



## AGENDA

### GENERAL ADMINISTRATION & PERSONNEL COMMITTEE VILLAGE OF HOFFMAN ESTATES

September 14, 2009

Immediately following Planning, Building & Zoning

**Members:** Karen Mills, Chairperson  
Ray Kincaid, Vice-Chairperson  
Gary Pilafas, Trustee

- I. Roll Call
- II. Approval of Minutes – August 24, 2009

#### NEW BUSINESS

1. Request acceptance of Cable TV Monthly Report.
2. Request acceptance of Human Resources Management Monthly Report.

- III. President's Report
- IV. Other
- V. Adjournment

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

**GENERAL ADMINISTRATION & PERSONNEL  
COMMITTEE MEETING MINUTES**

August 24, 2009

**I. Roll Call**

**Members in Attendance:**

**Karen Mills, Chairperson  
Ray Kincaid, Vice Chairperson  
Gary Pilafas, Trustee**

**Other Corporate Authorities  
in Attendance:**

**Trustee Cary Collins  
Trustee Jackie Green  
Trustee Anna Newell  
Mayor William McLeod**

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Arthur Janura, Corporation Counsel  
Mark Koplin, Asst. Vlg. Mgr., Dev. Services  
Don Plass, Director of Code Enforcement  
Mike Hankey, Director of Transportation  
Patrick Seger, Director of HRM  
Algean Garner, Director of HHS  
Gary Skoog, ED Coordinator  
Don Plass, Code Enforcement Director  
Mike Hankey, Director of Transportation  
Gary Salavitch, Director of Engineering  
Pete Gugliotta, Director of Planning  
Clint Herdegen, Police Chief  
Bob Gorvett, Fire Chief  
Ken Hari, Director of Public Works  
Gordon Eaken, Director of IS  
Michael DuCharme, Director of Finance  
Bev Romanoff, Village Clerk  
Becky Suhajda, Administrative Intern  
Bruce Anderson, CATV Coordinator**

**Others in Attendance**

**Reporters from Daily Herald, Chicago Tribune**

The General Administration & Personnel meeting was called to order at 7:48 p.m.

**II. Approval of Minutes**

Motion by Trustee Collins, seconded by Trustee Kincaid, to approve the General Administration & Personnel Committee meeting minutes of July 27, 2009. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Collins, seconded by Green, to approve the special General Administration & Personnel Committee meeting minutes of August 3, 2009. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS****1. Discussion regarding the legislative update.**

An item summary sheet from Becky Suhajda was presented to Committee.

Becky Suhajda addressed the Committee and stated that the update provides a summary of legislation recently signed into law by Governor Quinn that impact the Village.

Trustee Collins expressed concern over SB 1974 that mandates all elected and appointed trustees of downstate police and fire pension funds participate in mandatory trustee certification training that must consist of 32 hours of initial training. He is concerned that this requirement may make it difficult for people to participate on the pension boards.

**2. Request approval to request Public Education and Governmental access funding from Comcast in the amount of \$.35 per month.**

An item summary sheet from Bruce Anderson was presented to Committee.

Trustee Collins inquired if this cost would be passed on to residents and Bruce Anderson replied that it would and that AT&T is already doing 1% of gross revenues for public access.

Motion by Mayor McLeod, seconded by Trustee Green, to approve request for public education and governmental access funding from Comcast in the amount of \$.35 per month per subscriber. Roll call vote taken. Ayes: Mills, Green, Newell, McLeod; Nay: Collins, Kincaid, Pilafas. Motion carried.

**3. Request acceptance of Cable TV Monthly Report.**

The Cable TV Monthly Report was submitted to the Committee.

Motion by Trustee Collins, seconded by Trustee Green, to accept Cable TV monthly report. Voice vote taken. All ayes. Motion carried.

**4. Request acceptance of Human Resources Management Monthly Report.**

The Human Resources Management Monthly Report was submitted to the Committee.

Motion by Trustee Collins, seconded by Trustee Green, to accept Human Resources Management monthly report. Voice vote taken. All ayes. Motion carried.

**III. President's Report****IV. Other****V. Adjournment**

Motion by Trustee Collins, seconded by Trustee Green, to adjourn the meeting at 7:55 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

# VILLAGE OF HOFFMAN ESTATES

## Memo

To: Jim Norris  
From: Bruce Anderson  
Regarding: Cable TV Report  
Date: September 10, 2009

### **Citizen**

Covers: National Night Out, Kenley Center Dedication, Party in the Park, Arts & Crafts Fair, Edward Jones and Precision Lock Ribbon Cuttings, Scarecrow Fest, Health & Human Services Activities.

#### Citizen Segments and Programs in development:

Fitness America and Skating Marathon

Business Under the Big Top

Platzkonzert & Fire Expo.

9-11 Remembrance Ceremony

50<sup>th</sup> Anniversary Gala

Hispanic Heritage Celebration

A Day in the Life of a Police Officer

### **Fire Line**

Covers: Confined Space Rescue, Dedication of Station 24, Park District Lightening Alarms.

### **Summer Sounds**

Chicago Groove Connection is now running.

### **50<sup>th</sup> Anniversary**

A shortened version of the 50<sup>th</sup> anniversary interviews is being put together for use at the Gala.

### **Complaints/Inquiries**

Since the last report, the Village received two inquiries, both unburied cables. There is one issue outstanding.



# HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

## HUMAN RESOURCES MANAGEMENT DEPARTMENT

### Monthly Report

August 2009

#### Staffing Activity

New Starts:	1	Director of Operations for the Mayor & Board
Separations:	22	Seasonal - 17 Pre-Doctoral Paid interns - 2 Water Meter Reader Crossing Guard Maintenance I - Temporary
Transfers:	1	Maint. I/HEO Streets to Maint. I/HEO Water/Sewer
Retirees:	3	Legislative Assistant Maintenance I Customer Service Rep
Promotions:	0	
Reclassifications:	0	
Change in Status:	0	

Staffing:	Full Time Employees	374 budgeted	357 current
	Part Time Employees	59 budgeted	52 current
	Temporary Employees	2 budgeted	0 current
	Seasonal Employees	21 budgeted	0 current
	Paid Interns	4 budgeted	1 current

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

0 Seasonal with	18 for year
0 Promotions with	2 for year
22 Separations with	39 for year
3 Retirements with	8 for year
1 Transfers with	3 for year

### Recruitment Activity

Recruitment: Maintenance I (Internal Only) – 4 applications received. Position filled internally. Employee started 08/10/09.

Alternate Crossing Guard – Position posted on 8/31/09. 5 applications received to date. One interview scheduled for 9/3/09.

### Labor/Management Relations

Contract Status: **Police** (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2008 - December 31, 2012).

**Fire** (International Association of Firefighters - Local 2061) – Contract (Jan. 1, 2006 – December 31, 2008). Negotiations continue.

**Public Works** (International Brotherhood of Teamsters, Local 714) – Contract (Jan. 1, 2007 – Dec. 31, 2009). Meeting set for September 30, 2009 to begin negotiations.

**Police Sergeants** (Metropolitan Alliance of Police – MAP-97) Contract (Jan. 1, 2009 – December 31, 2013).

Grievances: Eleven (11) IAFF Local 2061 Grievances

Three (3) MAP Grievances –

Two (2) MAP 96 – Arbitration dates set for Sept. 10 and Sept. 29, respectively.

One (1) MAP 96 Chapter Grievance - Arbitration date set for Sept. 16.

One (1) Unfair Labor Practice (ULP) filed against the Village by IAFF Local 2061 – pending review by ILB

One (1) Unfair Labor Practice (ULP) filed against the Village by IAFF Local 2061 – Parties agree to discuss ULP during negotiations

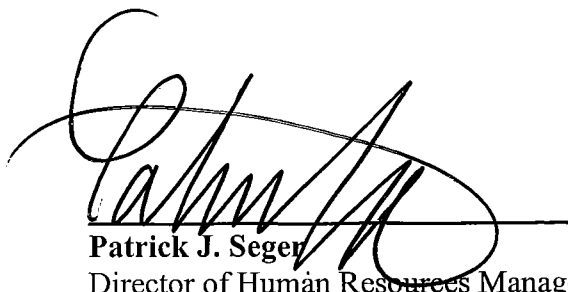
One (1) Unfair Labor Practice (ULP) filed against the Village by MAP (97) – Dismissed by the ILB representative.

### Personnel/Benefits/Employee Services

- Director of HRM participated in a Step 4 grievance hearing with MAP 96 representatives.
- As Vice-President of IPELRA and Conference Chair, Director of HRM attended the monthly IPELRA meeting in preparation for Annual IPELRA Conference.
- Director of HRM participated in a budget discussion with the Public Works union.
- Director of HRM and HR Coordinator met to discuss revisions to the Village FMLA policy.
- HR Coordinator organized several retirement celebrations during the month.
- Director of HRM, HR Coordinator and Risk Manager met on several occasions to discuss the 2009 and 2010 Human Resources budget.
- Director of HRM participated in the Management Team Meetings.
- HR Coordinator attended the monthly User Group meeting.
- Director of HRM and HR Coordinator attended an informational meeting for the crossing guards to present information regarding the Village budget and crossing guard salaries for 2009/2010.
- Director of HRM attended the Village Hall Emergency Plan meeting.
- The Human Resources Department held several staff meetings to discuss current and upcoming projects.
- As Village liaison to the Cultural Awareness Commission, the Director of HRM met with members to begin planning for the Hispanic Heritage Day.
- Director of HRM participated in two negotiation meeting with IAFF Local 2061 union representatives. Several preparation meetings for these negotiations were required.
- Director of HRM, Police Chief and Assistant held several meetings and conference calls with legal counsel to discuss preparation for grievance arbitration.

**Risk Management/Safety/Loss Control**

- Continued to facilitate the proper handling of all open workers' compensation claims. Two (2) third party claims administrators are currently being used to administer the Village's workers' compensation claims.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. All results were reported as negative.
- Coordinated sample electronic reporting with the Village's third party claims administrator, ECS, and the administrators of the federally mandated Medicare, Medicaid, and SCHIP Extension Act.
- The Risk Manager administered one auto liability claim against the Village. The claim was brought to conclusion during the reporting period.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Met with the Director of Human Resources Management, Fire Chief and Deputy Fire Chief to discuss issues related to the return to work of an injured firefighter.
- Facilitated the medical examination by the Village's occupational health physician, and independent medical examiner, for an employee returning to full duty.
- Provided continual written updates to appropriate management staff related to the status of several open workers' compensation claims.
- Conducted a hazard survey of the new water tower. No serious hazards were identified.
- Met with one of the Village's workers' compensation defense attorneys and the third party claims administrator to discuss the disposition of high exposure workers' compensation claims.
- Facilitated the issuance of a coverage determination related to the Village's excess liability pool. The liability related to the property in question will be covered by the pool.



Patrick J. Seger

Director of Human Resources Management



# HUMAN RESOURCES MANAGEMENT MONTHLY STAFFING REPORT AUGUST 2009

## RECRUITMENTS

**POSITION TITLE:** Maintenance I (Internal Only)  
**DEPARTMENT:** Public Works  
**DATE POSTED:** 03/06/09  
**AD DEADLINE:** 03/20/09  
**APPLICATIONS REC'D:** 4

**STATUS:** Internal MI candidate transferred to this position 8/10/2009.

**POSITION TITLE:** Alternate Crossing Guard  
**DEPARTMENT:** Police  
**DATE POSTED:** 08/31/09  
**AD DEADLINE:** Until filled  
**APPLICATIONS REC'D:** 5

**STATUS:** One interview scheduled for 8/3/2009.

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## NEW STARTS

**POSITION TITLE:** Director of Operations for the Mayor & Board  
**DEPARTMENT:** General Government  
**DATE POSTED:**  
**AD DEADLINE:**  
**APPLICATIONS REC'D:**

**STATUS:** One hired 8/17/09.

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## SUMMARY OF EMPLOYMENT ACTIVITY AUGUST 2009

	<u>Total Number</u>	<u>Position</u>
New Starts	1	Dir of Ops./Mayor & Board
Separations	22	Crossing Guard Seasonal - 17 Water Meter Reader Maintenance I – Temporary Pre-doctoral Paid Intern - 2

Promotions	0	
Upgrades	0	
Downgrades	0	
Transfers	1	MI Streets to MI Water/Sewer
Retirements	3	Maintenance I Worker Legislative Assistant Customer Service Rep
Reclassifications	0	
Change in Status	0	

**SUMMARY OF UNPAID INTERNS/ADDITIONAL ACTIVITY**

**Unpaid Internships**

- 2 Fire Science Internships (Unpaid) began 8/31/09.
- 1 General Government Internship (Unpaid) ended 8/21/09.
- 1 Legal Internship (Unpaid) ended 8/13/09.
- 3 H&HS Practicum Students (Unpaid) ended 8/24/09.

**Additional Activity**

(See HRM Employment Activity Report attached for details)

**ANTICIPATED ACTIVITY NEXT MONTH**

	<b><u>Total Number</u></b>	<b><u>Position</u></b>
New Starts	8	Pre-Doctoral Interns – (2-Paid) Adv. Practicum Students – (2-Unpaid) Practicum Students – (3-Unpaid) Alternate Crossing Guard
Separations	1	Maintenance I/HEO
Promotions	0	
Transfers	0	
Reclassifications	0	
Changes in Status	0	
Retirements	0	
New Positions	0	
Eliminated Positions	0	

## 2009 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	374	357
PART TIME EMPLOYEES	59	52
TEMPORARY EMPLOYEES	2	0
SEASONAL EMPLOYEES	21	0
INTERNS (PAID)	4	1
<b>TOTAL</b>	<b>460</b>	<b>410</b>

**Total Vacancies:**

**Full Time**

Budgeted – Posted

Budgeted - Not Posted      12

Police Officer  
 Administrative Services Officer II  
 Administrative Services Officer I (2)  
 Assistant to Village Manager  
 Fire Inspector  
 Technology Support Specialist  
 Staff Assistant  
 Firefighter/Paramedic (2)  
 Maintenance I  
 Customer Service Rep

**TOTAL FULL TIME      12**

**Part Time**

Budgeted – Posted      1

Shop Assistant (*position frozen*)

Budgeted-Not Posted      9

Water Meter Readers (*3 positions eliminated*)  
 Staff Assistant – PT  
 Admin. Staff Assistant - PT(2)  
 Data Technician – PT  
 Data Processor – PT  
 Staff Therapist - PT

**TOTAL PART TIME      10**

**Seasonal**

Budgeted – Not Posted      5

Seasonal Finance  
 Seasonal Code Enforcement (*3 Positions*)

**TOTAL SEASONAL      5**

**Interns (Paid)**

Budgeted – Not Posted      1

General Government Intern

## RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	0	100
Walk-Ins	6	123
Part Time – Response to Recruitments	0	182
Walk-Ins	1	4
Seasonal Applicants	0	29
<b>TOTAL RECRUITMENTS</b>	<b>7</b>	<b>438</b>

## HUMAN RESOURCES MANAGEMENT EMPLOYMENT ACTIVITY AUGUST 2009

### NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Emily Kerous	08/17/09	Dir of Ops/Mayor & Board	Vicki Richardson

### SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Matt Victor	08/02/09	Maintenance I (6-month Temp)	End of Assignment
Pat Galambos	08/04/09	Customer Service Rep	Retirement
Heidi Horstmann	08/06/09	Alternate Crossing Guard	Resignation
Fredrick Riedl	08/15/09	Water Meter Reader	Position Eliminated
Raymond Papeck	08/21/09	Maintenance I	Retirement
Kimberly Chivers	08/24/09	Pre-Doctoral Intern	Internship ended
Dominica McBride	08/24/09	Pre-Doctoral Intern	Internship ended
Vicki Richardson	08/28/09	Legislative Assistant	Retirement

### PROMOTIONS

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

### TRANSFERS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Bryan Schwichtenberg	08/10/09	Maintenance I/HEO Streets	Maintenance I/HEO W/S

### RECLASSIFICATIONS

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

**CHANGE IN CLASS**

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

**CANCELLATIONS**

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

**SEASONAL/UNPAID INTERNSHIPS**

17 Seasonal positions resigned for season.  
3 Practicum student internships ended.

**ADDITIONAL MONTHLY REPORT INFORMATION  
August 2009**

# Anniversaries 3

# Interviews conducted during month 0

EMPLOYER'S CLAIM SERVICE, INC.  
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
 From: 12/31/1999 Through: 08/31/2009

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
00 102	Planning	1	1.8%	1	0	0	1	0	0.00	0.00		0.00	0.0%
00 1	Community Development	1	1.8%	1	0	0	1	0	0.00	0.00		0.00	0.0%
00 206	Customer Service	1	1.8%	0	1	0	1	1	3,974.20	3,974.20		3,974.20	1.3%
00 2	Finance	1	1.8%	0	1	0	1	1	3,974.20	3,974.20		3,974.20	1.3%
00 250	PPO Payments	1	1.8%	1	0	1	0	0	140,582.99	140,582.99		140,582.99	46.7%
00 25	PPO Payments	1	1.8%	1	0	1	0	0	140,582.99	140,582.99		140,582.99	46.7%
00 300	Administration	1	1.8%	0	1	0	1	0	193.50	193.50		193.50	0.1%
00 301	Fire Suppression	12	21.4%	6	6	1	11	3	8,166.95	92,574.64	5,428.75	98,003.39	32.5%
00 303	Emergency Medical Services	7	12.5%	5	2	0	7	1	2,302.35	16,116.43		16,116.43	5.4%
00 3	Fire	20	35.7%	11	9	1	19	4	5,715.67	108,884.57	5,428.75	114,313.32	38.0%
00 400	Manager's Office	1	1.8%	0	1	0	1	0	4,452.45	4,452.45		4,452.45	1.5%
00 401	Cable TV	1	1.8%	1	0	0	1	0	260.40	260.40		260.40	0.1%
00 402	Boards & Commissions	1	1.8%	1	0	0	1	0	413.43	413.43		413.43	0.1%
00 4	General Government	3	5.4%	2	1	0	3	0	1,708.76	5,126.28		5,126.28	1.7%
00 600	Administration	1	1.8%	0	1	0	1	0	0.00	0.00		0.00	0.0%
00 6	Human Resources Management	1	1.8%	0	1	0	1	0	0.00	0.00		0.00	0.0%
00 700	Patrol	16	28.6%	13	3	0	16	2	1,761.71	28,187.36		28,187.36	9.4%
00 704	Traffic	1	1.8%	1	0	0	1	0	1,159.40	1,159.40		1,159.40	0.4%
00 7	Police	17	30.4%	14	3	0	17	2	1,726.28	29,346.76		29,346.76	9.7%
00 801	Water & Sewer	4	7.1%	2	2	0	4	0	733.76	2,935.02		2,935.02	1.0%
00 802	Building & Grounds	1	1.8%	0	1	0	1	0	1,411.10	1,411.10		1,411.10	0.5%
00 804	Forestry	5	8.9%	5	0	0	5	0	565.72	2,828.60		2,828.60	0.9%
00 805	Clerical	1	1.8%	1	0	0	1	0	452.50	452.50		452.50	0.2%
00 8	Public Works	11	19.6%	8	3	0	11	0	693.38	7,627.22		7,627.22	2.5%
00 9	Information Systems	1	1.8%	1	0	0	1	0	168.50	168.50		168.50	0.1%
00 01	Village of Hoffman Estates	56	100.0%	38	18	2	54	7	5,377.49	295,710.52	5,428.75	301,139.27	100.0%
Totals for 2000 Claims:		56	100.0%	38	18	2	54	7	5,377.49	295,710.52	5,428.75	301,139.27	100.0%
01 300	Administration	2	3.1%	1	1	0	2	0	538.72	1,077.44		1,077.44	0.1%
01 301	Fire Suppression	8	12.3%	3	5	1	7	2	38,114.77	265,039.41	39,878.75	304,918.16	24.3%

EMPLOYER'S CLAIM SERVICE, INC.  
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
 From: 12/31/1999 Through: 08/31/2009

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total	
01 303	Emergency Medical Services	7	10.8%	2	5	2	5	4	44,742.27	211,409.20	101,786.72	313,195.92	25.0%	
01 304	ESDA	1	1.5%	1	0	0	1	0	425.39	425.39		425.39	0.0%	
01 3	Fire	18	27.7%	7	11	3	15	6	34,423.16	477,951.44	141,665.47	619,616.91	49.4%	
01 400	Manager's Office	1	1.5%	1	0	0	1	0	4,374.81	4,374.81		4,374.81	0.3%	
01 4	General Government	1	1.5%	1	0	0	1	0	4,374.81	4,374.81		4,374.81	0.3%	
01 505	Immunization	1	1.5%	1	0	0	1	0	391.50	391.50		391.50	0.0%	
01 5	Health & Human Services	1	1.5%	1	0	0	1	0	391.50	391.50		391.50	0.0%	
01 700	Patrol	20	30.8%	11	9	0	20	7	10,615.24	212,304.82		212,304.82	16.9%	
01 702	Crime Prevention	1	1.5%	1	0	0	1	0	5,663.17	5,663.17		5,663.17	0.5%	
01 704	Traffic	3	4.6%	1	2	0	3	2	2,887.00	8,660.99		8,660.99	0.7%	
01 707	Records	4	6.2%	1	3	0	4	3	14,372.31	57,489.25		57,489.25	4.6%	
01 7	Police	28	43.1%	14	14	0	28	12	10,147.08	284,118.23		284,118.23	22.7%	
01 800	Streets	5	7.7%	3	2	0	5	1	48,719.89	243,599.47		243,599.47	19.4%	
01 801	Water & Sewer	4	6.2%	2	2	0	4	1	24,096.40	96,385.58		96,385.58	7.7%	
01 802	Building & Grounds	3	4.6%	3	0	0	3	0	422.63	1,267.88		1,267.88	0.1%	
01 803	Equipment & Supply	1	1.5%	1	0	0	1	0	210.60	210.60		210.60	0.0%	
01 804	Forestry	3	4.6%	2	1	0	3	0	1,150.17	3,450.50		3,450.50	0.3%	
01 8	Public Works	16	24.6%	11	5	0	16	2	21,557.13	344,914.03		344,914.03	27.5%	
01 9	Information Systems	1	1.5%	1	0	0	1	0	301.50	301.50		301.50	0.0%	
01 01	Village of Hoffman Estates	65	100.0%	35	30	3	62	20	19,287.95	1,112,051.51	141,665.47	1,253,716.98	100.0%	
Totals for 2001		Claims:	65	100.0%	35	30	3	62	20	19,287.95	1,112,051.51	141,665.47	1,253,716.98	100.0%
02 102	Planning	1	2.6%	0	1	0	1	0	28,933.52	28,933.52		28,933.52	4.1%	
02 1	Community Development	1	2.6%	0	1	0	1	0	28,933.52	28,933.52		28,933.52	4.1%	
02 301	Fire Suppression	5	13.2%	1	4	0	5	2	11,335.45	56,677.26		56,677.26	8.1%	
02 303	Emergency Medical Services	8	21.1%	4	4	0	8	1	7,441.19	59,529.50		59,529.50	8.5%	
02 306	Technical Rescue	1	2.6%	0	1	0	1	0	5,830.00	5,830.00		5,830.00	0.8%	
02 3	Fire	14	36.8%	5	9	0	14	3	8,716.91	122,036.76		122,036.76	17.4%	
02 700	Patrol	11	28.9%	5	6	1	10	6	24,138.71	260,641.95	4,883.89	265,525.84	37.9%	
02 704	Traffic	1	2.6%	0	1	1	0	1	271,159.92	271,159.92		271,159.92	38.7%	

EMPLOYER'S CLAIM SERVICE, INC.  
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
 From: 12/31/1999 Through: 08/31/2009

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
02	706 Communication	1	2.6%	1	0	0	1	0	1,777.50	1,777.50		1,777.50	0.3%
02	7 Police	13	34.2%	6	7	2	11	7	41,420.25	533,579.37	4,883.89	538,463.26	76.8%
02	800 Streets	5	13.2%	4	1	0	5	0	1,511.20	7,556.00		7,556.00	1.1%
02	801 Water & Sewer	2	5.3%	0	2	0	2	0	1,227.90	2,455.80		2,455.80	0.4%
02	803 Equipment & Supply	1	2.6%	1	0	0	1	0	281.70	281.70		281.70	0.0%
02	804 Forestry	2	5.3%	2	0	0	2	0	642.60	1,285.20		1,285.20	0.2%
02	8 Public Works	10	26.3%	7	3	0	10	0	1,157.87	11,578.70		11,578.70	1.7%
02	01 Village of Hoffman Estates	38	100.0%	18	20	2	36	10	18,447.69	696,128.35	4,883.89	701,012.24	100.0%
Totals for 2002 Claims:		38	100.0%	18	20	2	36	10	18,447.69	696,128.35	4,883.89	701,012.24	100.0%
03	301 Fire Suppression	5	14.3%	2	3	0	5	2	25,542.01	127,710.07		127,710.07	31.2%
03	303 Emergency Medical Services	12	34.3%	9	3	0	12	2	15,553.15	186,637.80		186,637.80	45.7%
03	305 Underwater Rescue	1	2.9%	1	0	0	1	0	785.49	785.49		785.49	0.2%
03	3 Fire	18	51.4%	12	6	0	18	4	17,507.41	315,133.36		315,133.36	77.1%
03	700 Patrol	7	20.0%	5	2	0	7	1	1,467.76	10,274.35		10,274.35	2.5%
03	701 Investigations	1	2.9%	0	1	0	1	1	79,722.54	79,722.54		79,722.54	19.5%
03	704 Traffic	3	8.6%	1	2	0	3	0	88.33	265.00		265.00	0.1%
03	7 Police	11	31.4%	6	5	0	11	2	8,205.63	90,261.89		90,261.89	22.1%
03	801 Water & Sewer	3	8.6%	3	0	1	2	0	699.33	2,098.00		2,098.00	0.5%
03	802 Building & Grounds	2	5.7%	2	0	0	2	0	477.00	954.00		954.00	0.2%
03	803 Equipment & Supply	1	2.9%	1	0	0	1	0	310.50	310.50		310.50	0.1%
03	8 Public Works	6	17.1%	6	0	1	5	0	560.42	3,362.50		3,362.50	0.8%
03	01 Village of Hoffman Estates	35	100.0%	24	11	1	34	6	11,678.79	408,757.75		408,757.75	100.0%
Totals for 2003 Claims:		35	100.0%	24	11	1	34	6	11,678.79	408,757.75		408,757.75	100.0%
04	201 Water Billing	1	2.1%	1	0	0	1	0	1,295.10	1,295.10		1,295.10	0.1%
04	2 Finance	1	2.1%	1	0	0	1	0	1,295.10	1,295.10		1,295.10	0.1%
04	301 Fire Suppression	10	20.8%	6	4	1	9	2	7,430.42	24,339.98	49,964.25	74,304.23	6.9%
04	303 Emergency Medical Services	11	22.9%	7	4	0	11	0	12,225.62	134,481.79		134,481.79	12.5%
04	3 Fire	21	43.8%	13	8	1	20	2	9,942.19	158,821.77	49,964.25	208,786.02	19.5%
04	504 Health Screening	1	2.1%	1	0	0	1	0	405.00	405.00		405.00	0.0%



EMPLOYERS CLAIM SERVICE, INC.  
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
 From: 12/31/1999 Through: 08/31/2009

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cosv Claim	Paid	Outstanding	Total Incurred	% Of Total
04 5	Health & Human Services	1	2.1%	1	0	0	1	0	405.00	405.00	405.00	405.00	0.0%
04 600	Administration	1	2.1%	1	0	0	1	0	248.68	248.68	248.68	248.68	0.0%
04 6	Human Resources Management (Sub-Loc)	1	2.1%	1	0	0	1	0	248.68	248.68	248.68	248.68	0.0%
04 700	Patrol	16	33.3%	12	4	0	16	4	40,543.58	648,697.32	648,697.32	648,697.32	60.4%
04 703	Tactical	2	4.2%	2	0	0	2	0	137.84	275.68	275.68	275.68	0.0%
04 7	Police	18	37.5%	14	4	0	18	4	36,054.06	648,973.00	648,973.00	648,973.00	60.5%
04 800	Streets	3	6.3%	1	2	0	3	2	43,878.25	131,634.74	131,634.74	131,634.74	12.3%
04 801	Water & Sewer	1	2.1%	1	0	0	1	0	0.00	0.00	0.00	0.00	0.0%
04 803	Equipment & Supply	1	2.1%	0	1	0	1	1	81,422.11	81,422.11	81,422.11	81,422.11	7.6%
04 804	Forestry	1	2.1%	1	0	0	1	0	481.50	481.50	481.50	481.50	0.0%
04 8	Public Works	6	12.5%	3	3	0	6	3	35,589.73	213,538.35	213,538.35	213,538.35	19.9%
04 01	Village of Hoffman Estates	48	100.0%	33	15	1	47	9	22,359.29	1,023,281.90	49,964.25	1,073,246.15	100.0%
Totals for 2004 Claims:		48	100.0%	33	15	1	47	9	22,359.29	1,023,281.90	49,964.25	1,073,246.15	100.0%
05 301	Fire Suppression	6	11.3%	4	2	0	6	0	1,012.80	6,076.77	6,076.77	6,076.77	1.9%
05 303	Emergency Medical Services	20	37.7%	12	8	2	18	3	13,593.25	232,150.90	39,714.03	271,864.93	84.5%
05 3	Fire	26	49.1%	16	10	2	24	3	10,690.07	238,227.67	39,714.03	277,941.70	86.4%
05 504	Health Screening	1	1.9%	1	0	0	1	0	184.50	184.50	184.50	184.50	0.1%
05 5	Health & Human Services	1	1.9%	1	0	0	1	0	184.50	184.50	184.50	184.50	0.1%
05 700	Patrol	7	13.2%	5	2	0	7	1	3,015.10	21,105.71	21,105.71	21,105.71	6.6%
05 701	Investigations	1	1.9%	1	0	0	1	0	297.00	297.00	297.00	297.00	0.1%
05 704	Traffic	1	1.9%	1	0	0	1	0	1,186.85	1,186.85	1,186.85	1,186.85	0.4%
05 707	Records	1	1.9%	0	1	0	1	1	10,253.45	10,253.45	10,253.45	10,253.45	3.2%
05 7	Police	10	18.9%	7	3	0	10	2	3,284.30	32,843.01	32,843.01	32,843.01	10.2%
05 800	Streets	4	7.5%	4	0	0	4	0	627.99	2,511.94	2,511.94	2,511.94	0.8%
05 801	Water & Sewer	5	9.4%	5	0	0	5	0	1,066.50	5,332.50	5,332.50	5,332.50	1.7%
05 802	Building & Grounds	1	1.9%	1	0	0	1	0	437.00	437.00	437.00	437.00	0.1%
05 803	Equipment & Supply	2	3.8%	2	0	0	2	0	697.05	1,394.10	1,394.10	1,394.10	0.4%
05 804	Forestry	4	7.5%	3	1	0	4	0	259.88	1,039.50	1,039.50	1,039.50	0.3%
05 8	Public Works	16	30.2%	15	1	0	16	0	669.69	10,715.04	10,715.04	10,715.04	3.3%

EMPLOYER'S CLAIM SERVICE, INC.  
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
 From: 12/31/1999 Through: 08/31/2009

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Cld	Legl	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
05 01	Village of Hoffman Estates	53	100.0%	39	14	2	51	5	6,069.51	281,970.22	39,714.03	321,684.25	100.0%
Totals for 2005 Claims:		53	100.0%	39	14	2	51	5	6,069.51	281,970.22	39,714.03	321,684.25	100.0%
06 201	Water Billing	1	1.8%	0	1	0	1	0	1,527.37	1,527.37		1,527.37	0.1%
06 2	Finance	1	1.8%	0	1	0	1	0	1,527.37	1,527.37		1,527.37	0.1%
06 301	Fire Suppression	9	16.1%	5	4	0	9	2	38,029.36	342,264.26		342,264.26	32.1%
06 303	Emergency Medical Services	14	25.0%	7	7	3	11	4	37,777.36	404,700.67	124,182.33	528,883.00	49.7%
06 3	Fire	23	41.1%	12	11	3	20	6	37,875.97	746,964.93	124,182.33	871,147.26	81.8%
06 700	Patrol	17	30.4%	11	6	1	16	3	4,087.87	65,654.42	3,839.35	69,493.77	6.5%
06 701	Investigations	1	1.8%	1	0	0	1	0	0.00	0.00		0.00	0.0%
06 703	Tactical	4	7.1%	3	1	0	4	0	2,311.32	9,245.26		9,245.26	0.9%
06 704	Traffic	2	3.6%	2	0	0	2	0	3,850.97	7,701.94		7,701.94	0.7%
06 707	Records	1	1.8%	0	1	0	1	1	24,709.39	24,709.39		24,709.39	2.3%
06 7	Police	25	44.6%	17	8	1	24	4	4,446.01	107,311.01	3,839.35	111,150.36	10.4%
06 800	Streets	1	1.8%	1	0	0	1	0	4,201.51	4,201.51		4,201.51	0.4%
06 801	Water & Sewer	2	3.6%	1	1	0	2	0	112.50	225.00		225.00	0.0%
06 802	Building & Grounds	1	1.8%	0	1	0	1	0	70,689.99	70,689.99		70,689.99	6.6%
06 804	Forestry	3	5.4%	3	0	0	3	0	2,038.90	6,116.71		6,116.71	0.6%
06 8	Public Works	7	12.5%	5	2	0	7	0	11,604.74	81,233.21		81,233.21	7.6%
06 01	Village of Hoffman Estates	56	100.0%	34	22	4	52	10	19,018.90	937,036.52	128,021.68	1,065,058.20	100.0%
Totals for 2006 Claims:		56	100.0%	34	22	4	52	10	19,018.90	937,036.52	128,021.68	1,065,058.20	100.0%
07 301	Fire Suppression	9	18.8%	7	2	2	7	2	41,391.34	216,978.48	155,543.54	372,522.02	59.0%
07 303	Emergency Medical Services	7	14.6%	6	1	1	6	1	4,290.48	11,781.51	18,251.85	30,033.36	4.8%
07 3	Fire	16	33.3%	13	3	3	13	3	25,159.71	228,759.99	173,795.39	402,555.38	63.8%
07 600	Administration	1	2.1%	0	1	0	1	0	0.00	0.00		0.00	0.0%
07 6	Human Resources Management	1	2.1%	0	1	0	1	0	0.00	0.00		0.00	0.0%
07 700	Patrol	10	20.8%	6	4	0	10	2	5,390.95	53,909.49		53,909.49	8.5%
07 703	Tactical	2	4.2%	2	0	0	2	0	356.16	712.31		712.31	0.1%
07 704	Traffic	4	8.3%	2	2	0	4	1	4,376.80	17,507.19		17,507.19	2.8%
07 7	Police	16	33.3%	10	6	0	16	3	4,508.06	72,128.99		72,128.99	11.4%

EMPLOYER'S CLAIM SERVICE, INC.  
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
 From: 12/31/1999 Through: 08/31/2009

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
07 800	Streets	3	6.3%	2	1	0	3	1	8,294.56	24,883.69		24,883.69	3.9%
07 801	Water & Sewer	4	8.3%	4	0	0	4	0	1,093.37	4,373.47		4,373.47	0.7%
07 802	Building & Grounds	1	2.1%	1	0	0	1	0	743.84	743.84		743.84	0.1%
07 803	Equipment & Supply	3	6.3%	3	0	0	3	0	1,148.10	3,444.30		3,444.30	0.5%
07 804	Forestry	4	8.3%	3	1	1	3	1	30,829.00	77,735.76	45,580.22	123,315.98	19.5%
07 8	Public Works	15	31.3%	13	2	1	14	2	10,450.75	111,181.06	45,580.22	156,761.28	24.8%
07 01	Village of Hoffman Estates	48	100.0%	36	12	4	44	8	13,155.12	412,070.04	219,375.61	631,445.65	100.0%
Totals for 2007 Claims:		48	100.0%	36	12	4	44	8	13,155.12	412,070.04	219,375.61	631,445.65	100.0%
08 200	Accounting	1	1.6%	1	0	0	1	0	0.00	0.00	0.00	0.00	0.0%
08 206	Customer Service	1	1.6%	0	1	0	1	0	0.00	0.00	0.00	0.00	0.0%
08 2	Finance	2	3.3%	1	1	0	2	0	0.00	0.00	0.00	0.00	0.0%
08 300	Administration	1	1.6%	1	0	0	1	0	3,466.28	3,466.28	4,499.03	19,229.16	3.5%
08 301	Fire Suppression	14	23.0%	11	3	1	13	1	1,373.51	14,730.13	137,316.99	254,888.38	46.0%
08 303	Emergency Medical Services	20	32.8%	16	4	3	17	3	12,744.42	117,571.39	141,816.02	277,583.82	50.1%
08 3	Fire	35	57.4%	28	7	4	31	4	7,930.97	135,767.80	141,816.02	277,583.82	50.1%
08 400	Manager's Office	1	1.6%	0	1	0	1	0	0.00	0.00	0.00	0.00	0.0%
08 4	General Government	1	1.6%	0	1	0	1	0	0.00	0.00	0.00	0.00	0.0%
08 700	Patrol	7	11.5%	4	3	3	4	3	9,151.91	35,611.21	28,452.13	64,063.34	11.6%
08 701	Investigations	1	1.6%	0	1	1	0	1	91,783.79	71,287.37	20,496.42	91,783.79	16.6%
08 703	Tactical	2	3.3%	2	0	0	2	0	953.81	1,907.61		1,907.61	0.3%
08 704	Traffic	1	1.6%	0	1	0	1	0	8,049.19	8,049.19		8,049.19	1.5%
08 705	Canine	1	1.6%	1	0	0	1	0	5,940.13	5,940.13		5,940.13	1.1%
08 7	Police	12	19.7%	7	5	4	8	4	14,312.01	122,795.51	48,948.55	171,744.06	31.0%
08 800	Streets	4	6.6%	4	0	0	4	0	649.43	2,597.70		2,597.70	0.5%
08 801	Water & Sewer	5	8.2%	4	1	0	5	0	410.40	2,052.00		2,052.00	0.4%
08 804	Forestry	2	3.3%	1	1	1	1	1	50,082.41	75,862.12	24,302.70	100,164.82	18.1%
08 8	Public Works	11	18.0%	9	2	1	10	1	9,528.59	80,511.82	24,302.70	104,814.52	18.9%
08 01	Village of Hoffman Estates	61	100.0%	45	16	9	52	9	9,084.30	339,075.13	215,067.26	554,142.39	100.0%
Totals for 2008 Claims:		61	100.0%	45	16	9	52	9	9,084.30	339,075.13	215,067.26	554,142.39	100.0%

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
09 300	Administration	2	6.7%	2	0	2	0	0	427.50	855.00		855.00	0.3%
09 301	Fire Suppression	4	13.3%	3	1	1	3	0	12,719.21	27,168.10	23,708.75	50,876.85	17.0%
09 303	Emergency Medical Services	14	46.7%	11	3	10	4	1	14,154.79	77,442.83	120,724.22	198,167.05	66.0%
09 3	Fire	20	66.7%	16	4	13	7	1	12,494.95	105,465.93	144,432.97	249,898.90	83.3%
09 600	Administration	1	3.3%	0	1	1	0	0	10,550.00	0.00	10,550.00	10,550.00	3.5%
09 6	Human Resources Management	1	3.3%	0	1	1	0	0	10,550.00	0.00	10,550.00	10,550.00	3.5%
09 700	Patrol	6	20.0%	1	5	6	0	1	6,536.78	22,065.13	17,155.55	39,220.68	13.1%
09 7	Police	6	20.0%	1	5	6	0	0	6,536.78	22,065.13	17,155.55	39,220.68	13.1%
09 801	Water & Sewer	1	3.3%	1	0	1	0	0	485.10	485.10		485.10	0.2%
09 804	Forestry	2	6.7%	2	0	2	0	0	0.00	0.00		0.00	0.0%
09 8	Public Works	3	10.0%	3	0	3	0	0	161.70	485.10		485.10	0.2%
09 01	Village of Hoffman Estates	30	100.0%	20	10	23	7	2	10,005.16	128,016.16	172,138.52	300,154.68	100.0%
Totals for 2009 Claims:		30	100.0%	20	10	23	7	2	10,005.16	128,016.16	172,138.52	300,154.68	100.0%
250	Village of Hoffman Estates	490		322	168	51	439	86	13,490.53	5,634,098.10	976,259.46	6,610,357.56	

Open Medical: 15  
 Open Comp: 9  
 Open Legal: 27