice to Proceed”: Written confirmation from Customer that Verra Mobility may proceed, if so directed, with the installation of a given Camera System, a form of which is attached as **EXHIBIT C**.

“Owner”: The owner(s) of a motor vehicle as shown by the motor vehicle registration records of the motor vehicle department or the analogous agency of another state or country, including a lessee of a motor vehicle under a lease of six months or longer.

“Person” or “Persons”: Any individual, partnership, joint venture, corporation, limited liability company, trust, unincorporated association, governmental authority or political subdivision thereof or any other form of entity.

“Pilot” and “Pilot Data”: As defined in Paragraph 25.

“Program”: A photo enforcement program to enforce traffic violations and to issue citations.

“Project Time Line”: The initial schedule and timelines required to begin the implementation of Customer’s project, as mutually agreed upon by the parties.

“System”: A Camera System and the related Infrastructure.

“Site Selection Analysis”: A statistical analysis of each road or intersection Approach being considered for a Camera System.

“Vendor”: As defined in Paragraph 25.

“Violation”: A failure to obey an applicable traffic law or regulation, including, without limitation, failure to obey a traffic signal.

II. GENERAL TERMS AND CONDITIONS

1. VERRA MOBILITY AGREES TO PROVIDE:

The scope of work identified in **EXHIBIT B**, Section 1.

2. CUSTOMER AGREES TO PROVIDE:

The scope of work identified in EXHIBIT B, Section 2.

3. TERM:

This Agreement (2020) shall commence upon the Effective Date and shall continue for a term of three (3) years from the Effective Date. This Agreement will automatically extend for two consecutive two (2) year terms. However, Customer or Verra Mobility may terminate this Agreement at the expiration of any term by providing written notice of its intent not to extend the Agreement (2020) one hundred twenty (120) days prior to the expiration of the then-current term.

4. FEES AND PAYMENT:

4.1 Customer shall pay for all equipment, services and maintenance based on the fee schedule indicated in EXHIBIT A, Service Fee Schedule 1.

4.2 Invoices shall be in standard Verra Mobility format.

4.3 Customer shall pay all Fees due Verra Mobility based upon invoices from the preceding month within thirty (30) days of submission. Late payments are subject to interest calculated at 6% per annum on open balances.

5. COMMUNICATION OF INFORMATION:

Verra Mobility will comply with reasonable requests from Customer for information obtained by Verra Mobility through operation of the Axis System. Verra Mobility reserves the right to assess a fee for such services. Unless Verra Mobility is deemed a “Custodian of Record”, under applicable “Open Records Act” laws or similar laws, Verra Mobility will not be under any obligation to provide information directly to non-Customer requesting parties. Should Verra Mobility choose to respond to non-Customer requesting parties, Verra Mobility and Customer shall work collaboratively in a good faith effort to provide requested information in a timely manner, which good faith effort may include, but not be limited to, Customer’s review and prior approval of Verra Mobility disclosing information.

6. CONFIDENTIALITY:

No information given by Verra Mobility to Customer will be of a confidential nature, unless specifically designated in writing as proprietary or confidential by Verra Mobility (“Verra Mobility Confidential Information”). If, however, Verra Mobility does designate certain information as proprietary or confidential, Customer shall treat the Verra Mobility Confidential Information with the same degree of care and same restrictions as Customer treats its own proprietary and confidential information, but in no event with less than reasonable care and reasonable restrictions. Customer will use Verra Mobility Confidential Information solely in connection with its rights and obligations under this Agreement, and will not use Verra Mobility Confidential Information for any other purpose, including but not limited to any use to harm or injure Verra Mobility or in any other way detrimental to Verra Mobility. If Customer receives a request or becomes legally obligated or compelled (by deposition, interrogatory, request for documents, subpoena, civil investigative demand, other demand or request by a governmental agency, or the application of statutes, rules or regulations) to disclose any of the Verra Mobility Confidential Information, Customer will promptly provide Verra Mobility with written notice of

such request or requirement before any disclosure, and will cooperate with Verra Mobility's reasonable efforts to obtain confidential treatment of the Verra Mobility Confidential Information. If a protective order or other confidential treatment is not obtained or if Verra Mobility waives its rights under this paragraph, Customer agrees to furnish only so much of the Verra Mobility Confidential Information as it is legally required to furnish and, where appropriate, to exercise its best efforts to obtain written assurances that confidential treatment will be accorded to the Verra Mobility Confidential Information. Customer will give Verra Mobility an opportunity to review the Verra Mobility Confidential Information prior to its disclosure, and Customer will allow Verra Mobility to participate in any related proceeding. Nothing in this paragraph shall be construed as contrary to the terms and provisions of any "Open Records Act" or similar laws, insofar as they may be applicable.

7. OWNERSHIP OF SYSTEM:

Under all circumstances, Verra Mobility shall retain ownership of all Camera Systems and the Axis System provided for use by the Customer under the terms and conditions of this Agreement. In order to carry out the purposes of this Agreement (2020), for the term of this Agreement (2020) and any extension thereof, Verra Mobility grants Customer a non-exclusive, non-transferable right to use the Axis System. Verra Mobility shall retain the ownership rights to all meta-data, business intelligence, or other analytics obtained, gathered, or mined by Verra Mobility from the program data. Customer is at this time the owner of the Camera Systems identified in Exhibit A-1 hereto, as HF01, HF02, HF03 and HF12. On and as of the date of termination of this Agreement (2020), Customer shall be deemed to accept and receive full ownership and control of the all of the Infrastructure, including Camera Systems HF04, HF06, HF07, HF09 and HF10.

8. [RESERVED]

9. INSURANCE:

Verra Mobility shall maintain the following minimum scope and limits of insurance:

9.1 Commercial General Liability Insurance including coverage for bodily injury, property damage, premises and operations, products/completed operations, personal and advertising injury, and contractual liability with a combined single limit of \$1,000,000 per occurrence.

9.2 Workers' Compensation as required by applicable state law, and Employer's Liability Insurance with limits of not less than \$500,000 each accident. Verra Mobility shall at all times maintain Worker's Compensation insurance coverage in the amounts required by law, but shall not be required to provide such coverage for any actual or statutory employee of Customer.

9.3 Comprehensive Business Automobile Liability Insurance for all owned, non-owned and hired automobiles and other vehicles used by Verra Mobility with a minimum \$1,000,000 per occurrence combined single limit bodily injury and property damage.

9.4 Customer shall be named as additional insured on the comprehensive general liability policies provided by Verra Mobility under this Agreement.

9.5 Certificates showing Verra Mobility is carrying the above described insurance, and evidencing the additional insured status specified above, shall be furnished to Customer within thirty (30) calendar days after the Effective Date of this Agreement 2020.

9.6 Customer shall be responsible for vehicle insurance coverage for the vehicle and all installed equipment, on any vehicles driven by Customer employees or contractors. Coverage will include liability and collision damage and shall provide 100% coverage. Additionally, Customer shall maintain: Worker's Compensation coverage as required by applicable state law; Employer's Liability Insurance; and Commercial General Liability insurance including coverage for bodily injury, property damage, premises and operations, products/completed operations, personal and advertising injury, and contractual liability. Customer will provide certificates of insurance, listing Verra Mobility as additional insured. If Customer fails to meet the above insurance requirements, Verra Mobility reserves the right to procure such insurance and bill the Customer.

10. LIMITED WARRANTY:

EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, VERRA MOBILITY MAKES NO WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE, WITH RESPECT TO THE CAMERA SYSTEMS, THE COMMUNICATIONS DEVICES, THE AXIS SYSTEM, OR ANY RELATED EQUIPMENT OR SOFTWARE, OR WITH RESPECT TO THE RESULTS OF THE PROGRAM. THE CUSTOMER ACKNOWLEDGES THAT AT TIMES SUCH SYSTEMS AND RELATED EQUIPMENT AND SOFTWARE MAY MALFUNCTION OR OTHERWISE NOT OPERATE AS ANTICIPATED. VERRA MOBILITY SHALL DILIGENTLY ENDEAVOR TO CORRECT ANY SUCH MALFUNCTION IN A TIMELY MANNER.

11. GOVERNING LAW AND VENUE:

This Agreement and any dispute arising out of or relating to this Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without reference to its conflict of law rules. Any litigation arising from or related to this Agreement shall be brought to the Circuit Court of Cook County, Third Municipal District, and the parties agree to submit to the jurisdiction of such courts.

12. DISPUTE RESOLUTION:

All disputes arising out of or in connection with the Agreement (2020) shall be attempted to be settled through good-faith efforts between senior management of both parties. Following thirty (30) days of unsuccessful negotiation, the parties shall participate in professionally-assisted mediation, with a mediator acceptable to both parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the dispute. The mediation will be treated as a settlement discussion and therefore will be confidential. The mediator may not testify for either party in any later proceeding relating to the dispute. No recording or transcript shall be made of the mediation proceedings. Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

13. CHANGE ORDERS:

Customer may request the addition of any products or services that Verra Mobility provides or other changes to the scope of work to be performed under this Agreement by providing a Change Order Notice to Verra Mobility. Upon Verra Mobility's receipt of the Change Order Notice, Verra Mobility shall deliver to Customer a Change Order Proposal. Following Customer's receipt of the Change Order Proposal, the parties shall negotiate in good faith regarding a plan and schedule for implementation of the proposed changes; the time, manner and amount of payment or price and any other matters relating to the proposed changes. Any Change Order Proposal mutually agreed to by the parties in writing shall be incorporated as an addendum to this Agreement (2020).

14. TERMINATION:

14.1 Verra Mobility's services may be terminated:

(i) Notwithstanding any other provision, if the camera system operation is no longer authorized or approved by any governmental authority exercising jurisdiction over the red light operations governed by this agreement, in the event the installation and/or use of red light camera systems is declared or determined to be unlawful or illegal within the State of Illinois, or the County of Cook or the Village, this Agreement (2020) shall automatically and immediately terminate without notice and without any further liability of the Village or Verra Mobility to the other; or

(ii) By mutual written consent of the parties; or

(iii) For material breach of this Agreement (2020) by either party, where the other party fails in any material way to perform its obligations under this Agreement (2020).

a) Where Customer is in breach of this Agreement (2020) for non-payment of Fees to Verra Mobility, Verra Mobility may exercise any or all of the following remedies: (1) provide Customer written notice and ten (10) days to cure before suspending performance and turning off the Camera Systems; (2) terminate this Agreement (2020) for cause where Customer's account remains delinquent sixty (60) days after written notice; and (3) in addition to the foregoing, seek any other available remedies at law or equity.

b) Termination under this Subsection 14.1 for any reason other than non-payment of Fees by Customer is subject to the condition that the terminating party notifies the other party of its intent to terminate, stating with reasonable specificity the grounds therefore, and the other party fails to cure the default within forty-five (45) days after receiving written notice.

(iv) If the Agreement is terminated prior to its expiration for any reason, other than for material breach by Verra Mobility, for any Camera System installed subsequent to the Effective Date of this Agreement Customer shall pay Verra Mobility an early termination fee based on a price of \$120,000 per Camera System amortized over thirty (36) months on a straight-line basis. The amortization schedule for said costs shall be reduced proportionally for each month each Camera System is installed.

14.2 Upon termination of this Agreement (2020), including because it has reached the end of its term, the parties recognize that Customer will have to process Events in the “pipeline” only so long as permitted to do so by law. Accordingly, the parties shall take the following actions and shall have the following obligations, which survive termination during the wind-down period:

- (i) Customer shall cease using the Axis System to capture Events.
- (ii) Unless it is unlawful to do so, Verra Mobility will, for a period of ninety (90) days, continue to process all Events captured before termination and provide all services associated with processing in accordance with this Agreement (2020) and shall be entitled to a monthly fee per Camera System. After such ninety (90) day period, Verra Mobility will terminate all use of the Axis System for Customer’s Program and upon such termination, the Axis System, including violationinfo.com website, and related lockbox shall no longer be capable of accepting payments.
- (iii) Except as provided for in Section 14.2(iv) related to the Infrastructure, Customer shall return or allow Verra Mobility to recover all provided equipment within a reasonable time not to exceed ninety (90) days.
- (iv) Pursuant to Section 7, Customer shall be deemed to accept full ownership and control of the Infrastructure. Upon Customer’s request or if otherwise required by law, regulation, or administrative agency, and subject to the limitations set forth herein, Verra Mobility shall remove the Infrastructure Verra Mobility installed in connection with Verra Mobility’s performance of its obligations under this Agreement 2020 for the actual cost of the removal (presently estimated at approximately \$5,000 per Approach) plus an additional 20% service fee (the “Removal Fee”). As part of the services performed for the Removal Fee, Verra Mobility shall restore the surface of Customer’s property to substantially the same condition as such property was in immediately prior to this Agreement, except for foundation removal, which shall be left approximately flush with grade with no exposed bolts, or other hazards. Installed underground Infrastructure shall not be required to be removed, and Customer shall accept and observe any and all duties, obligations, or liabilities associated with the remaining foundation, conduit, or other below-grade Infrastructure.

14.3 In the event of termination by Verra Mobility for non-payment of Fees by Customer, Verra Mobility shall cease processing Events as of the date of termination.

15. LIMITED AGENCY:

Customer hereby grants Verra Mobility the authority to act on its behalf as a limited agent of Customer solely for purposes of (i) access to DMV records; and (ii) generating and administratively processing recorded images of Events as described in this Agreement and the Business Rules. Verra Mobility and its employees, contractors, agents and servants will in no event be considered to be employees, agents (other than in the limited capacity described herein), or servants of Customer. This Agreement does not and shall not be interpreted as creating a general agency relationship between Verra Mobility and Customer.

16. USE OF SUBCONTRACTORS:

From time to time, Verra Mobility may subcontract certain services provided under this Agreement (2020) upon prior notice to and consent of Customer.

17. DATA RETENTION:

Subject to litigation holds, court orders, changes in law, or other legal requirements applicable to Verra Mobility, Verra Mobility shall maintain the categories of data set forth under the heading “Type of Record” for the periods of time set forth under the heading “Minimum Verra Mobility Retention Period” on Exhibit E during the term of this Agreement. Within one hundred-twenty (120) days of the later of the termination of this Agreement 2020 or the termination of any wind-down period, Verra Mobility shall place the Violation Images, Non-Violation Images, Individually Identifiable Violation Records, and Individually Identifiable Non-Violation Records (each as described on Exhibit E), not previously disposed of in accordance with the data retention schedule, on an encrypted hard-drive with a key code and will ship the hard-drive to the City. After ninety (90) days, Verra Mobility shall delete all data provided on the hard-drive to the City and shall have no further data retention obligations to Customer with respect to such data.

18. ASSIGNMENT:

Neither party may assign all or any portion of this Agreement (2020) without the prior written consent of the other, which consent shall not be unreasonably withheld or delayed. However, for business financing purposes or other corporate reorganizational purposes, Verra Mobility may collaterally assign, any interest in this Agreement (2020) in whole or in part without the written consent of Customer.

19. FORCE MAJEURE:

Neither party will be liable to the other or be deemed to be in breach of this Agreement (2020) for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, acts of God or the public enemy, terrorism, significant fires, floods, earthquakes, hurricanes, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather, or governmental authorities approval delays which are not caused by any act or omission by the parties. The party whose performance is affected agrees to notify the other promptly of the existence and nature of any delay. For the avoidance of doubt, road construction is not an event of Force Majeure.

20. NOTICES:

Any notices or demand which, under the terms of this Agreement 2020 or under any statute, that must or may be given or made by Verra Mobility or Customer shall be in writing and shall be given or made by personal service, first class mail, Federal Express, or by certified mail to the parties at the following addresses:

Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, Illinois 60169
Attn: Village President

American Traffic Solutions, Inc.
1150 North Alma School Road
Mesa, Arizona 85201
Attn: Legal Department

With copy to:
Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL 60169
Attn: Village Clerk, Corporation Counsel

21. LEGAL CONSTRUCTION:

Only in the event that the installation, use and/or operation of red light cameras in the State of Illinois is determined by a court of competent jurisdiction or this state's legislature to be invalid, illegal or unenforceable, such invalidity, illegality, or unenforceability shall affect each and every other provision of this Agreement (2020). Notwithstanding, this Agreement (2020) shall be enforced to the maximum extent possible so as to give effect to the intent of the parties to the extent necessary to make such provision otherwise valid and enforceable herein.

22. AMENDMENTS TO THE AGREEMENT (2020):

Any changes, modifications or amendments to this Agreement (2020) shall be in writing and signed by both parties.

23. INTEGRATION:

This Agreement (2020) constitutes the sole and only agreement of the parties and supersedes any prior or contemporaneous understanding, written or oral, between the parties respecting its subject matter.

24. SEVERABILITY:

If any section, subsection, sentence, clause, phrase, or other portion of this Agreement (2020) is, for any reason, declared invalid, in whole or in part, by any court, agency, commission, legislative body, or other authority of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent portion. Such declaration shall not affect the validity of the remaining portions hereof, which other portions shall continue in full force and effect.

25. SURVIVAL:

The following provisions of the General Terms and Conditions shall survive the termination of this Agreement (2020): Sections 4, 6, 7, 11, 12, 14, 15, 17, 19, 20 and this Section 25.

26. ADDITIONAL SERVICES:

During the term of this Agreement (2020), from time-to-time Verra Mobility may propose certain new technologies for Customer to consider and, if so desired, Customer may procure from Verra Mobility the new technologies through an amendment to this Agreement (2020) upon terms to be mutually agreed upon.

27. PILOTS:

From time to time, at the mutual agreement of the parties, Verra Mobility may pilot existing Verra Mobility products and services or products and services that are under development by Verra

Mobility or its current or future subcontractors and vendors (each a “Vendor”). During any pilot pursuant to this Section 27, registered owner information shall not be used and no Events will be issued as Citations and no mailing of warnings or Citations will occur. Customer expressly acknowledges that Verra Mobility is under no obligation to retain for any period of time any data produced by any pilot systems. Verra Mobility may request Customer or its employees to provide feedback on the use, quality, viability, features, functionality, or desirability of pilot systems (“Customer Feedback”). All data, drawings, plans, specifications, blueprints, studies, reports, memoranda, computation sheets, computer files and media or other documents prepared or generated by Verra Mobility or a Vendor or a pilot systems in connection with any pilot shall remain the property of Verra Mobility (the “Pilot Data”). To the extent that such Pilot Data is provided to Customer, Verra Mobility grants to Customer a limited, personal, nonsublicensable, nonexclusive right to use the Pilot Data, solely for evaluation and statistical purposes. Actual program performance may vary from pilot performance. Customer acknowledges and agrees that the terms of this Agreement (2020), *except for* Sections 6, 9, 11, 12, 16, 19, 21 and this Section 27, shall not apply to any such pilot.

28. EXECUTION:

This Agreement (2020) may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement (2020), and all of which, when taken together, shall be deemed to constitute one and the same Agreement (2020). The exchange of copies of this Agreement (2020) and of signature pages by facsimile or “.pdf” transmission shall constitute effective execution and delivery of this Agreement (2020) as to the parties and may be used in lieu of the original Agreement (2020) for all purposes. Signatures of the parties transmitted by facsimile or “.pdf” shall be deemed to be their original signatures for any purpose whatsoever.

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EXHIBIT A
SERVICE FEE SCHEDULE 1

1.0 **Description of Pricing**

Product Description	Fee
Red Light Safety Camera System – (Fee for the following 5 Cameras Systems currently installed as of the Effective Date: HF04, HF06, HF07, HF09, HF10). This reduced fixed monthly fee is based on the amortization and cost of services of the Camera System.	\$3,800 per Month per Camera System
Red Light Safety Camera System – (Fee for the following 4 Camera Systems currently installed as of the Effective Date: HF01, HF02, HF03, HF12). Each of these 4 Camera Systems is fully amortized.	\$2,000 per Month per Camera System
Red Light Safety Camera System – (Any new Camera System installed on a date after the Effective Date of this Agreement).	\$4,400 per Month per Camera System
Subsequent Notices Mailing Fee – For any additional notices sent by First Class Mail required by the Customer or required by law in excess of the notices specified in this Agreement, Verra Mobility will charge the Customer a Subsequent Notices Mailing Fee.	\$2.00 per page per notice
Service Fees: All service Fees per Camera System above includes all costs required and associated with a Camera System installation for monitoring up to 4 lanes and two signal phases, routine maintenance, and use of Axis System for back-office operations. Includes camera equipment for monitoring up to 4-lanes and up to two (2) signal phases, installation, maintenance, Event processing services, DMV records access, First Class mailing of Citations with return envelope, mailing of second notice (as needed), lockbox and epayment processing (excluding user convenience fee, which is paid by payor), IVR call center support for general Program questions and public awareness Program support. Any required certified mail is not included and the fee is extra and will be billed per unit as published by the US Postal Service.	

2.0 **Video Retrieval Fee:** Verra Mobility shall retrieve up to one (1) video per week at no cost to Customer. For all additional video retrievals, the fee is \$10.00 each.

EXHIBIT B
SCOPE OF WORK

1. VERRA MOBILITY SCOPE OF WORK

1.1 VERRA MOBILITY IMPLEMENTATION

1.1.1 Verra Mobility agrees to provide Camera System(s), use of the Axis System and related services to Customer as outlined in this Agreement, excluding those items identified in Section 2 titled “Customer Scope of Work”. Verra Mobility and Customer understand and agree that new or previously unforeseen requirements may, from time to time, be identified and that the parties shall negotiate in good faith to assign the proper party the responsibility and cost for such items. In general, if work is to be performed by Customer, unless otherwise specified, Customer shall not charge Verra Mobility for the cost.

1.1.2 Customer and Verra Mobility will complete the Project Time Line within thirty (30) days of Agreement execution date, unless mutually agreed to otherwise by the parties. Verra Mobility agrees to make every effort to adhere to the Project Time Line.

1.1.3 Prior to installing or deploying a Camera System, Verra Mobility may conduct a statistical analysis of each road or intersection Approach being considered for a Camera System or Camera Systems (“Site Selection Analysis”) to assist Customer in determining which road or Approaches will be the most beneficial to Customer in pursuit of its traffic safety and enforcement goals. Considerations may include collision history, community safety, police department staff review and engineering feasibility assessment. Camera System installations will be based on mutual agreement by Customer and Verra Mobility. Verra Mobility makes no representations or warranties that any Violation rate estimates will be predictive of actual future traffic Violation rates.

1.1.4 Verra Mobility will install at a number of intersection Approaches to be mutually agreed upon between Verra Mobility and Customer after completion of Site Selection Analysis and reflected in a written Notice to Proceed. In addition to any initial Approaches the parties may mutually agree to add Camera System(s) to additional Approaches, which shall be reflected in a written Notice to Proceed.

1.1.5 Verra Mobility will operate each Camera System on a 24-hour basis, barring downtime for maintenance, normal servicing activities, or other unforeseen instances.

1.1.6 Verra Mobility’s Communications Department will assist Customer with public information content and outreach campaign strategies.

1.1.7 Verra Mobility agrees to provide a secure website (www.violationinfo.com) accessible to Owners/violators who have received notices of violation by means of a Notice # and PIN, which will allow Violation image and video viewing. As part of the secure website, a space will be provided for a Frequently Asked Questions (F.A.Q.) page approved by Customer. Verra Mobility will operate this secure

website on a 24-hour basis, barring downtime for maintenance, normal servicing activities, or other unforeseen instances.

1.1.8 Verra Mobility will provide technician site visits to each Camera System, as needed, to perform maintenance checks consisting of camera enclosure lens cleaning; camera, strobe and controller enclosure cleaning; inspection of exposed wires; and, general system inspections and maintenance.

1.1.9 Verra Mobility shall take commercially reasonable best efforts to repair a non-functional System within seventy-two (72) hours (excluding weekends and holidays) of determination of a malfunction.

1.1.10 Verra Mobility is authorized to charge, collect and retain a service/convenience fee of up to the greater of \$5.00 or to 5% of the total payment, for each payment processed through the web, call center, IVR, or other electronic means. Such fee is paid by the payor and retained by Verra Mobility.

1.2 VERRA MOBILITY OPERATIONS

1.2.1 Verra Mobility shall implement and operate the Program in accordance with the provisions of this Agreement and the Customer's Business Rules.

1.2.2 If a warning period is required, Verra Mobility shall provide Customer with a one-time warning period up to thirty (30) days in length following the installation and activation of the first installed Camera System. Customer shall not be charged a fee for the warning period; however, for any warning period exceeding thirty (30) days Customer shall be responsible for the normal monthly Fee.

1.2.3 Verra Mobility shall provide Customer with access to the Axis System, including image processing, first notice printing and mailing of Citation per Violation and a mailing of a text only reminder notice, a hearing scheduled letter, a hearing denied letter, an insufficient information letter, and a dismiss letter. In the case of a transfer of liability by the Owner, the Axis System shall be setup to mail a Citation to the driver identified in the affidavit of non-liability or by a rental car company. Costs of certified mailings are priced separately and paid by Customer to Verra Mobility as indicated in **EXHIBIT A**.

1.2.4 Subsequent notices, other than those specified in Subsection 1.2.3 may be delivered by First Class or other mail means for additional compensation to Verra Mobility as agreed upon by the parties.

1.2.5 Verra Mobility shall apply an electronic signature, name, or badge number to the Citation as authorized in the Customer's Business Rules.

1.2.6 Verra Mobility shall seek records from out-of-state vehicle registration databases and use such records to assist Customer in processing Citations. In its capacity as limited agent pursuant to the DMV Services Subscriber Authorization found in **EXHIBIT D**, Verra Mobility may seek records from out-of-state vehicle registration databases. Verra Mobility may mail Citations to the address of the Owner obtained through the DMV, obtained through the National Change of

Address (NCOA) database provided by the United States Postal Service, or obtained through other means including but not limited to skip tracing.

1.2.7 The Axis System shall provide Customer with the ability to run and print standard system reports. Verra Mobility provides a suite of standard program reporting at no charge to clients with active Programs. Upon notice to Customer, Verra Mobility reserves the right to modify the suite of standard program reporting available to Customer, so long as such change applies generally to customers with similar programs. Customized reporting services are available upon written request. The fee for such services shall be mutually agreed upon.

1.2.8 During the twelve (12) month period following the installation or deployment of the first Camera System, upon Verra Mobility's receipt of a written request from Customer at least fourteen (14) calendar days in advance of a court proceeding, and if required by the court or prosecutor, Verra Mobility shall provide Customer with or train a local expert witness to testify in court on matters relating to the accuracy, technical operations, and effectiveness of the Camera System or the Axis System until judicial notice is taken. Customer shall use its best efforts to obtain judicial notice as soon as possible. If Verra Mobility expert witness is required more than two (2) times during the twelve (12) month period, Customer shall reimburse Verra Mobility for any reasonable time and travel costs incurred for the additional dates.

1.2.9 In those instances where damage to a System (or sensors where applicable) is caused by (i) negligence on the part of Verra Mobility or its authorized agent(s), Verra Mobility shall bear the cost of repair or (ii) negligence or recklessness on the part of a driver or severe weather or other Force Majeure events, Verra Mobility and Customer shall bear the cost of repair equally with Customer reimbursing Verra Mobility for its portion of the cost of repair. For all other causes of damage, including road construction, Customer negligence, etc. Customer shall reimburse Verra Mobility for the cost of repair.

1.2.10 Verra Mobility shall provide a help-line to assist Customer with resolving any problems encountered regarding its Camera System and/or the Axis System. The help-line shall function during Business Hours.

1.2.11 As part of the Axis System, a website will be made available to allow alleged violators the ability to view their Citations online. This online viewing system shall include a link to the Verra Mobility payment website(s) and may offer the opportunity to download an affidavit of non-liability online. Online obtained affidavits, if approved by the court, may be directed to and processed by Verra Mobility processors and communicated to the court via the Axis transfer described above.

1.2.12 For video retrievals requested by Customer unrelated to enforcement of a Violation, Verra Mobility will provide up to one (1) video retrieval per week at no cost to Customer. For each additional video retrieval, Customer shall pay a fee, pursuant to **EXHIBIT A**.

2. CUSTOMER SCOPE OF WORK

2.1 GENERAL IMPLEMENTATION REQUIREMENTS

2.1.1 Within seven (7) business days of the Effective Date of this Agreement, Customer shall provide Verra Mobility with the name, title, mailing address, email address and phone number of:

- A project manager with authority to coordinate Customer responsibilities under this Agreement;
- Court manager responsible for oversight of all Court-related program requirements;
- The police contact;
- The court contact;
- The person responsible for overseeing payments by violators (might be court);
- The Prosecuting Attorney;
- The Customer Attorney;
- The finance contact (who receives the invoices and will be in charge of reconciliation);
- The IT person for the police;
- The IT person for the courts;
- The public works and/or engineering contact responsible for issuing any/all permits for construction; and
- Court manager responsible for oversight of all Court-related program requirements.

2.1.2 Customer and Verra Mobility shall complete the Project Time Line within thirty (30) calendar days of the Effective Date of this Agreement, unless mutually agreed to otherwise by the parties. Customer shall make every effort to adhere to the Project Time Line.

2.1.3 Verra Mobility to provide Customer with a mock-up of the Citation within fifteen (15) days of the Effective Date of this Agreement. Customer shall provide a revised draft of the Citation in accordance with Customer's local law and state law within fifteen (15) days of receipt of the mock-ups from Verra Mobility.

2.1.4 Within seven (7) business days of receipt by Customer, Customer shall provide Verra Mobility completed forms for purposes of directing payments by payors and establishing a merchant identification number, if applicable, and such forms may include among others a financial information request form, participant agreement and merchant services agreement for the provision of electronic payment processing services by a payment processor, W-9, certification regarding beneficial ownership, and a bank verification letter prepared by Customer's settlement bank.

2.1.5 Customer grants Verra Mobility the right to make non-substantive formatting or incidental changes to the Citation form without approval by Customer, but with timely notice thereafter to the Customer.

2.1.6 Customer shall direct the law enforcement agency to execute the Verra Mobility DMV Services Subscriber Authorization (substantially in the form

attached as **EXHIBIT D**) to provide verification to the National Law Enforcement Telecommunications System (NLETS), State Department of Motor Vehicles, or appropriate authority indicating that Verra Mobility is acting on behalf of the Customer for the purposes of accessing vehicle ownership data pursuant to the list of permissible uses delineated in the Drivers Privacy Protection Act 18 U.S.C. 2721, Section (b)(1) and as may otherwise be provided or required by any provision of applicable state law.

2.1.7 Customer shall prepare the Business Rules for implementation and operation of the Program.

2.1.8 Customer is responsible for all final jurisdictional issues, including but not limited to as they pertain to issuance of Citations, adjudication of Violations, and intergovernmental authorities.

2.1.9 The parties will comply with all applicable federal, state, and local laws, ordinances, regulations and orders (collectively, "Laws"), including without limitation to the extent applicable Criminal Justice Information Services (CJIS) requirements, any Laws relating to data privacy, or any Laws applicable its conduct with respect to the Program.

2.1.10 Once a Notice to Proceed is granted to Verra Mobility in writing, Customer shall not issue a stop work order to suspend activity on the implementation process, unless Customer reimburses Verra Mobility for costs incurred up to the date the stop work order is issued.

2.1.11 Once a Camera System is installed and certified by Verra Mobility as operational, it shall be immediately put into service.

2.1.12 Customer shall not use the Camera Systems or Axis for any purpose not permitted by Law.

2.1.13 Customer shall process each Event in accordance with state law and/or municipal ordinances within three (3) business days of its appearance in the law enforcement review queue, using Axis to determine which Events constitute Violations that will be issued as Citations. In the event that Customer fails to process Events within this timeframe, Verra Mobility shall not be liable for failure of the Axis System to allow Customer to issue a notice or Citation within statutory timeframes.

2.1.14 In the event that remote access to the Axis System is blocked by Customer network security infrastructure, Customer's Department of Information Technology shall coordinate with Verra Mobility to facilitate appropriate communications while maintaining required security measures.

2.2 **STREETS AND TRAFFIC DEPARTMENT OPERATIONS**

2.2.1 If Customer requests that Verra Mobility move a System to a new Approach after initial installation, Customer shall pay for the costs to relocate the System. Customer may not request the relocation of a site within the first year after installation.

2.2.2 If a Camera System is knocked-down or a construction or improvement project requires an installed Camera System to be deactivated or requires a Camera System, including imbedded sensors, to be moved or removed, any reinstallation or reactivation of the Camera System shall be at the sole discretion of Verra Mobility.

2.2.3 Prior to the installation of any System, Customer shall provide Verra Mobility information regarding any and all road construction or improvement projects scheduled during the term of this Agreement for any intersection Approach designated for System installation. In addition, within thirty (30) days of becoming aware of anticipated construction that may result in the removal of a System or otherwise impact an Approach during the term of this Agreement, Customer shall notify Verra Mobility of any such construction.

2.2.4 Customer will design, fabricate, install and maintain camera warning signs required by law for purposes of operating the Program. If Customer cannot provide such signage, Verra Mobility will do so, and Customer shall reimburse Verra Mobility for such costs.

2.2.5 Customer understands that proper operation of the System requires access to traffic signal phase connections. Customer, therefore, shall provide free access to traffic signal phase connections according to approved design. When traffic signal phase connections are not under the jurisdiction of Customer, it shall be Customer's responsibility to negotiate agreements with the owner or maintaining agency of the traffic signal controller and infrastructure in order to provide the required access to said phase connections and infrastructure and any costs associated with needed agreements shall be funded by Customer.

2.2.6 Customer understands that proper operation of the System sometimes requires attachment of certain items of detection equipment to existing signal masts, mast arms and/or other street furniture. Customer, therefore, shall provide free access to Verra Mobility to attach certain items of detection equipment to existing signal masts, mast arms and / or other street furniture for the proper operation of the System.

2.2.7 Customer shall allow Verra Mobility to access power from existing power sources at no cost and shall allow or facilitate access to traffic signal phase connections to a pull box, pole base, or controller cabinet nearest to each System within Customer's jurisdiction. If these items are not made available, the costs of any additional conduit or power infrastructure needed to support installation of the System shall be funded by Customer. Verra Mobility may agree to cover these upfront costs and bill Customer. If existing power sources are not immediately available, Customer will allow Verra Mobility to use temporary power until the existing power is established. In situations where it is not possible to obtain electrical power from a pre-existing source, Customer shall bear the costs (or reimburse Verra Mobility) for obtaining/routing power. When access to power facilities is not under the jurisdiction of Customer, it shall be Customer's responsibility to negotiate any necessary agreements with the owner or maintaining agency of the power facility and infrastructure in order to provide required access to said power facilities and infrastructure. Any costs associated with the needed agreements shall be funded by Customer.

2.2.8 Customer shall not require Verra Mobility to provide installation drawings stamped by a licensed civil engineer. However, to the extent applicable, Verra Mobility work product and drawings shall be overseen and approved by a licensed professional engineer and such deliverables shall conform to applicable engineering norms and reflect the details of installation work to be completed.

2.2.9 Customer shall approve or reject Verra Mobility submitted plans within seven (7) business days of receipt and shall limit iterations to a total of one revision beyond the initially submitted plans. Total plan approval duration shall not exceed ten (10) business days. Customer shall provide its best efforts in providing aid in achieving these timeframes for plan approvals when plans are being reviewed and permitted by any state, local, and/or county agencies.

2.2.10 Customer, or any department of Customer, shall not charge Verra Mobility or its subcontractor(s) for building, construction, electrical, street use and/or pole attachment permits, including any fee for traffic control services and permits during installation or maintenance of a System. Customer shall also apply for, when in Customer's name, and fund any and all needed state, local, and/or county permits, including any traffic control permits.

2.2.11 Customer understands and agrees that time is of the essence and that public safety is at issue and shall issue all needed permits to Verra Mobility and its subcontractor(s) within three (3) business days of plan approval. Customer shall provide its best efforts to aid in achieving these timeframes for permit issuance when permitted by any state, local, and/or county agency.

2.2.12 If required by the submitted design for proper operation, Customer shall allow Verra Mobility to install vehicle detection sensors in the pavement of roadways within Customer's jurisdiction, as permitted. Customer shall provide its best efforts to aid in acquiring any and all required permission and permits when the roadway is under the jurisdiction of the state or county.

2.2.13 Customer shall allow Verra Mobility to build needed infrastructure into any existing Customer-owned easement.

2.2.14 If use of private property right-of-way is needed, Customer shall assist Verra Mobility in acquiring permission to build in existing utility easements as necessary. Any costs for private property right-of-way lease/rental costs shall be borne by Customer as it is expressly excluded from the base fee structure identified in the fee schedule.

2.3 COURTS OPERATIONS

2.3.1 Customer shall provide a judge or hearing officer and court facilities to schedule and hear disputed Citations.

2.3.2 Customer shall handle inbound and outbound phone calls and correspondence from defendants who have questions about disputes and other issues relating to Citation adjudication. Customer may refer citizens with questions

regarding the Camera System technology and processes to websites and/or toll free telephone numbers provided by Verra Mobility for that purpose.

2.2.1 Verra Mobility shall provide one (1) online adjudication processing module, which will enable the adjudication function to review cases, related images, and other related information required to adjudicate the disputed Violation. If instead of online adjudication processing, Customer desires to integrate Verra Mobility data into its adjudication system, subject to feasibility, Verra Mobility shall provide a court interface. Customer shall be responsible for the cost of development of any such interface. The system will also enable the court staff to accept and account for payments. Any costs charged by a third party vendor related to the provision of Verra Mobility data to the adjudication system are the responsibility of the Customer.

DRAFT

EXHIBIT C
FORM OF NOTICE TO PROCEED

Reference is made to the Standard Professional Services Agreement by and between American Traffic Solutions, Inc., doing business as Verra Mobility (“Verra Mobility”) and _____ (“Customer”), dated as of [date] (the “Agreement”). Capitalized terms used in this Notice to Proceed shall have the meaning given to such term in the Agreement.

Customer hereby designates this [first] phase implementation of cameras at designated intersections. Verra Mobility shall make its best efforts to install a Camera System within thirty (30) days of permits being granted and power delivered for each agreed-upon Approach, providing that Customer has received permission for all implementations in writing from any third-party sources.

Below is a list of Approaches provided by Customer, which have been analyzed based on traffic volumes, road geometry, and existing infrastructure and are believed to be locations at which a Camera System would increase public safety.

Execution of this Notice to Proceed by Customer shall serve as authorization for the installation of Camera Systems for all Approaches designated as follows:

- 1) _____
- 2) _____

Customer understands that implementation and installation of any Approach is subject to Site Selection Analysis and engineering results.

Customer recognizes the substantial upfront costs Verra Mobility will incur to construct and install the Systems for the above listed intersection Approaches. Customer agrees that the Systems authorized by this Notice to Proceed for the above-listed Approaches shall remain installed and operational for the duration of the current term of the Agreement. Verra Mobility reserves the right to bill Customer for any upfront costs associated with the intersection Approaches listed above in the event Customer elects to cancel or suspend the installation.

IN WITNESS WHEREOF, Customer has executed this Notice to Proceed as of the date written below.

VILLAGE OF HOFFMAN ESTATES

By: _____
Name: _____ Date _____
Title: _____

ACKNOWLEDGED AND AGREED TO BY:

AMERICAN TRAFFIC SOLUTIONS, INC.

By: _____
Name: _____ Date _____
Title: _____

DRAFT

EXHIBIT D
DMV SERVICES SUBSCRIBER AUTHORIZATION

Agency ORI:

DATE

NLETS
1918 W. Whispering Wind Dr.
Phoenix, AZ 85085

Attn: Steven E. Correll, Executive Director
Re: Authorization for American Traffic Solutions, Inc. to Perform DMV Inquiry

Dear Mr. Correll:

Please accept this letter of acknowledgement that an Agreement between _____ and American Traffic Solutions, Inc., doing business as Verra Mobility (“Verra Mobility”) regarding automated enforcement camera systems is, or will be, enacted and will be, or is, in force. As a requirement of and in performance of that Agreement between _____ and Verra Mobility, it will be necessary for Verra Mobility to access NLETS motor vehicle data.

Please accept this letter as authorization from _____ for Verra Mobility to run motor vehicle inquiries. This authorization is and will be in effect for the term of our Agreement with NLETS and any subsequent renewals.

This authorization will automatically expire upon the termination of the Agreement between _____ and Verra Mobility. Such authorization is limited to violations detected by the automated enforcement camera systems. By completing the information below and signing this letter, I am stating that I am a member of the _____ and have the authority to empower Verra Mobility to use ORI AGENCY ORI for this function.

SUBSCRIBER INFORMATION

Subscriber Agency/Name

NLETS Agency ORI

Name/Title of Authorized Representative

Mailing Address

Telephone

Fax

Email _____

Signature of Authorized
Representative _____

Date Signed _____

EXHIBIT E
RETENTION SCHEDULE

<u>Type of Record</u>	<u>Minimum Verra Mobility Retention Period***</u>
Violation Images* (including video clips and related metadata)	36 months from payment or final adjudication
Non-Violation Images (including video clips and related metadata)**	45 days from Event capture date
Individually Identifiable Violation Records*	36 months from payment or final adjudication
Individually Identifiable Non-Violation Records**	45 days from Event capture date
Audio recording from contact center	90 days from call
Written correspondence with citizens regarding Violations (scanned electronic copy)	1 year from date of correspondence or disposition of Violation
Annual Camera System Calibration/Certification Records	36 months from payment or final adjudication of an applicable Violation
Maintenance Records	36 months from payment or final adjudication of an applicable Violation
Other Program Records	36 months from termination of the Agreement.

* Violation Image: an image of a Violation issued as a Citation.
Individually Identifiable Violation Records: a record containing individually identifiable information pertaining to a Violation issued as a Citation.

** Non-Violation Image: an image of an Event not issued as a Citation.
Individually Identifiable Non-Violation Records: a record containing individually identifiable information pertaining to an Event not issued as a Citation.

*** Retention period is not applicable upon termination of the Agreement and the data is provided to Customer pursuant to Section 17 of the Agreement.

This records retention schedule does not apply to any Event data captured by the Camera System, but not uploaded into Axis. For the avoidance of doubt, this records retention schedule does not apply to any records related to any Pilot Data.

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request Authorization to Enter into an Agreement with DACRA
Municipal Enforcement System

MEETING DATE: January 27, 2020

COMMITTEE: Public Health and Safety

FROM: Ted S. Bos, Chief of Police

PURPOSE: To request authorization to enter into a two year agreement for an e-citation and administrative adjudication management system with DACRA, Elgin, IL, in an amount not to exceed \$18,000 annually.

BACKGROUND: Working in conjunction with other NWCD municipality members, a committee was formed to determine the capabilities and features of DACRA which is an e-citation and administrative adjudication management system. This system would replace handwritten citations and allow officers to electronically print State compliance tickets and local ordinance tickets from their squad car. The violation and violator information entered into the system would then transmit required reports to the State, produce hearing notices, and track payment through collections. This system streamlines the data entry required as the information is only being entered once and violations for the same offender are easily auto-populated to shorten the time needed to complete a traffic stop. Once this information is in DACRA it provides the officer with the violator history which improves officer safety and information can easily be shared with other agencies utilizing DACRA.

DISCUSSION: Several agencies in our area have already begun using the DACRA system and highly recommend it. In 2020 NWCD agencies will be integrating with Motorola Premier One and DACRA will be used as the State citation ticket writing program across Cook County. Since the police department will begin utilizing this portion of DACRA, we recognize the opportunity that DACRA can be beneficial to other Village departments including: Police, Code Enforcement, Finance and our local adjudication process. DACRA will integrate with the Finance Department's current citation payment system.

The electronic tickets present a professional image to the public. Citations would be automatically assigned a hearing date, time and location. This system will streamline the life-cycle of citations and reduce staff hours in data entry and errors made from trying to decipher handwritten documents. Mandated reporting to the State will be timely and accurate and will require no additional staff hours to complete them.

FINANCIAL IMPACT:

There is no cost associated with utilizing DACRA for State citations as it is a part of Motorola Premier One. DACRA has waived initial set up fees for NWCD member municipalities. The police department will only have the expense of purchasing ticket printers for each squad car which will cost approximately \$1,000 each installed.

The cost for DACRA for local ordinance citations and the adjudication process is \$3 per citation issued with a minimum of \$1,500 per month. It is anticipated this cost will be offset with an increase in administrative fees for local ordinance violation citations. A dedicated laptop, iPad and printer will need to be purchased to run the adjudication hearings.

RECOMMENDATION:

Request authorization to enter into a two year agreement for an e-citation and administrative adjudication management system with DACRA, Elgin, IL, in an amount not to exceed \$18,000 annually.

DACRA Tech MUNICIPAL ENFORCEMENT SYSTEM
and the
Village of Hoffman Estates
Software License Agreement (the "Agreement")

Subject to the Terms and Conditions attached, DACRA Adjudication Systems LLC, a Delaware Limited Liability Company D/B/A **DACRA Tech, LLC** (hereinafter referred to as "DACRA" or "DACRA Tech"), 1845 Grandstand Pl, Suite 201, Elgin, IL 60123, hereby agrees to allow the **Village of Hoffman Estates**, an Illinois municipality (the "Municipality"), 411 W. Higgins Road, Hoffman Estates, IL 60169, to access the DACRA Municipal Enforcement System ("DACRA System") under the following terms and conditions:

A. **Monthly Usage Fee—Price Locked During Initial Term:**

In exchange for the licensed use of DACRA software and Services, as defined in this agreement, Client will be billed a Monthly Subscription Fee calculated by totaling the fee for all citations issued that month. Notwithstanding the foregoing, in the event of a start and end date on a day other than the first day of the month, the month shall be prorated based on the number of days in the month. The tiered fee is based on annual (calendar year) citation volume and is subject to a monthly minimum of \$1,500.00 as delineated below.

Tier 1 Adjudication Citations – First 10K Issued Each Year	\$3.00
Tier 2 Adjudication Citations - Second 10K Issued Each Year	\$2.75
Tier 3 Adjudication Citations -Over 20K Issued Each Year	\$2.50
All Warning Citations/Social Actions	\$0.00
All State/County Traffic Citations	\$0.00

B. **Set-Up Fees Waived:**

Set-up includes software customization, training, and support services necessary to prepare the DACRA System for use.

C. **Optional Interface Costs:**

The Motorola P1 LEADS and RMS Interface, provided for by the Northwest Central Dispatch System (NCDS) agreement, shall be included at no additional charge.

D. **Additional Services:**

DACRA Tech will provide system administration, system management, system monitoring and DACRA System user training.

E. **Term:**

The Initial Term shall be two (2) years and shall commence on the earlier of the "Go Live" date, or 90 days after the execution of this agreement. Municipality can cancel service anytime during the Initial Term by giving DACRA Tech a minimum 90 day written notice of termination date. After the Initial Term, the Agreement may be renewed by the Municipality for successive two (2) year periods unless DACRA Tech serves written notice to the

Municipality not less than 90 days prior to the end of the relevant Term. (The Initial Term and any successive renewal terms shall collectively be referred to as the "Term").

F. Power and Authority:

Each party represents and warrants that it has the right and authority to enter into this Agreement, and that by entering into this Agreement, it will not violate, conflict with or cause a material default under any other contract, agreement, indenture, decree, judgment, undertaking, conveyance, lien or encumbrance to which it is a party or by which it or any of its property is or may become subject or bound.

G. Notices:

Notices by DACRA and Municipality to each other shall be deemed duly given if (i) delivered personally with a signed receipt evidencing such delivery, (ii) mailed by certified mail, return receipt requested, postage prepaid, or (iii) delivered by a duly recognized overnight courier service to the following addresses:

If to Municipality:
Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL 60169
Attention: Village Clerk

If to DACRA:
DACRA Tech LLC
1845 Grandstand Pl., Suite 201
Elgin, IL 60123
Attn: Chief Executive Officer

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement effective the date last signed below:

Village of Hoffman Estates:

DACRA Tech LLC

By: _____

By: _____

Print Name: _____

Print Name: Robert L. Schur

Title: _____

Title: Chief Executive Officer

Date: _____

Date: _____

A. Agreement Definitions

“Municipality” and “You” and “Your” refers to the governmental entity that has executed the Agreement for the licensed use of the DACRA Tech Municipal Enforcement Software License Agreement (the “Pricing Agreement”) that accompanies and incorporates these Software License Agreement Terms and Conditions (the Pricing Agreement and these Software License Agreement Terms and Conditions are collectively referred to as the “Agreement”). Software as a service consists of system administration, system management, and system monitoring activities that DACRA performs for its Adjudication System (collectively, the “Services”). The term “Program Documentation” refers to materials provided by DACRA as part of the Services. The term “Adjudication System” refers to the software products owned or distributed by DACRA to which DACRA grants You access as part of the Services. The term “Users” shall mean those individuals authorized by You or on Your behalf to use the Services.

B. Rights Granted

During the Term of this Agreement, You have the nonexclusive, non-assignable, royalty free, worldwide limited license to use the Services solely for Your municipality’s investigative, statutory ordinance and code compliance purposes and subject to the terms of the Agreement. You may allow Your Users to use the Services for this purpose and You are responsible for Your Users’ compliance with the Agreement. You acknowledge that DACRA has no delivery obligation and will not ship copies of the software that runs DACRA’s Adjudication System to You as part of the Services. You agree that You do not acquire under the Agreement any right to use the Adjudication System beyond the scope or the duration of the Term of this Agreement. Upon the end of the final Term, Your right to access or use the Services shall terminate.

C. Third-Party Agreements

It may be necessary for You to enter into additional contracts with third-party vendors in order to use some of DACRA’s features. DACRA has no control and is not liable with respect to the services provided to You by third-party vendors and any price increases from such third-party vendors shall be Your responsibility.

D. Your Data

You retain all ownership in and to Your Data. The term “Your Data” refers to the all citation and hearing data collected on behalf of You with respect to the Services. As part of DACRA’s Services, reciprocal access to Your Data is provided to authorized DACRA users in other municipalities, in return for allowing Your authorized Users to access similar data in such participating municipalities. All authorized DACRA users shall be required to safeguard against the unauthorized disclosure and/or use of personal information. You may opt out of this reciprocal data sharing arrangement by providing written notice to DACRA. DACRA will protect Your Data from unauthorized access and will comply with the *DACRA Services Privacy Policy*, attached hereto. Upon termination of the Agreement and written request, DACRA will provide You an electronic copy of Your Data within sixty days after the effective date of termination.

E. DACRA’s Intellectual Property

DACRA or its licensors retain all ownership and intellectual property rights to the Services and to its Adjudication System. DACRA retains all ownership and intellectual property rights to anything delivered under the Agreement, including any future developments, regardless of whether You, or any of Your employees or agents, had any input or in any way assisted in any such new development. You

may not:

- Allow access to the Services available in any manner to any third-party or for any purpose not authorized by this Agreement unless such access is expressly permitted by DACRA;
- Copy, reproduce, distribute, republish, download, display, post or transmit in any form or by any means, any of the program materials except for the use of Your authorized Users including, but not limited to State and Federal Courts and NCDS; and,
- Modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the Services (the foregoing prohibition includes but is not limited to review of data structures or similar materials produced by programs).

F. Pricing and Billing

The Monthly Usage Fee pricing set forth in the Pricing Agreement will remain fixed during the Initial Term. After the expiration of the Initial Term, DACRA reserves the right to modify the Monthly Usage Fee pricing by providing You a minimum of 120 days advanced written notice before such price change goes into effect. You agree to continue to remit full payment of DACRA's invoices within thirty (30) days of receipt. You agree to pay any sales, value-added or other similar taxes imposed by applicable law that DACRA must pay based on the Services, except for taxes based on income. For any partial month during the Term, the Monthly Usage Fee (including the minimum fee) shall be prorated based on the number of days that the Services were provided for such month. DACRA may audit Your use of the Services. You agree to cooperate with DACRA's audit and provide reasonable assistance and access to information.

G. Termination

During the Initial Term, You shall have the right to terminate this Agreement for any reason (or no reason at all) by providing DACRA a minimum of 90 days advanced written notice of the effective date of the termination of Services. Separately, DACRA may immediately suspend Your password, account, and access to or use of the Services (i) if You fail to pay any sums due DACRA under the Agreement within ten days after written notice from DACRA of the payment default, or (ii) if You violate any other provision of this Agreement and you do not cure said default within thirty (30) days after written notice of default from DACRA. Regardless of the reason for the termination of this Agreement, you agree to pay all fees due DACRA which accrue or are incurred prior to the termination of the Agreement.

H. Limitation of Liability

DACRA DOES NOT GUARANTEE THAT THE SERVICES WILL BE PERFORMED ERROR-FREE OR UNINTERRUPTED, OR THAT DACRA WILL CORRECT ALL SERVICE ERRORS. YOU ACKNOWLEDGE THAT DACRA DOES NOT CONTROL THE TRANSFER OF DATA OVER COMMUNICATIONS FACILITIES, INCLUDING THE INTERNET, AND THAT THE SERVICE MAY BE SUBJECT TO LIMITATIONS, DELAYS, AND OTHER PROBLEMS INHERENT IN THE USE OF SUCH COMMUNICATIONS FACILITIES. DACRA IS NOT RESPONSIBLE FOR ANY DELAYS, DELIVERY FAILURES, OR OTHER DAMAGE RESULTING FROM SUCH PROBLEMS. IN THE EVENT THERE IS A SERVICE INTERRUPTION WHICH LASTS MORE THAN 24 HOURS DUE TO THE FAULT OF DACRA, DACRA WILL REMIT A SERVICES FEE CREDIT TO YOU CALCULATED AT TEN PERCENT (10%) OF NET MONTHLY USAGE FEE FOR THE MONTH IN WHICH THE BREACH OCCURRED. THE CREDIT WILL BE PROVIDED ONLY TOWARDS ANY OUTSTANDING BALANCE FOR SERVICES OWED TO DACRA, AND THE REMITTANCE OF SUCH CREDIT WILL REPRESENT YOUR EXCLUSIVE REMEDY, AND DACRA'S SOLE LIABILITY, FOR ANY BREACHES OF THIS AGREEMENT. TO THE EXTENT NOT

PROHIBITED BY LAW, THERE ARE NO EXPRESS OR IMPLIED WARRANTIES FOR MERCHANTABILITY, SATISFACTORY QUALITY AND FITNESS FOR A PARTICULAR PURPOSE. NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES, OR ANY LOSS OF REVENUE OR PROFITS. . DACRA'S MAXIMUM LIABILITY FOR ANY DAMAGES ARISING OUT OF OR RELATED TO THIS SOFTWARE AS A SERVICE AGREEMENT, WHETHER IN CONTRACT OR TORT, OR OTHERWISE, SHALL IN NO EVENT EXCEED, IN THE AGGREGATE, THE TOTAL AMOUNTS ACTUALLY PAID TO DACRA FOR THE SERVICES IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO SUCH CLAIM. ANY DAMAGE IN YOUR FAVOR AGAINST DACRA SHALL BE REDUCED BY ANY REFUND OR CREDIT RECEIVED BY YOU UNDER THE AGREEMENT AND ANY SUCH REFUND AND CREDIT SHALL APPLY TOWARDS THE LIMITATION OF LIABILITY.

DACRA warrants that the licensed material will not infringe any patent, trademarks, copyright or any proprietary rights of a third party or constitute a misuse or misappropriation of a trade secret. Municipality shall notify DACRA promptly in writing of any known action brought against Municipality based on an allegation that Client's use of any materials infringes any patent, trademark, copyright, or infringes any right of a third party, or constitutes misuse or misappropriation of a trade secret. DACRA will defend, indemnify and hold Municipality harmless from any such action at DACRA's sole expense, provided that DACRA will have the sole control of the defense of any such action, all negotiations and/or its settlement, and Municipality reasonably cooperates with DACRA in such defense. In the event that a final injunction is obtained against Municipality's use of the Services by reason of an Infringement or Client is otherwise prohibited from using same, DACRA shall to the extent possible and at its own expense, within sixty (60) days, either (a) procure for Municipality the right to continue to use the Services that are infringing, or (b) replace or modify the Services to make its use non-infringing while being capable of performing the same function. If neither option is available to DACRA, then Municipality, at Municipality's option, may terminate this Agreement without penalty or further payment other than payment of fees for use of the Services prior to termination.

I. Other

1. Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or employment relationship between the parties, nor shall either party have the right, power, or authority to create any obligation or duty, express or implied, on behalf of the other.
2. Except as otherwise provided in the Agreement, this Agreement is not assignable by either Party. Notwithstanding the foregoing, DACRA may assign this Agreement by providing written notice of the assignee who will assume DACRA's obligations under this Agreement and Municipality shall have 30 days to accept or reject the assignment. In the event of a rejection of the assignment, Municipality's sole option is to cancel the Agreement, without any penalty.
3. If the Municipality requests additional services, and DACRA accepts to provide such services, You shall obtain at Your sole expense any rights and consents from third-parties necessary for DACRA to perform said additional service.
4. The Agreement is governed by the substantive and procedural laws of Illinois.
5. Except for actions for nonpayment or breach of DACRA's proprietary rights, no action, regardless of form, arising out of or relating to the Agreement may be brought by either party

more than two years after the cause of action has accrued.

6. Neither of us shall be responsible for failure or delay of performance if caused by: an act of war, hostility, or sabotage; act of God; electrical, internet, or telecommunication outage that is not caused by the obligated party; government restrictions (including the denial or cancellation of any export or other license); other event outside the reasonable control of the obligated party. We both will use reasonable efforts to mitigate the effect of a force majeure event. If such event continues for more than 30 days, either of us may cancel unperformed Services upon written notice. This section does not excuse either party's obligation to take reasonable steps to follow its normal disaster recovery procedures or Your obligation to pay for the Services.

7. You agree that DACRA may identify You as a recipient of Services in sales presentations and marketing materials.

8. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and each of which together shall constitute a single instrument. Copies of this Agreement (as well as any documents related to this Agreement) signed and transmitted by a party by electronic transmission shall be deemed for all purposes as containing the original signature of the transmitting party and legally binding upon such transmitting party.

9. You agree that this Agreement is the complete agreement for the services ordered by You, and that this Agreement supersedes all prior or contemporaneous agreements or representations, written or oral, regarding such services. This Agreement may not be modified in any way except in writing signed by authorized representatives of You and DACRA.

DACRA Tech LLC - Privacy Notice

This privacy notice discloses the privacy practices for DACRA Tech, LLC. This privacy notice applies solely to information collected by this website, except where stated otherwise. It will notify you of the following:

- What information we collect;
- With whom it is shared;
- How it can be corrected;
- How it is secured;
- How policy changes will be communicated; and
- How to address concerns over misuse of personal data.

Information Collection, Use, and Sharing

Our clients are the sole owners of the data collected on this site. We will not sell or rent this information to anyone. We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g., to troubleshoot a problem. Unless you ask us not to, we may contact you via email in the future to tell you about changes to products or services, or changes to this privacy policy.

Your Access to and Control Over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number provided on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data

Registration

In order to use this website, a user must receive authorization from licensing agency and be explicitly set up within the system. During registration a user is required to give certain information (such as name, employee number, position, and/or badge number).

Sharing

We do not share any user information with our partners or any advertisers.

Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. All information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser or looking for "https" at the beginning of the address of the web page. While we use encryption to protect all information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (e.g. billing or technical support) are granted access to personally identifiable information. The computers/servers on which we store personally identifiable information are kept in a secure environment.

Cookies

We use "cookies" on this site. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our application. Usage of a cookie is in no way linked to any personally identifiable information on our site.

Links

This web site does not contain links to other sites.

Surveys & Contests

This web site does not contain any surveys or contests.

Notification of Changes

Material changes to the privacy notice will be posted on our website.

If you feel that we are not abiding by this privacy policy, please contact us immediately via telephone at 847-490-8440 or via email at support@Dacratech.com



HOFFMAN ESTATES POLICE DEPARTMENT

To: James H. Norris, Village Manager

December 2019

PATROL DIVISION ACTIVITY REPORT

During the month of December the Patrol Division responded to 1574 calls for service. The following is a brief summary of some of the activities:

On 01 December, Officers Lopez and Chereck were dispatched to Petland, 11 Golf Rose Plaza for the report of a suspicious person. Upon arrival, Officer Lopez located a subject in the back of the building facing a door. Officer Lopez approached the subject, saw that he was wearing gloves and holding a hammer, and punch tool. Officer Lopez ordered the subject to put the hammer and tool on the ground, show his hands, and step down from the loading dock. The suspect was handcuffed and detained. Based on fresh damage to the door and the possession of burglary tools, the subject was arrested for Attempted Commercial Burglary. The arrestee admitted to attempting to break in. Officer Lopez was given felony approval for one count of Attempted Commercial Burglary and one count of Possession of Burglary Tools. The arrestee is a resident of Schaumburg.



On 06 December, Officer Wadowski responded to Ross Dress at 2760 North Sutton Road reference an internal employee theft problem. The regional loss prevention manager had an employee that was suspected of stealing money from the register. They had captured the employee on one occasion conducting a fraudulent transaction in order to open the register drawer. When the drawer was opened she removed cash and put it in her pocket. After the woman had been arrested and transported to the police department, Officer Wadowski was able to obtain a confession from her admitting to stealing \$100 on two separate occasions. The arrestee is a resident of Elgin.

On 07 December, Officer Zavala was in the area of Golf Road and Rohrssen Road when he heard a vehicle crash. He located a vehicle that had left the roadway and was in the tree line. The driver was attempting to reverse out and back onto the road when Officer Zavala blocked the vehicle with his squad to investigate further. Officer Zavala spoke with the driver who had a strong odor of alcohol on his breath, slurred speech and glassy eyes. The driver admitted to having one alcoholic drink prior to driving. Officer Zavala conducted standardized field sobriety tests on the driver, which indicated he was impaired. The driver was taken into custody DUI and blew a .153 BAC on the breathalyzer. The arrestee is a resident of Elgin.

On 07 December, Officers Wondolkowski and Caceres were assisting with a hit and run crash that occurred at Governors and Higgins Road. Officer Caceres was able to locate the suspect vehicle with significant front end damage on the 1300 Block of Rebecca Drive. The officers made contact with the registered owner who admitted to striking another vehicle and driving away because he was scared. It was discovered that the driver had a suspended license. He was arrested for the Hit and Run as well as Driving with a Suspended License. The offender is a resident of Chicago.

(Continued on page 2)

PATROL DIVISION REPORT CONT..

On 09 December, Officer Fesemyer was in the area of Bode Road and Gannon Drive when he observed a vehicle fail to stop for the stop sign prior to turning onto Bode Road. Officer Fesemyer attempted to catch up to the vehicle, which then made a turn, without signaling, onto Wainsford Drive. The driver then accelerated and was pulling away from Officer Fesemyer and began to drive into oncoming traffic. Officer Fesemyer activated his emergency lights and the vehicle eventually stopped on the 600 block of Wainsford Drive. The driver stated he didn't have his identification on him and provided Officer Fesemyer with a false name. Officer Fesemyer did several searches and was able to find a match to driver. The driver's license was suspended. Officer Fesemyer arrested the driver for Failure to Signal, Reckless Driving, Driving with a Suspended License, and Obstructing Identification. The driver is a resident of Hoffman Estates.

On 13 December, Northwest Central Dispatch gave out a report of a possible DUI in the area of Higgins Road and Sutton Road. Officer Chlebanowski was in the area and located the vehicle at Higgins Road and the I-90 overpass. He observed the vehicle cross over center lane and make an improper turn. He stopped the vehicle and spoke with the driver who had a strong odor of alcohol on his breath and slurred speech. He submitted to field sobriety tests that showed signs of impairment. He was taken into custody and provided a breath sample that showed a BAC of .133. The arrestee is a resident of Schaumburg.

On 18 December, Officer Edgar was conducting stationary radar in the area of Higgins Road and I-90 when he observed a vehicle traveling at a high rate of speed. He recorded the vehicle's speed at 94mph in a 55mph zone. He conducted a traffic stop and subsequently arrested the driver for Aggravated Speeding. The arrestee is a resident of Chicago.

On 18 December, Officers Kent and Boulahanis responded to the 1500 block of Edgefield Lane for a report of an unknown subject in the backyard and looking into the windows of a house. The residents were watching the subject via security cameras. Upon arrival, officers found a woman standing on the stairs to the porch. When being questioned, she stated that she planned to break into the house to use the bathroom. She was taken into custody and charged with Criminal Trespass to Property. The arrestee is a resident of Hoffman Estates.

On 19 December, Officer Fesemyer was patrolling the businesses in the area of 1069 North Roselle Road when he ran the license plate of a vehicle driving by. The driver came back with a revoked license, but Officer Fesemyer had lost view of the vehicle. A short time later, the vehicle returned to the parking lot and he made contact with the driver who said that he was aware his license was revoked. While speaking with the driver Officer Fesemyer noted a strong odor of cannabis coming from the vehicle and also noticed a small child in the back seat, not in a car seat. The driver stated there wasn't any cannabis in the vehicle and identified the child as his daughter. Prior to taking the driver into custody, he was permitted to find another adult to care for his daughter. While doing so he placed a large diaper bag next to his daughter and then placed a flip phone in his center console. After he was taken into custody, Officer Fesemyer conducted a search of his vehicle. Inside the diaper bag he located: a large mason jar, a grocery bag, another plastic bag, and six smaller baggies all containing suspect cannabis for a total of 308 grams. Officer Fesemyer also collected the phone, which was constantly receiving text messages and phone calls. The arrestee denied any knowledge of the cannabis and refused to unlock his cell phone. He was charged with Possession of Cannabis with Intent to Deliver and Endangering the Welfare of a Child. The arrestee is a resident of Bartlett.

INVESTIGATIONS DIVISION REPORT

Detective Zaba followed up on a Retail Theft that occurred at a cell phone store in the 4600 block of Hoffman Boulevard. Detective Zaba was able to identify the offender, a 29 year-old resident of Chicago, who was also wanted by several Illinois and Indiana police departments for similar cell phone store thefts and subsequently obtained a felony arrest warrant. This case is cleared by arrest.

Detective Tenuto followed up on a Retail Theft that occurred in the 1000 block of Roselle Road. After speaking with loss prevention it was learned that the suspect, a 23 year-old female resident of Rolling Meadows, had previously used her Illinois driver's license to return store items which assisted store employees with identifying her. Detective Tenuto subsequently obtained an arrest warrant. This case is cleared by arrest.

Detective Tenuto followed up on a Harassment through Electronic Communication report that occurred on the 4000 block of Olmstead Drive. After speaking with the victim, it was learned that the suspect, a 35 year-old female resident of Woodstock, sent numerous threatening and harassing messages through Facebook Messenger. Subpoenaed documents confirmed the identity of the offender and she was later arrested by Detective Tenuto at her residence. This case is cleared by arrest.

Detective Tenuto followed up on a Harassment through Electronic Communication report that occurred on the 1000 block of Westbury Drive. After speaking with the victim, it was learned that the offender sent numerous text messages that were obscene with the intent to offend the victim. Detective Tenuto met with the suspect, a 55 year-old male resident of Chicago, who provided statements of his involvement in the crime and was subsequently arrested. This case is cleared by arrest.

Detective Tenuto conducted an initial Violent Offender against Youth registration at the Police Department.

Detective Tenuto conducted an initial Sex Offender registration at the Police Department.

Detective Turman was contacted by Officer Barber and advised that the Patrol Division had a subject in custody for attempting to cash a fraudulent check. Detective Turman assisted Officer Barber with this case and also interviewed the offender, a 28 year-old male resident of Chicago, who was subsequently charged with Felony Forgery. This case is cleared by arrest.

Detective Fairall followed up on a Retail Theft that occurred in the 1000 block of Roselle Road. The suspect, a 39 year-old male resident of Chicago, was observed by employees concealing merchandise and exiting the store without making payment. Detective Fairall conducted a photo lineup and subsequently obtained an arrest warrant. This case is cleared by arrest.

Detective Shaw followed up on a Burglary to Motor Vehicle report that occurred during the overnight hours on the 1800 block of Stockton Drive. Detective Shaw was able to locate a Microsoft tablet taken during this burglary and later sold to a pawn shop in Chicago Heights. Detective Shaw recovered this item for the owner and the criminal investigation continues.

Officer Parks continued his cross-training assignment with the Investigations Section through December 13th.



JUVENILE INVESTIGATIONS REPORT

S.R.O. Ahern assisted staff at Eisenhower Junior High School with a dispute between two students. S.R.O. Ahern worked with the administration and families of both students to ensure their safety.

S.R.O. Ahern assisted staff with a physical altercation between two students in the hallway. S.R.O. Ahern was given written statements from both parties by the school administration, and reviewed footage of the fight through a "Snapchat" video. One student was arrested for Battery. S.R.O. Ahern worked with the administration and families of both students to keep both students away from one another. The families agreed and were satisfied with the outcome.

S.R.O. Ahern assisted Sergeant Mueller, Officer Jones and Officer Kruschel with a charity shoe drive at John Muir School.

S.R.O. Rebmann was informed there were multiple students at Hoffman High School in the men's restroom within the same stall vaping. Three students were subsequently issued citations for Possession of an Electronic Smoking Device, Drug Paraphernalia and Cannabis.

S.R.O. Rebmann was informed of a physical altercation between two students in the cafeteria. Upon review of the surveillance video, it was decided both students had an equal involvement in the escalation of physical violence which interrupted the educational environment and they were both subsequently arrested for Disorderly Conduct.

S.R.O. Rebmann was informed by a teacher that a student smelled like cannabis and was later found to be in Possession of Cannabis and Drug Paraphernalia. The student was issued a citation accordingly.

S.R.O. Rebmann was informed by a student supervisor that a student was vaping in the library.

The electronic vaping cartridge was found to contain THC and the student was issued a citation for Possession of an Electronic Smoking Device.

S.R.O. Rebmann recovered 3 cell phones and 2 iPads, had 1 student consultation, issued 2 parking citations and 2 truancy citations.

S.R.O. Stoy was made aware of an alleged sexual assault involving two current Conant High School students. After further investigation it was learned that the alleged assault took place last year at a residence in Bartlett. A report was generated and the investigation was transferred to the DuPage Children's Advocacy Center.

S.R.O. Stoy was informed of a physical altercation between two students. Upon reviewing school surveillance video, S.R.O. Stoy observed a student punch the other student in the face with a closed fist. This student was subsequently arrested and charged for misdemeanor Battery to go along with school consequences.

S.R.O. Stoy assisted in the recovery of 9 cell phones, 1 men's wallet, 1 Apple watch and 1 school issued iPad. S.R.O. Stoy took part in 6 student consultations, 3 parent consultations, issued 3 Possession of Tobacco by a Minor citations, 1 Disorderly Conduct citation, and had 2 Home Visits.

TACTICAL UNIT REPORT

On December 07, Officer Bartolone was patrolling an Area 5 motel parking lot when he observed a suspicious auto. He approached the vehicle and spoke to the occupants. While speaking with them, he could detect an odor of burnt cannabis coming from inside the vehicle. The occupants advised that they just consumed all of the cannabis and consented to a vehicle search. The search yielded negative results. The occupants were identified and the passenger was found to have an active warrant out of Indianapolis. The passenger, a South Bend, Indiana resident was taken into custody, processed and lodged to await transfer to Indiana.

On December 07, Officer Gallik was patrolling Area 5 and observed a vehicle with an equipment violation. He stopped the vehicle and noticed the back seat passenger, a South Elgin resident, had open alcohol. He also observed a large amount of green plant material scattered across the center console, suspect cannabis. The vehicle was searched and more cannabis was located. The passenger was cited for the Illegal Transportation of Alcohol and the driver, a Woodstock resident was issued a Village of Hoffman Estates ordinance citation for Unlawful Possession of Cannabis. They were both released from the scene.

On December 11, Officer Bartolone assisted patrol units in taking an Area 5 resident into custody for a valid warrant for Resisting a Police Officer. This resident is a documented gang member and was transported to the station to await a bond hearing.

On December 11, Officer Bartolone was patrolling Area 6 with a Probationary Police Officer in a motel parking lot. The Officers observed an occupied vehicle and made contact with them. While speaking with the occupants, they could detect an odor of cannabis coming from inside the vehicle. The vehicle was searched and cannabis was located. The driver, a Grand Rapids, Michigan resident was issued a Village of Hoffman

Estates ordinance citation for Unlawful Possession of Cannabis and released. The passenger was found to have an active warrant out of Sauk Village. The passenger, a Grand Rapids, Michigan resident was arrested and brought to the station to await transfer to Sauk Village.



On December 16, the Tactical Section assisted and choreographed training at St. Alexius Medical Center for an Infant Abduction drill. This drill is paramount for the discovery of improvement to existing hospital and police protocols. The training went very well and the staff were pleased with the suggestions that were made.

On December 17, Officers Gallik and Park were patrolling an apartment complex parking lot in Area 3 when they observed a suspicious auto. They made contact with the driver and he was identified. It was determined that the driver, a Streamwood resident, had an active warrant out of Kane County. The driver was arrested, transported to the PD and lodged to await a bond hearing.

On December 27, Officer Gallik was patrolling Area 2 and observed a vehicle with an equipment violation. The vehicle was stopped and the driver and passenger were identified. The driver, a Danville, IL resident had a suspended driver's license. He was arrested and transported to the PD, processed and released after posting bond. The passenger, also a Danville resident, was on parole and located in his possession was a loaded weapon. The passenger was arrested and charged with Unlawful Possession of a Weapon by a Felon and other weapons charges. He was lodged in a holding cell to await a bond hearing.

SPECIAL / STAFF SERVICES DIVISION REPORT

Sgt. Mueller provided the Daily Herald and Chicago Tribune weekly media releases of events that happened in the Village.

Sgt. Mueller monitored the police Facebook messages and status while responding to questions from citizens.

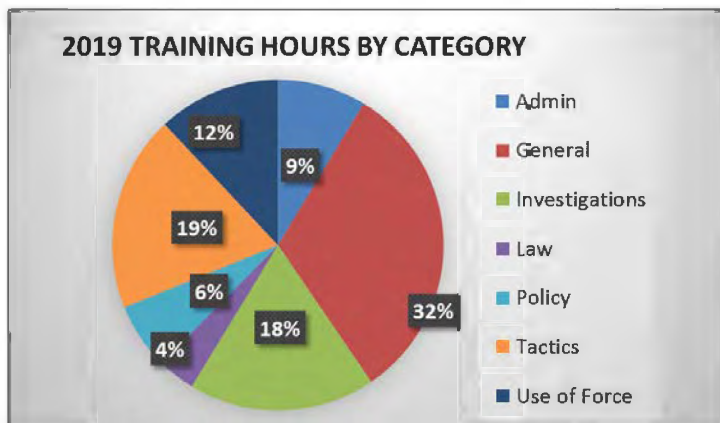
Sgt. Mueller monitored the Next-door app.

Messages were delivered this month on Facebook including information on the following:

- Shop with a cop
- Christmas presents to a needy family from HEPD
- Sober Driving for the holidays
- Heroic Shoe give-a-way at Muir School
- New Year's Safety



December 30 – The police department hired three probationary police officers. Pictured left to right: Village Clerk Romanoff, Mayor McLeod, PPO Stephanie Hinze, PPO Matthew Capocci, PPO Justin Corniel, Trustee Gaeta and Assistant Chief Poulos. The new officers will begin the Cook County Sheriff's Basic Academy on January 6th.



Training hours for December totaled 1556.25 hours which included: 9.50 hours of Admin, 217 hours of General, 262.25 hours of Investigations, 59 hours of law, 251.50 hours of Policy, 355 hours of Tactics and 402 hours of Use of Force. Total training hours year to date total 15,217 hours.

HEPD Property Room Totals 2019		
PROPERTY ROOM	December	YTD
New Items Inventoried	177	2428
Items sent to the crime lab	6	223
Items returned from the lab	20	237
Items returned to owner	20	285
Total Transfers of property/evidence	1266	15159
Laundered Prisoner Blankets	42	403
Items destroyed	269	2101
Items marked for destruction (holding)	111	1676
Percent of property processed within 5 days	100%	100%

COMMUNITY RELATIONS REPORT



During the month of December, Officer Matt Jones participated in or facilitated the following:

D.A.R.E.:

December 2 - Officer Jones conducted the DARE graduation at St. Hubert’s School. Two classes of 6th graders received their graduation certificates.

December 12 - Officer Jones conducted the DARE graduation at Thomas Jefferson Elementary school. Three classes of sixth graders received their graduation certificates.

Community Relations:

December 13 - Officers Jones and Kruschel visited Lakeview Elementary School to assist in giving away new shoes to approximately 100 students in need, sponsored by the Unity Project.

December 16 - Officers Jones and Kruschel, along with Sgt. Mueller visited John Muir Elementary and helped give away approximately 50 new shoes to students in need. The community organization Unity Partnership, along with Chicago native Jason Mayden, founder of Super Heroic footwear, were behind the donations. During December, Unity Partnership, Super Heroic footwear, and several local police departments handed out 3,500 pairs of shoes.



- Cub Scouts
- Girl Scouts workshop
- Computer classes
- Children’s Art Class
- “Happenings at the CRC”*
- Library Literacy
- Adult ESL classes
- Scout Reach Program
- Promise to Play
- Teen Center activities planned

PROBLEM ORIENTED POLICING REPORT

December 12 – Scout Tour – Officers Kruschel and Jones provided a tour of the HEPD for a group of boy scouts. Several Lion scouts and Wolf scouts seeking their Adventure Loop got the grand tour. The kids especially enjoyed playing in a squad car and seeing the shooting range.

Cases forwarded to the POP Division: 2

Neighbor Complaints -1

Noise Complaint -1

Crime Hazard Alerts: 11

Open Garage Doors – 11

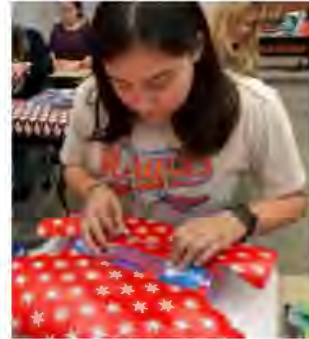


EXPLORER POST 806



December 12 - Four Explorers assisted in wrapping presents and stuffing stockings for the Shop with a Cop event held on Saturday, December 14th.

December 18 - The Explorers and the new recruits met at the Police department for their annual Christmas Party. Everyone brought food and a gift for a grab bag.



TRAFFIC SECTION REPORT

The following is a summary of activities for the Traffic Section for the month of December, 2019:

Sergeant Reichel handled duties related to the Illinois Department of Transportation's Holiday Campaign as part of the 2020 STEP grant. Traffic Officers worked an additional 33.25 hours as part of the grant focusing on occupant protection and DUI related offenses.

Traffic Section Officers were assigned to conduct follow up investigations on 12 hit and run traffic crashes.

Truck enforcement with the Illinois State Police was not conducted during the month of December due to scheduling conflicts.

Traffic Section Officers handled the local ordinance and citation hearings, including the setup of the room on December 2nd and December 16th. Officer Wiegert handled the administrative tow fee hearings on December 17th.

The Traffic Section handled one school bus stop arm violation report.

Community Service Officers

CSO Cervantes and Velasquez collectively handled 162 calls for service during the month of December, including 7 animal reports, 8 crash reports, and 5 reports to other departments. They spent a considerable amount of time handling and following up on abandoned vehicle reports, doing school crossings, and installing child car seats upon request. CSO Cervantes and CSO Velasquez issued 4 animal related citations and 66 other Village ordinance citations during the month of December. They also continue to assist Patrol by helping processing prisoners, help stranded motorists, handle vehicle lockouts, and also helping the Traffic Unit at the Village Ordinance hearings on Monday nights.

	December 2019	Year-to-Date 2019	December 2018
Trucks Investigated: Traffic Section	7	1005	1
Truck Fines: Traffic Section	\$.00	\$ 28,560.00	\$0
Truck Permit Fees	\$ 250.00	\$ 5880.00	\$590.00
Chauffeur Licenses Issued	0	33	0
Chauffeur License Fee	\$ 0	\$1,595.00	\$ 0.00
Child Safety Seats Inspected	0	38	4
Citations Issued:			
Speed Related Violations	16	378	33
Seat Belt Violations	17	40	6
Child Restraint Violations	11	12	0
Cell TX/Texting	14	200	11

SHOP WITH A COP 2019

December 14 - Officers from HEPD, HEFD, Illinois State Police, the Police Explorers, and other surrounding police agencies, took part in the annual Shop with a Cop event. 83 local children in need were given new coats, an Aldi gift card, taken shopping at Target with HEPD officers and a \$200 Target gift card, then enjoyed breakfast and a visit from Santa. The event was sponsored by the Hoffman Estates Police Charitable Foundation which raises money year round through various fundraisers and the generous support of local businesses and residents.



VILLAGE OF HOFFMAN ESTATES DEPARTMENT OF HEALTH & HUMAN SERVICES MONTHLY REPORT



To: James H. Norris, Village Manager

December 2019

Prevention and Wellness

Health and Human Services is committed to serving community members in need. In December, HHS hosted the 3rd annual Holiday Giving Tree Program which pairs up families in need with sponsors who provide gifts for the families. This year, HHS received generous donations from community member Linda Dressler who donated toys for the children as well as crocheted scarves which were donated by community member Nairee Hagopian to each family. This year the Giving Tree program was able to provide gifts for 18 families and 52 children. HHS had 18 sponsors including Village employees, business owners, and community members who through their generosity and great spirit made the holiday incredibly special for these families. On December 19, 2019 HHS hosted a Giving Tree Reception for the families where they were able to pick up their gifts, enjoy hot chocolate and cookies and make a winter-themed craft. Buttons the therapy dog made a surprise appearance at the reception as well. HHS partners with Therapy Dogs International to raise awareness about the use of therapy dogs to assist with stress relief and mental health. For additional pictures of the Giving Tree reception, please see attachment at the end of the report.



The Health and Human Services department has promoted social-emotional psychoeducational groups at John Muir Literacy Academy for the past 15 years. This December, psychology externs and interns completed four 7-week groups for youth in 4th-6th grade. Twenty-one (21) children were served through these groups that focused on building self-esteem, leadership, and social-emotional skills. Groups are co-facilitated by trainees who develop a curriculum in partnership with the school social worker to best meet the needs of the children.

Each year, the Psychology training community gather at the annual Association of Chicagoland Externship and Practicum Training (ACEPT) fair hosted at Roosevelt University. This event brought together over 65 training sites and over 275 students. Dr. Audra Marks, who is the current treasurer for ACEPT, Dr. Monica Saavedra, and Dr. Lauren Nichols attended the event and represented the Village of Hoffman Estates Department of Health and Human Services' practicum training program. Currently the training program at the Village of Hoffman Estates accepts 5 practicum students who are completing their Doctoral or Masters degrees in Psychology as well as 2 paid interns who are in the final stages of receiving their Doctorate Degrees in Psychology. The practicum position is a 20-24 hour per week unpaid position with a focus on clinical skills, direct service, community outreach, and multicultural competency. Externs are with the department from September through August of the following year and provide direct clinical services to community members.

During the month of December, nursing staff provided 70 children's vaccinations and provided 15 adult immunizations including flu shots. Through these vaccinations, a total of 117 children and 28 adult antigens were administered. One hundred thirty-nine (139) preventative screenings were completed which include Tanita body analysis, blood pressure checks, pulse screenings, blood sugar, and hemoglobin checks. Nursing staff provided 2 hours of consultation on health topics for residents. Five Vision and Hearing Screenings were completed in December.

Cathy Dagian, Nursing Supervisor, attended the Narcan Grant Training at the Elk Grove Police Department on December 9, 2019. The training explained the terms of grant which would provide communities the opportunity to be trained and to receive life-saving Narcan to address overdose from opiates. Currently there are nine communities who will potentially qualify to be recipients of the grant.

Vogelei Teen Center has been operated through a collaboration between the Village of Hoffman Estates and the Hoffman Estates Park District. Health and Human Services intern Kinjal Panchal and externs Taylor Levitt presented to teens at the Vogelei Teen Center about leadership on December 10, 2019. Two teens participated in discussion and activities that overviewed styles of leadership, qualities and values of a leader, and what it means to be a leader in today's world. The presentation was followed by an open discussion of how teens can or have taken on leadership roles, what they believe makes a good leader, and how to incorporate their values and beliefs to be an effective leader.

The Department of Health and Human Services is proud to continue our partnership with the Higgins Education Center/Hoffman Opportunity Center. On December 17, 2019 Dr. Monica Saavedra and Youth Commission members Adrienne and Mike Reeves donated toys and clothing items for families in need who receive services at the Higgins Education Center. The toys and clothing were distributed to families during the center's holiday party and throughout the month of December.



Treatment and Crisis Response

During the month of December, HHS clinical psychology staff served 114 clients and provided 190 hours of individual counseling, 9 hours of family counseling, and 6 hours of couples counseling were completed. Eighteen (18) intake appointments were completed. Therapy services address a variety of mental health concerns including depression, anxiety, relationship distress, work stress, grief, and family conflict. Services are provided on a sliding scale based on family size and income. HHS staff provides individual, couples and family therapy. During the month of December, 14 hours of crisis intervention were provided. Crisis intervention includes providing resources for homelessness, securing food for a resident who is a senior citizen, assisting a family with finding medical resources for in-home care, providing therapy and housing resources to families coping with trauma and a lack of resources, and assisting with residents presenting with severe mental illness. Psychological testing services are provided by HHS at an affordable rate. Psychological testing is an effective way of assessing for learning disabilities, ADHD, anxiety, and a variety of psychological disorders. During the month of December, 3 hours of psychological testing were conducted.

HHS continues to be a volunteer service extension site for the Salvation Army program. Through this program, HHS provides Salvation Army Emergency Assistance services to Hoffman Estates' residents in need. This fund provides limited financial support to families who show a need due to an unexpected emergency (i.e. insufficient funds for rent or past due utility bill). Staff meets with each client for approximately 45 minutes to assess the need for additional services and/or referrals. During the month of December, 1 resident was assisted through the Salvation Army program.

HHS is a designated site for individuals to apply for the Nicor Gas Sharing program. The program provides payment assistance with gas bills for those who qualify and meet income requirements. During the month of December, no residents were assisted.

HHS provides assistance to residents in need of temporary medical equipment such as wheelchairs, walkers, canes, and crutches through the Lending Closet program. During the month of December, 16 pieces of equipment were loaned to residents.

Medication and Sharps Recycling

During the month of March, Health and Human Services collected 49 pounds of medical sharps and 19 pounds of expired medication. The medication and sharps recycling program provides residents the opportunity to drop off expired or unused medications and sharps on the first Wednesday of each month in the Health and Human Services Department.



2020 Census Update:

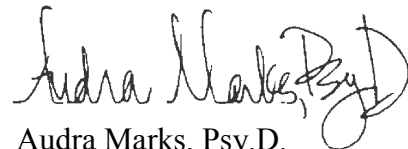
In December, The Village of Hoffman Estates was awarded a grant from the Metropolitan Mayor's Caucus in the amount of \$15,000 for the 2020 Census efforts. This grant is the second grant the Village has received for the Census (in November the Village received a grant for up to \$25,000 from Cook County). The Village's Complete Count Census Committee has been meeting regularly to plan events and marketing for the Census and in particular, to reach historically hard to count neighborhoods. The CCC Committee met on December 4, 2019 to plan for taping of a YouTube campaign in January 2020 as well as representation and outreach at community events. On December 10, 2019 Dr. Monica Saavedra, Jennifer Djordjevic, and CCCC member Nancy Trieb attended the Northwest Municipal Mayor's Caucus Census Exchange Event at Oakton College. Presentation and panel discussions were available for various communities.

Additional Activities

- Dr. Monica Saavedra attended the Commission Appreciation Dinner at Village Hall on December 5, 2019.
- Dr. Audra Marks attended the First Friday Holiday event on December 6, 2019 hosted by the Commission for People with Disabilities.
- HHS intern, Kinjal Panchal, facilitated the Youth Commission's Children's Art Event at Village Hall on December 7, 2019. Externs Molly Allgood, Catie Hoff, and Dr. Audra Marks assisted at the event.
- Dr. Monica Saavedra attended the Senior Commission Monthly Meeting on December 10, 2019.
- Dr. Monica Saavedra, Dr. Audra Marks, and Nursing Supervisor Cathy Dagian attended the Performance Evaluation Training hosted by HRM at Village Hall on December 12, 2019.
- Cathy Dagian, Nursing Supervisor, and Gina McCauley, Community Health Nurse attended the Northwest Municipal Nurse's Meeting hosted at Hanover Township on December 12, 2019.
- Dr. Audra Marks and Dr. Monica Saavedra hosted the first Conversations and Coffee (formerly Coffee with a Therapist) at the Prairie Stone Starbucks on December 16, 2019.
- Dr. Monica Saavedra attended the Alden Advisory Board Meeting on December 16, 2019.
- Dr. Monica Saavedra attended the HEC Meeting on December 16, 2019.
- Dr. Monica Saavedra attended the Senior Commission Breakfast and Bingo event at Village Hall on December 17, 2019.
- Dr. Audra Marks, Cathy Dagian, Kinjal Panchal, and Rebecca Rodriguez-Rivera attended the Employee Wellness Committee meeting to review the Benefits of Wellness Day and plan for the Employee Heart Healthy Cook-off and 2020 Fitness Challenge on December 18, 2019.



Monica Saavedra, Psy.D.
Director, Health & Human Services



Audra Marks, Psy.D.
Assistant Director, Health & Human Services

December, 2019

Health Services Provided						
	December, 2019	Year to Date	Last Year to Date	2018 Total		
Total People Served:	200	4226	3913	3913		
Children's/Baby Clinic People Served:						
Childrens Clinic:	23	508	511	511		
Baby Clinic:	12	119	106	105		
Total:	35	627	616	616		
Shots Given:						
Children's Clinic (Includes Flu):	47	1042	1113	1113		
Baby Clinic (Includes Flu):	23	407	252	252		
Total Combined Shots:	70	1449	1399	1399		
Total Antigens:	117	2567	2388	2388		
Vision/Hearing Testing:						
Vision/Hearing Total:	6	1448	1776	1776		
Adult Immunizations:						
Adult Flu:	7	312	401	401		
Hep A/Menactra:	0	11	8	8		
Hep B:	1	13	7	7		
Tdap:	5	50	73	73		
Twinrix:	2	14	5	5		
Total Combined Shots:	15	400	494	494		
Total Antigens:	28	491	545	619		
Adult Wellness Testing:						
Tanita Scale:	2	63	122	122		
Blood Pressure:	60	682	530	530		
Pulse:	47	493	465	465		
Blood Sugar:	7	85	94	94		
Cholestech/CardioChek	6	93	63	63		
Hgb/AC	1	44	7	7		
TB Testing:	3	102	51	51		
Hemoglobin:	13	160	108	108		
Total:	139	1729	1440	1440		
Health Consultation Time:	2 hrs	23.25 hrs	16.75	16.75 hrs		
Human Services Provided						
	December, 2019	Year to Date	Last Year to Date	2018 Total		
Total People Served:	114	1380	1357	1357		
Counseling Sessions:						
Individual Counseling:	190	2542	3299	3299		
Intake:	18	139	120	120		
Couples Counseling:	6	99	56	56		
Family Counseling:	9	115	129	129		
Total Sessions:	223	2895	3604	3604		
Crisis Intervention:	14 hrs	116 hrs	143.5 hrs	143.5 hrs		
Psychological Testing:						
	Number of Testing Clients December, 2019	Hours of Testing December, 2019	Year to Date Test Batteries	Last Year to Date Test Batteries	2018 Total Number of Batteries	
Total:	1	3	5	11	11	
Outreach						
	Times Held in December, 2019	December, 2019 Participants	Y-T-D Participants	Times Held in 2019	Last Y-T-D Participants	2018 Total Participants
Community Outreach						
Blood Drive:	0	0	18	1	41	41
CERT:	0	0	0	0	55	55
Take Charge of Health:	0	0	10	6	0	0
Therapy Dog Thursday:	1	50	64	8	40	40
Vogelei:	1	2	78	31	292	292
Special Events/Fairs:						
Total:	2	345	820	9	322	322
Community Programs:						

HOC Autism Support Group	0	0	1	1	44	44
Employee Programs:						
Total:	0	0	302	3	344	344
Human Services Groups:						
Lion's Pride	12	10	28	30	74	74
Real Girls, Real Talk	12	12	39	31	40	40
Total:	24	22	67	61	114	114
Assistance Programs:						
	December, 2019 Participants	Year to Date	Last Year to Date	2018 Total		
Nicor:	0	25	24	24		
Salvation Army:	1	38	37	37		
Lending Closet:	16	135	110	110		
Total:	17	198	171	171		
Health Clinic Revenues						
	December, 2019	Year to Date	Last Year to Date	2018 Total	Comments	
Children's Clinic	\$ 247.00	\$ 6,981.26	\$ 5,018.00	\$ 5,018.00		
Hoffman Baby Clinic	\$ 131.00	\$ 2,511.00	\$ 1,454.00	\$ 1,454.00		
Other Clinic/Fairs	\$ -	\$ -	\$ -	\$ -		
Hgb/AC	\$ 15.00	\$ 794.00	\$ 190.00	\$ 190.00		
TB tests	\$ 12.00	\$ 470.00	\$ 380.50	\$ 380.50		
Lipid Profile/Cholestech	\$ 182.00	\$ 1,587.00	\$ 1,119.00	\$ 1,119.00		
Adult Shots	\$ 160.00	\$ 3,373.00	\$ 1,810.00	\$ 1,810.00		
Employee Shots:	\$ -	\$ -	\$ -	\$ -		
Blood Sugar:	\$ 5.00	\$ 36.00	\$ 10.00	\$ 10.00		
Hemoglobin:	\$ 17.00	\$ 401.53	\$ 142.00	\$ 142.00		
Medicaid:	\$ 6.40	\$ 568.51	\$ 661.80	\$ 661.80		
Flu/Medicare:	\$ -	\$ 1,240.00	\$ 5,354.54	\$ 5,354.54		
Children's Flu Clinic:	\$ -	\$ 948.00	\$ 778.00	\$ 778.00		
Vision & Hearing:	\$ 10.00	\$ 1,362.00	\$ 20.00	\$ 20.00		
Total:	\$ 785.40	\$ 20,272.30	\$ 16,937.84	\$ 16,937.84		
Human Services Revenue						
	December, 2019	Year to Date	Last Year to Date	2018 Total	Comments	
Counseling:	\$ 2,661.00	\$ 36,981.10	\$ 34,518.55	\$ 34,518.55		
Testing:	\$ -	\$ 1,670.00	\$ 730.00	\$ 730.00		
Presentations:	\$ -	\$ -	\$ 300.00	\$ 300.00		
Total Revenue:	\$ 2,661.00	\$ 38,651.10	\$ 35,548.55	\$ 35,548.55		

Thank you to our Giving Tree sponsors
who helped make this a very special holiday season for
our community families!





“Never underestimate the difference you can make in the lives of others.”
-anonymous



December 2019

VILLAGE OF HOFFMAN ESTATES EMERGENCY MANAGEMENT AGENCY

The Village of Hoffman Estates Emergency Management Agency (EMA) status report for December, 2019:

Progress:

This past month, I have been focusing on closing out the year with the EMA Team training program and finding any needs that we have in preparation for fall/winter weather EMA response. Additional training opportunities have been added to the docket to include Shelter Operations & Fundamentals taught by the Red Cross in February 2020, Autism Training, and an Advanced Medical Refresher course.

EMA Activity:

The EMA Team met for our monthly training meeting on December 11th. During this training course, our team discussed Pets in Disasters and what preparedness efforts can be done. On December 14th, four EMA team members participated in the Shop with a Cop event with the Hoffman Estates Police. Our EMA team also responded to a request on December 20th, 2019 by the Hanover Township Emergency Services for traffic assistance for their annual Sponsor-a-Family holiday event.

EMC Activity:

On December 16th, I participated as an Evaluator for a Child Abduction drill at St Alexius Medical Center. There were many Hoffman Estates Police Officers in attendance as observers, participants and evaluators.

EMCT:

There was an EMCT meeting on December 3rd that discussed a few improvements to our EOC by our IT department. The IT department shared a dry run to a program they created to facilitate communication and documentation within an activated EOC. This is an example of one of many improvements the EMCT is considering to streamline inbound and outbound EOC information.

Outlook:

Our next EMCT meeting set for January will be to discuss Emergency Management gaps, goals and priorities for 2020. Myself and the JEMS Coordinator Mick Fleming will be sworn in as Coordinator and Deputy Coordinator at a Village Board meeting in January 2020. We will also be presenting our Storm Ready designation to the Village Board on behalf of the National Weather Service.



Hoffman Estates Fire Department

To: James H. Norris, Village Manager

FIRE DEPARTMENT MONTHLY REPORT

December 2019

This month's activities resulted in the Fire Department responding to 540 calls for service, 415 incidents were for emergency medical service, 119 incidents were suppression-related, and 6 were mutual aid to other fire departments.

The following is an overview of activities and emergency responses for the month of December.

Patrick S. Fortunato

Patrick S. Fortunato, Fire Chief

Department Activities and Highlights:



In December, the Fire Department purchased and donated gifts to children of all ages at St. Alexius Medical Center. Special thanks to Lt. Patrick Clarke and the Local 2061 for organizing the event and overseeing the collection and donations of gifts! Thank you also to Target #1437 for their donations and helping distribute the presents!

Emergency Incidents of Interest:

12/4/2019 - #19-05496 – Milton St. & Western St. – Electric Power Line Down

Companies responded to the above location for the report of a power line down. Upon arrival, Engine 21 found a garbage truck underneath a downed power line with no sparking or arcing and the driver was out of the vehicle. Further investigation found two power line poles broken and leaning. Lines were found down through multiple addresses in the area. The scene was secured and HEPD was called to the scene to assist with traffic management. ComEd was called to the scene. Engine 21 personnel spoke with all involved residences and advised them to remain in their homes until all hazards could be mitigated. ComEd arrived on scene and the scene was turned over to HEPD and ComEd. All companies returned to quarters in service.

12/6/2019 - #19-05524 – 220 Lafayette Ln – Vehicle Accident

Companies responded to the above location for the report of a vehicle accident with injuries. Upon arrival, HEPD was on scene with a vehicle that went through a fence and hit a building at the end of a dead end street. Schaumburg FD was added to this call for access to the storage unit facility behind the fence and for them to assess structural damage in the unit. Our crews gained access by cutting a chain for a gate at the east end of Lafayette Street. Patient care was provided and a release of services was secured. The scene was turned over to HEPD. All companies returned to quarters in service.

12/7/2019 - #19-05563 – Moon Lake Blvd & Higgins Rd. – Vehicle Accident with Entrapment

Companies came upon the above location and reported an accident with injury and entrapment. Upon arrival, there were three vehicles with damage in the roadway. One patient needed to be extricated. Engine 22 and Tower 22 removed the passenger side front door. All hazards were mitigated. In total, three patients were transported and two releases were obtained. The scene was turned over to HEPD. All companies returned to quarters in service.

12/9/2019 – #19-05606 – 280 Arizona – Passenger Vehicle fire

Companies responded to the above location for the report of a vehicle fire. Upon arrival, Engine 21 found a pickup truck engulfed in flames. Engine 21 attacked the fire with a pre-connect hose line. Upon Tower 22s arrival, they assisted with laying a hose line to the fire hydrant. Approximately 750 gallons of water were used to extinguish the fire. All companies returned to quarters in service.

12/27/2019 – #19-05905 – 2350 Hassell Rd. – Police Assist

Companies responded to the above location to assist HEPD in checking the occupancy of the building. Upon arrival, HEPD met units at the front door and stated they were concerned about the number of people in the building considering the amount of vehicles in the parking lot. The building was walked and the number of people were counted to the best of our ability. It was deemed the building was at max capacity. Management was notified to monitor the number of occupants and not to allow more people into the building without people leaving first. Management stated they would comply. With no other services needed, companies returned to quarters in service.

Mutual & Auto Aid Incidents:

12/4/2019 – #19-05494 – 431 N Quentin Rd, Palatine – Structure Fire

Unit responded mutual aid to the above location for the report of a Code 3 structure fire. Upon arrival, Ambulance 23 was staged. Command released Ambulance 23 and they returned to quarters in service.

Mutual & Auto Aid Incidents continued:

12/14/2019 – #19-05688 – 2216 Briar Hill Dr, Schaumburg – Structure Fire

Unit responded automatic aid to the above location for the report of a structure fire. Upon arrival, Tower 22 was given the assignment of pulling ceiling. Tower 22 went interior and once the hose line arrived, pulled ceiling so the fire could be extinguished. Once the assignment was completed, unit returned to quarters in service.

12/15/2019 – #19-05703 – 2455 Plum Grove Rd, Rolling Meadows – Change of Quarters

Unit responded mutual aid to the above location for a change of quarters. Engine 23 had no responses while at Station 16. Unit was released by command and returned to quarters in service.

ADMINISTRATIVE DIVISION

- Chief Fortunato participated in the following events during the month:
 - Attended the MABAS Division One Chiefs Meeting
 - Attended the MABAS Division II meeting
 - Attended a meeting with IS regarding the Laserfiche software
 - Attended the Northwest Central Dispatch Liaison meeting
 - Attended the Northwest Central CAD meeting
 - Attended the Northwest Community Hospital Chiefs meeting
 - Attended the Emergency Management Central Team meeting
 - Attended the Department Staff meeting
 - Attended the monthly Fire Prevention Bureau Meeting
 - Completed the Lieutenant and Captain Promotional Process for 2019
 - Attended the Department's Officers retreat at the MABAS Readiness Center in Wheeling
 - Attended the Metro Fire Chiefs meeting
 - Attended the volunteer appreciation dinner
 - Attended an 2019 review with Andres Medical Billing
 - Participated in the assessment center process for the Director of Planning
 - Attended Performance Evaluation Training

OPERATIONS DIVISION

- Deputy Chief Englund participated in the following events during the month:
 - Off during the month of December due to Injury on Duty.

TRAINING DIVISION

- Assistant Chief Mackie participated in the following events during the month
 - Attended Fire Administration monthly office meeting.
 - Attended the MABAS Division 1 Training Coordinators meeting.
 - Attended the MABAS 1 Deputy Fire Chiefs meeting.
 - Attended Performance Evaluation Training with HRM.
 - Attended Shift Training Coordinators Meeting.
 - Attended Fire Department Officer Retreat.
 - Attended the Fire Promotional Written Exam.
 - Attended Fire Department Fitness committee meeting.
 - Attended Nutrition Class at Station 22.
 - Completed annual Department Physical.
 - Attended Metro Fire Chiefs Holiday Seminar Luncheon.
 - Attended NWCH Holiday EMS breakfast meeting.
 - Participated in the Shop with a Cop program.
 - Attended the wake for the husband of Sharon Hellstrom.
 - Worked IRCA Cheer and WCB Game at the Sears Centre Arena.

PUB ED EOM December 2019		
CLASSES		
Date	Location	Description:
12/16/2019	Marriott	CPR class for 14 employees (Cannone & Richter)

PUB ED ACTIVITIES	
Date	Event:
12/03/19	St. 22 Tour/First Aid Demo – Richter & Pacific – 3 Children & 6 Adults – 1.25 hours – Special Guests: Mayor McLeod, Trustees Anna Newell & Karen Arnet
12/03/19	Smoke detector inspection- Kaiser, Bilodeau, & Kirby – 2 Adults - 0.5 hours
12/19/19	Smoke detector installation – Needham, Pearson, & Kane – 2 Adults – 0.5 hours
December	Gave out 5 smoke detectors

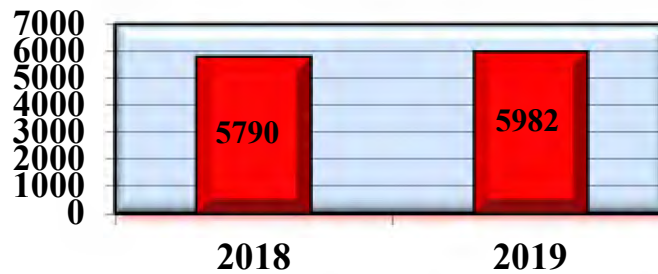


Hoffman Estates Fire Department
EOM - Monthly Type of Alarm Report - Summary

Patrick Fortunato
Fire Chief

Year	Month	Type Of Alarm	Number of Incidents	Percent of Total
2019	December	Accident with Entrapment	4	0.74%
		Accident with Injuries	37	6.85%
		Activated Fire Alarm	35	6.48%
		Ambulance Call	415	76.85%
		Auto Aid Request	1	0.19%
		Car Fire	2	0.37%
		CO Detector No Illness	2	0.37%
		Code 2	25	4.63%
		Code 3	9	1.67%
		Elevator Call	1	0.19%
		Inside Odor Investigation	3	0.56%
		Mutual Aid Request	5	0.93%
		Truck Fire	1	0.19%
Total: 540			Total: 100.00%	

**Total Emergency Responses
Year-to Date**





Hoffman Estates Fire Department

EOM – Incident by District Summary

EOM - Incident by District Summary

Zone/District Number	Total	Percentage
Month: December 2019		
HEF21	119	23.24%
HEF22	296	57.81%
HEF23	42	8.20%
HEF24	55	10.74%
	Total: 512	Total: 100.00%
	Total: 512	Total: 100.00%



Hoffman Estates Fire Department

FPD Report - Last Month

Patrick Fortunato
Fire Chief

Incident Date Time	Incident Number	Incident Full Street Address	Incident Type
Type Of Alarm: Accident with Entrapment			
12/11/2019 10:38:00	19-05626	South BARRINGTON Road	Dispatched and cancelled en route
	Count: 1		Count: 1
Type Of Alarm: Activated Fire Alarm			
12/19/2019 13:42:59	19-05763	61 South BARRINGTON Road	Alarm system sounded due to malfunction
	Count: 1		Count: 1
Type Of Alarm: Ambulance Call			
12/10/2019 21:01:28	19-05616	3 TENNIS CLUB Lane	EMS call, excluding vehicle accident with injury
	Count: 1		Count: 1
	Count: 3		Count: 3



Hoffman Estates Fire Department

EOM - Total Fire Loss by Month

Patrick Fortunato
Fire Chief

Incident Month/Year: December 2019

12/09/2019	280 ARIZONA BL	19-05809	Passenger vehicle fire	Residential street, road or residential driveway	9,000
12/11/2019	3910 North FIRESTONE Drive	19-08627	Trash or rubbish fire, contained	1 or 2 family dwelling	50
12/13/2019	1840 HUNTINGTON BL	19-05853	Passenger vehicle fire	Vehicle parking area	1,000
12/14/2019	2150 West GOLF Road	19-08875	Passenger vehicle fire	Vehicle parking area	1,000
Total:					11,050



Hoffman Estates Fire Department

EOM - Incident Loss By Property Use YTD

Patrick Fortunato
Fire Chief

Calendar Year 2019

Property Use	Property Loss	Content Loss	Total Loss
Church, mosque, synagogue	\$1,000	\$0	\$1,000
1 or 2 family dwelling	\$1,346,100	\$387,500	\$1,733,600
Multifamily dwelling	\$7,200	\$840	\$8,040
Hotel/motel, commercial	\$10	\$1,000	\$1,010
Recreational, hobby, home	\$500	\$500	\$1,000
Service station, gas station	\$8,000	\$0	\$8,000
Food/Beverage sales, grocery	\$0	\$1,000	\$1,000
Department or discount store	\$550	\$0	\$550
Business office	\$0	\$5,000	\$5,000
Outbuilding, protective shelter	\$20,000	\$10,000	\$30,000
Street, Other	\$36,570	\$2,200	\$38,770
Highway or divided highway	\$51,000	\$3,400	\$54,400
Open land or field	\$1,000	\$0	\$1,000
Total Losses	\$1,471,930	\$411,440	\$1,883,370



Hoffman Estates Fire Department

EOM - Previous Years Annual Fire Loss

Patrick Fortunato
Fire Chief

All Applicable Records

Year	Annual Loss
2005	1,423,600.00
2006	1,315,361.00
2007	1,062,300.00
2008	1,086,400.00
2009	1,201,105.00
2010	1,071,700.00
2011	776,800.00
2012	3,034,450.00
2013	570,581.00
2014	2,696,009.00
2015	1,239,672.00
2016	1,252,465.00
2017	1,228,875.00
2018	3,031,950.00



Hoffman Estates Fire Department

EOM - Ambulance 22 Monthly

Patrick Fortunato
Fire Chief

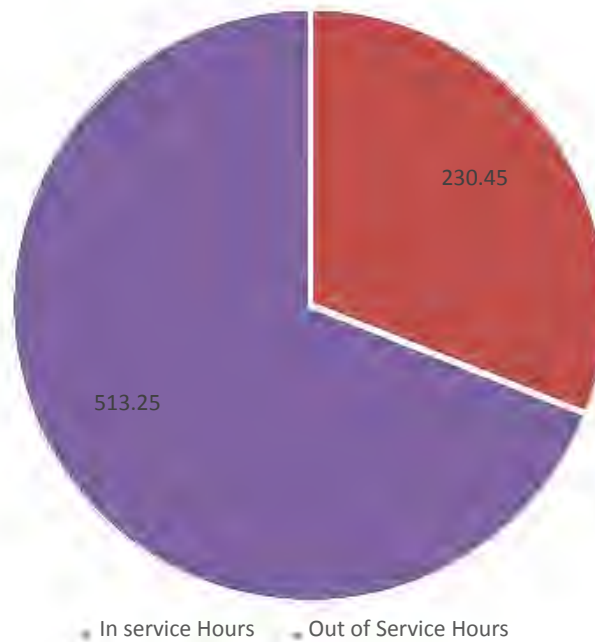
Date Between {12/1/2019} And {12/31/2019}

Start Date	Total Hours	Percent of Hours per Month
December	230.45	30.9745 %

Total In-Service Hours 230.45 of 744.00

Total Percentage of Hours In Service 30.974 %

Ambulance 22 In service hours
December





Hoffman Estates Fire Department

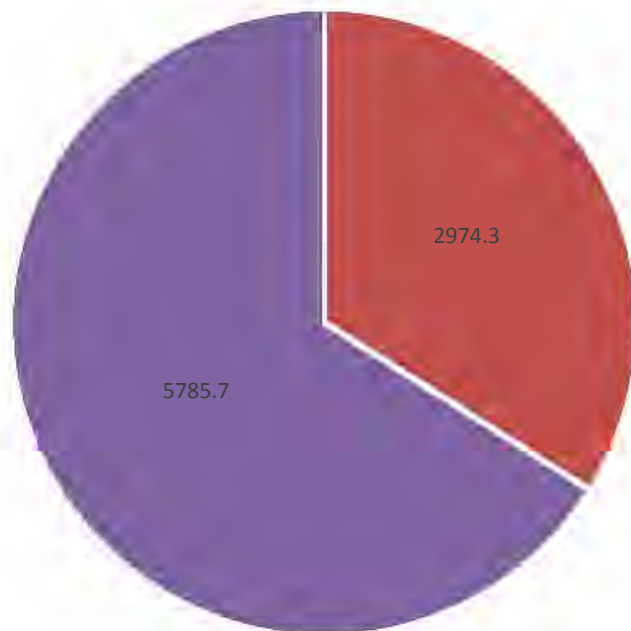
EOM - Ambulance 22 Summary

Patrick Fortunato
Fire Chief

Date Between {1/1/2019} And {12/31/2019}

Start Date	Total Hours	Percent of Hours per Month
January	251.75	33.8374 %
February	298.50	44.4196 %
March	185.00	24.8656 %
April	360.33	50.0458 %
May	236.00	31.7204 %
June	243.50	33.8194 %
July	71.00	9.5430 %
August	140.50	18.8844 %
September	282.75	39.2708 %
October	326.50	43.8844 %
November	348.00	48.3333 %
December	230.45	30.9745 %
Total In-Service Hours	2974.3 of 8760.00	Total Percentage of Hours In Service 33.953 %

Ambulance 22 In service hours
Y-T-D



• In service Hours • Out of Service Hours



Hoffman Estates Fire Department

EOM - Fire Prevention Bureau Activity

Patrick Fortunato
Fire Chief

Date Between {12/1/2019} And {12/31/2019}

Activity	Quantity	Total Hrs	Pct Hrs
Complaints, OOS Alarms & Opticoms			
OOS Alarms	4	04:00	3.37%
Work Orders	4	09:00	7.59%
	<u>8</u>	<u>13:00</u>	<u>10.97%</u>
Fire Alarm System Permit			
Acceptance Test	2	05:30	4.64%
Ceiling Inspection	1	01:00	0.84%
Plan Review	4	03:00	2.53%
Final Inspection	1	01:00	0.84%
	<u>8</u>	<u>10:30</u>	<u>8.86%</u>
Indoor Fireworks			
Showtime	2	15:00	12.65%
	<u>2</u>	<u>15:00</u>	<u>12.65%</u>
General Fire Prevention Meetings			
Construction Meeting In-house	3	03:00	2.53%
Construction Meeting in the Field	1	01:30	1.26%
Fire Prevention Bureau Meeting	1	01:30	1.26%
	<u>5</u>	<u>06:00</u>	<u>5.06%</u>
General Office Activities			
Computer Entry Activities	12	11:00	9.28%
Reports and Paperwork	18	23:00	19.40%
	<u>30</u>	<u>34:00</u>	<u>28.69%</u>
Site/Building Plan Reviews			
Building Plan Review	7	04:30	3.79%
Site Plan Review	1	01:00	0.84%
	<u>8</u>	<u>05:30</u>	<u>4.64%</u>
Residential Sprinkler Systems			
Residential Sprinkler Flush Test	3	03:00	2.53%
Residential Sprinkler Ceiling/Hydro Inspection	10	15:00	12.65%
Residential Sprinkler Plan Review	1	01:00	0.84%
Residential Sprinkler Acceptance test/Final	1	01:00	0.84%
	<u>15</u>	<u>20:00</u>	<u>16.87%</u>



Hoffman Estates Fire Department

EOM - Fire Prevention Bureau Activity

Patrick Fortunato
Fire Chief

Date Between {12/1/2019} And {12/31/2019}

Activity	Quantity	Total Hrs	Pct Hrs
Special Activities			
Illinois Fire Inspectors Association Meetings	1	04:30	3.79%
	1	04:30	3.79%
Wet Sprinkler Systems			
Wet Sprinkler Ceiling Inspection	1	01:00	0.84%
Wet Sprinkler Flow Test	1	01:00	0.84%
Wet Sprinkler Plan Review	1	01:00	0.84%
Wet Sprinkler Site Visit	6	07:00	5.90%
	9	10:00	8.43%
Report Totals:	86	118:30	100.00%

2019 Fire Inspections

Inspection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Annual	71	138	153	47	187	119	71	56	48	24	94	50	1058
Reinspections	14	31	41	22	26	20	61	25	33	14	13	14	314
Business Licenses Inspections	3	12	15	25	35	19	14	20	13	15	8	10	189
Alarm Inspections/OOS			4		2			1	3	6			16
Complaints	1	3	2			4	2	1	1	4		4	22
Other					1	1	4	15	11	10	7		49
Total	89	184	215	94	251	163	152	118	109	73	122	78	1648

Buildings Requiring Sprinklers	December	YTD Total	Remaining to be Installed
Installed	0	8	21
Wireless Transceivers	December	YTD Total	Total Installed to Date
Installed	1	5	474

TRAINING DIVISION

Outside Training:

- Captains Golden and Raymond attended Fire Incident Safety Officer Class in West Chicago, December 2-6, 2019.

In-house Training:

- EMS In-House Training – coordinated by FF Bebe.
- SCBA Mayday Drills – coordinated by Capt. Lenczewski.
- Nutrition Presentation – coordinated by B/C Buckel.

Company Training Instructed by the Captains and Lieutenants:

- Building familiarization through pre-plan review and building visits.
- Department and NWC EMS policy reviews.
- Department on-scene skills training and basic skills.

Total training hours for the month of December all members were 4,242.

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total Hours YTD
6,397	8,652	11,539	11,804	38,392