

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
December 13, 2021

Immediately Following Planning, Building & Zoning Committee

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

- I. Roll Call**
- II. Approval of Minutes – November 8, 2021**

NEW BUSINESS

- 1. Request approval of an ordinance authorizing the sale of personal property owned by the Village of Hoffman Estates (auction items).
- 2. Request approval of 2022 Village Board and Standing Committees meeting schedule.
- 3. Request approval of a one-year contract extension for 2022 full-service professional printing services for the *Citizen* newsletter with PressTech, Des Plaines, IL, in an amount not to exceed \$20,000.
- 4. Request approval of a proposal from Dan Shomon, Inc., Chicago, IL, for government relations consulting services at a cost of \$4,500 per month from January 1, 2022 through December 31, 2022.

REPORTS (INFORMATION ONLY)

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

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

*(Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at www.hoffmanestates.org and/or in person in the Village Clerk's office).
The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.*

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

November 8, 2021

I. Roll Call

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Dan O'Malley, Deputy Village Manager
Patti Cross, Asst. Corporation Counsel
Peter Gugliotta, Director of Dev. Services
Jennifer Horn, Director of Trans. & Eng.
Bryan Ackerlund, Director of Building & Code
Kevin Kramer, Director of Economic Dev.
Alan Wenderski, Director of Eng.
Fred Besenhoffer, Director of IT
Patrick Seger, Director of HRM
Suzanne Ostrovsky, Asst. Village Mgr.
Ric Signorella, CATV Coordinator**

The General Administration & Personnel Committee meeting was called to order at 8:00 pm.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the General Administration & Personnel Committee meeting minutes of October 11, 2021. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

REPORTS (INFORMATION ONLY)

1. Cable TV Monthly Report

The Cable TV Monthly Report was received and filed.

2. Human Resources Management Monthly Report.

The Human Resources Management Monthly Report was received and filed.

3. Legislative Operations and Outreach Monthly Report (deferral requested).

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

III. President's Report

Mayor McLeod asked for the status of the Fairview School crossing guard hiring.

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Mills, to adjourn the meeting at 8:01 pm. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Asst.

Date

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

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

MEETING DATE: December 13, 2021

COMMITTEE: General Administration & Personnel Committee

FROM: Suzanne Ostrovsky, Assistant Village Manager

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

BACKGROUND: Prior to disposing of any property deemed “no longer necessary or useful to, or for the best interests of the Village” to retain, the Village is required by state statute (65 ILCS 5/11-76-4) to declare this property as surplus.

DISCUSSION: This auction includes vehicles and equipment that are no longer useful for Village operations and cannot be repurposed.

In order to reduce waste and maximize revenue, surplus property will be sold via online public auction. Any surplus items not sold at public auction can then be properly disposed of or recycled.

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

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

ORDINANCE NO. _____ - 2021

VILLAGE OF HOFFMAN ESTATES

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

WHEREAS, in the opinion of a simple majority of the corporate authorities of the Village of Hoffman Estates, it is no longer necessary or useful to, or for the best interests of the Village of Hoffman Estates to retain ownership of the personal property hereinafter described; and

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

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

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

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

Section 3: That no bid which is less than the minimum price set forth in the list of property to be sold shall be accepted.

Section 4: That the Village Manager is hereby authorized and directed to enter into an agreement for the sale of said personal property.

Section 5: That upon payment of the full auction price, the Village Manager is hereby authorized and directed to convey and transfer title to the aforesaid personal property to the successful bidder.

Section 6: That if said personal property is not sold at such auction, then the Village Manager is authorized to sell without bid or properly dispose of or recycle any such property.

Section 7: That the Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 8: That this ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2021

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

APPROVED THIS _____ DAY OF _____, 2021

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2021.

EMS Equipment for Surplus

<u>Quantity</u>	<u>Description</u>	<u>Color</u>	<u>Composition</u>	<u>Manufacturer</u>	<u>Model</u>	
1	Backboard	Green	Plastic	Bak-Pak	N/A	
1	Backboard	Green	Plastic	Bak-Pak	N/A	
1	Backboard	Green	Plastic	Bak-Pak	N/A	
1	Backboard	Green	Plastic	Bak-Pak	N/A	
1	Backboard	White	Plastic	Bak-Pak	N/A	
1	Backboard	Maroon	Plastic	Bak-Pak	N/A	
1	Backboard	Red	Plastic	Bak-Pak	N/A	
1	Backboard	Blue	Plastic	Bak-Pak	N/A	
1	Backboard	Red	Plastic	Bak-Pak	N/A	
1	Scoop Stretcher	Silver	Aluminum/Metal	Ferno	N/A	
1	Backboard	Dark Green	Plastic	Bak-Pak	N/A	
1	Backboard	Light Green	Plastic	Bak-Pak	N/A	
1	Backboard	White	Plastic	Bak-Pak	N/A	
1	Backboard	White	Plastic	Bak-Pak	N/A	
1	Backboard	Red	Plastic	Bak-Pak	N/A	
1	Backboard	Blue	Plastic	Bak-Pak	N/A	
1	Backboard	Purple	Plastic	Bak-Pak	N/A	
1	Backboard	Purple	Plastic	Bak-Pak	N/A	
1	Scoop Stretcher	Silver	Aluminum/Metal	Ferno	N/A	
1	Scoop Stretcher	Orange	Aluminum/Metal	Unknown	N/A	
1	Scoop Stretcher	Silver	Aluminum/Metal	Unknown	N/A	
1	Backboard	Yellow	Plastic	Iron Duck	N/A	
1	Backboard	Orange	Plastic	Iron Duck	N/A	
1	Backboard	Yellow	Plastic	Iron Duck	N/A	
1	Backboard	Yellow	Plastic	Iron Duck	N/A	
1	Backboard	Orange	Plastic	Bak-Pak	N/A	
1	Backboard	White	Plastic	Bak-Pak	N/A	
1	Kendrick Extrication Device	Green		Ferno	N/A	In Bag
1	Kendrick Extrication Device	Green		MediKED	N/A	In Bag
1	Kendrick Extrication Device	Green		MediKED		Device Only
1	Peditric Traction Splint	Yellow Bag	Metal	Ferno		
1	Peditric Traction Splint	Blue Bag	Metal	Faretec		
1	Peditric Traction Splint	Blue Bag	Metal	Faretec		
1	Loose Traction Splint		Metal	Unknown		Missing ankle strap
1	CPR Board	Orange	Plastic	Hudson	1178	
1	CPR Board	Orange	Plastic	Hudson	1178	
1	Intubation Head	Blue Case		Lifeform		Serial #LF3699-4400
1	Intubation Head	Blue Case		Lifeform		Serial #LF3699-4405
1	Intubation Head	Grey Case		Laderdal		
1	Car Seat	Black	Plastic	Cosco	CC047-BFD	Name: APT 4D# RF Manufactured 6/18/14
1	Car Seat	Black	Plastic	Cosco	CC047-BFD	Name: APT 4J# RF Manufactured 2/24/14
1	Car Seat	Black	Plastic	Cosco	CC047-BFD	Name: APT 4J# RF Manufactured 6/23/14
1	Car Seat	Black	Plastic	Evenflo	34812007	Name: Sonus; Mftd: 5/21/18 Exp: 5/19/24
3	EMS Bags	Blue		LA Rescue		

2021 Hose Testing - Failed Hose

Hose number	Size	Length	Age
5	1.75"	50	20
1	1.75"	50	30
36	1.75"	50	18
12	1.75"	50	20
119	1.75"	50	19
141	1.75"	50	15
S2-2	1.75"	10	25
T24	1.75"	50	20+
7	1.75"	50	20+
16	1.75"	50	20+
102	1.75"	50	20+
137	1.75"	50	15
93	1.75"	50	25
95	1.75"	50	17
74	1.75"	50	30
55	1.75"	50	17
183	1.75"	50	20+
FEBS	1.75"	100	29
FEBS	1.75"	100	32
VENT	2.5"	50	22
VENT	2.5"	50	21
VENT	2.5"	50	20+
PUMP TEST	2.5"	50	17
PUMP TEST	2.5"	50	17
PUMP TEST	2.5"	50	17
79	2.5"	50	20+
1	2.5"	50	20+
113	2.5"	50	20+
31	2.5"	50	18
37	2.5"	50	30
23	2.5"	50	22
13	3"	10	20+
7	3"	10	15
11	3"	50	20
NONE	4"	50	20+
NONE	6"	40	20+
NONE	6"	40	20+
WARRANTY	2.5"	50	4
WARRANTY	6"	50	3
WARRANTY	6"	100	2
WARRANTY	6"	100	2

Inventory Number	Pickup Location	Category ID	Title	Year	Make	Model	Mileage	VIN	Engine	Starting Price	Reserve Price
96			2009 Chevy Malibu Hybrid	2009	Chevy	Malibu	58,200	1G1ZF575X9F207714	Hybrid 2.4L	\$100.00	\$1,000.00
c91a			2015 Ford Explorer	2015	Ford	Explorer	122,000	1FM5K8AR7FGA41622	3.7L	\$100.00	\$5,000.00
c83a			2015 Ford Explorer	2015	Ford	Explorer	129,000	1FM5K8AR7FGA41619	3.7L	\$100.00	\$5,000.00
79a			2015 Ford Explorer	2015	Ford	Explorer	104,000	1FM5K8AR2FGC51822	3.7L	\$100.00	\$5,000.00
p41a			2014 Ford Explorer	2014	Ford	Explorer	74,000	1FM5K8AR6EGA76117	3.7L	\$100.00	\$5,000.00
78a			2015 Ford Explorer	2015	Ford	Explorer	114,000	1FM5K8AR6FGC51824	3.7L	\$100.00	\$5,000.00
69			2015 Ford Explorer	2015	Ford	Explorer	115,000	1FM5K8ARXFGC51826	3.7L	\$100.00	\$5,000.00
61			2007 F550 4x4 Mini Dump with snow & ice equipment	2007	Ford	F550	99,000	1FDAF57P87EA44548	6.0L	\$100.00	\$2,000.00
43			2006 F350 4x4 stake body	2006	Ford	F350	94,000	1FDWF37PX6EA66821	6.0L	\$100.00	\$2,000.00
27a			2008 F250 4x4 with plow	2008	Ford	F250	151,000	1FTNF21548EB07514	5.4L	\$100.00	\$2,000.00
90a			2008 Dodge 2500 4x4 with plow and utility body	2008	Dodge	2500	80,000	3D6WS26D98G248582	5.7L	\$100.00	\$2,000.00
18			2009 F250 Extended cab	2009	Ford	F250	99,000	1FTSX20589EA93801	5.4L	\$100.00	\$2,000.00
20			2008 F550 Mechanic body with crane	2008	Ford	F550	111,000	1FDAF56Y48EC15131	6.8L	\$100.00	\$5,000.00
104			2001 18' Millennium Landscape Trailer	2001	Millenium	M3F18P		5MTPF16241A0002Z1		\$10.00	\$1,000.00
103			2003 18' Millennium Landscape Trailer	2003	Millenium	M3F18P		5MTPF18213A0000C1		\$10.00	\$1,000.00

Title	Description	Condition
EXPEDITION PRISONER CAGE	PRISONER CAGE FORD EXPEDITION 2013	FAIR
FORD UTILITY RED/BLUE INTERIOR LIGHTBAR	INTERIOR LIGHTBAR FORD UTILITY 2017	FAIR
FORD UTILITY RED/BLUE INTERIOR LIGHTBAR	INTERIOR LIGHTBAR FORD UTILITY 2017	FAIR
EXPLORER WHELEN LIGHTBAR RED/BLUE	OVERHEAD LIGHTBAR FORD UTILITY WHELEN LIBERTY	FAIR
EXPLORER WHELEN LIGHTBAR RED/BLUE	OVERHEAD LIGHTBAR FORD UTILITY WHELEN LIBERTY	FAIR
EXPLORER WHELEN LIGHTBAR RED/BLUE	OVERHEAD LIGHTBAR FORD UTILITY WHELEN LIBERTY	FAIR
EXPLORER WHELEN LIGHTBAR RED/BLUE	OVERHEAD LIGHTBAR FORD UTILITY WHELEN LIBERTY	FAIR
SINGLE PRISONER SEAT	SINGLE PRISONER SEAT OVERLAY FORD UTILITY 2017	FAIR
SINGLE PRISONER SEAT	SINGLE PRISONER SEAT OVERLAY FORD UTILITY 2017	FAIR
SINGLE PRISONER SEAT	SINGLE PRISONER SEAT OVERLAY FORD UTILITY 2017	FAIR
SINGLE PRISONER SEAT	SINGLE PRISONER SEAT OVERLAY FORD UTILITY 2017	FAIR
SINGLE PRISONER SEAT	SINGLE PRISONER SEAT OVERLAY FORD UTILITY 2017	FAIR
SINGLE PRISONER SEAT	SINGLE PRISONER SEAT OVERLAY FORD UTILITY 2017	FAIR
SINGLE PRISONER SEAT	SINGLE PRISONER SEAT OVERLAY FORD UTILITY 2017	FAIR
SINGLE PRISONER SEAT	SINGLE PRISONER SEAT OVERLAY FORD UTILITY 2017	FAIR
WHELEN LIBERTY LIGHTBAR RED/BLUE	OVERHEAD LIGHTBAR FORD UTILITY WHELEN LIBERTY	FAIR
WHELEN LIBERTY LIGHTBAR RED/BLUE	OVERHEAD LIGHTBAR FORD UTILITY WHELEN LIBERTY	FAIR
FORD UTILITY TWIN PRISONER SEAT	TWIN PRISONER SEAT REPLACE FACTORY SEAT FORD UTILITY 2017	FAIR
FORD UTILITY TWIN PRISONER SEAT	TWIN PRISONER SEAT REPLACE FACTORY SEAT FORD UTILITY 2017	FAIR
FORD UTILITY TWIN PRISONER SEAT	TWIN PRISONER SEAT REPLACE FACTORY SEAT FORD UTILITY 2017	FAIR
FORD UTILITY TWIN PRISONER SEAT	TWIN PRISONER SEAT REPLACE FACTORY SEAT FORD UTILITY 2017	FAIR
FORD CROWN VICTORIA TWIN PRISONER SEAT	TWIN PRISONER SEAT REPLACE FACTORY SEAT FORD CROWN VICTORI	FAIR
FORD CROWN VICTORIA TWIN PRISONER SEAT	TWIN PRISONER SEAT REPLACE FACTORY SEAT FORD CROWN VICTORI	FAIR
FORD CROWN VICTORIA TWIN PRISONER SEAT	TWIN PRISONER SEAT REPLACE FACTORY SEAT FORD CROWN VICTORI	FAIR
FORD UTILITY CENTER CONSOLE 2017	HAVIS CENTER CONSOLE FOR FORD UTILITY 2017	FAIR
FORD UTILITY CENTER CONSOLE 2017	HAVIS CENTER CONSOLE FOR FORD UTILITY 2017	FAIR
FORD UTILITY CENTER CONSOLE 2017	HAVIS CENTER CONSOLE FOR FORD UTILITY 2017	FAIR
FORD UTILITY CENTER CONSOLE 2017	HAVIS CENTER CONSOLE FOR FORD UTILITY 2017	FAIR
FORD UTILITY CENTER CONSOLE 2017	HAVIS CENTER CONSOLE FOR FORD UTILITY 2017	FAIR
FORD UTILITY CENTER CONSOLE 2017	HAVIS CENTER CONSOLE FOR FORD UTILITY 2017	FAIR
FORD UTILITY CENTER CONSOLE 2017	HAVIS CENTER CONSOLE FOR FORD UTILITY 2017	FAIR
FORD UTILITY CENTER CONSOLE 2017	HAVIS CENTER CONSOLE FOR FORD UTILITY 2017	FAIR
FORD UTILITY COMPUTER BASE MOUNT	POLE FLOOR MOUNT FOR COMPUTER DOCK FOR FORD UTILITY 2017	FAIR
FORD UTILITY COMPUTER BASE MOUNT	POLE FLOOR MOUNT FOR COMPUTER DOCK FOR FORD UTILITY 2017	FAIR
FORD UTILITY COMPUTER BASE MOUNT	POLE FLOOR MOUNT FOR COMPUTER DOCK FOR FORD UTILITY 2017	FAIR
FORD UTILITY COMPUTER BASE MOUNT	POLE FLOOR MOUNT FOR COMPUTER DOCK FOR FORD UTILITY 2017	FAIR

FORD UTILITY COMPUTER BASE MOUNT	POLE FLOOR MOUNT FOR COMPUTER DOCK FOR FORD UTILITY 2017	FAIR
FORD UTILITY COMPUTER BASE MOUNT	POLE FLOOR MOUNT FOR COMPUTER DOCK FOR FORD UTILITY 2017	FAIR
FORD UTILITY COMPUTER BASE MOUNT	POLE FLOOR MOUNT FOR COMPUTER DOCK FOR FORD UTILITY 2017	FAIR
FORD UTILITY REAR PARTITION WALL	REAR WALL FOR FORD UTILITY 2017	FAIR
FORD UTILITY REAR PARTITION WALL	REAR WALL FOR FORD UTILITY 2017	FAIR
FORD UTILITY REAR PARTITION WALL	REAR WALL FOR FORD UTILITY 2017	FAIR
FORD UTILITY REAR PARTITION WALL	REAR WALL FOR FORD UTILITY 2017	FAIR
FORD UTILITY FULL CAGE PARTITION WALL	FULL FRONT WALL FOR FORD UTILITY 2017	FAIR
FORD UTILITY FULL CAGE PARTITION WALL	FULL FRONT WALL FOR FORD UTILITY 2017	FAIR
FORD UTILITY SINGLE CAGE PARTITION WALL	FRONT PARTITION WALL FOR FORD UTILITY 2017	FAIR
FORD UTILITY SINGLE CAGE PARTITION WALL	FRONT PARTITION WALL FOR FORD UTILITY 2017	FAIR
FORD UTILITY SINGLE CAGE PARTITION WALL	FRONT PARTITION WALL FOR FORD UTILITY 2017	FAIR
CAGE STYLE MESH WALL	MESH WALL FOR PRISONER CAGE	FAIR
CAGE STYLE MESH WALL	MESH WALL FOR PRISONER CAGE	FAIR
CAGE STYLE MESH WALL	MESH WALL FOR PRISONER CAGE	FAIR
CAGE STYLE STEEL WALL	REAR STEEL WALL FOR PRISONER CAGE	FAIR
CAGE STYLE STEEL WALL	REAR STEEL WALL FOR PRISONER CAGE	FAIR
CAGE STYLE STEEL WALL	REAR STEEL WALL FOR PRISONER CAGE	FAIR
CAGE STYLE STEEL WALL	REAR STEEL WALL FOR PRISONER CAGE	FAIR
CAGE STYLE STEEL WALL	REAR STEEL WALL FOR PRISONER CAGE	FAIR
CAGE STYLE STEEL WALL	REAR STEEL WALL FOR PRISONER CAGE	FAIR
MISC. CAGE PIECES AND BRACKETRY	UNKNOWN CAGE PIECES AND BRACKETRY ASSUMED FOR FORD UTILITY	POOR
MISC. CAGE PIECES AND BRACKETRY	UNKNOWN CAGE PIECES AND BRACKETRY ASSUMED FOR FORD UTILITY	POOR
MISC. CAGE PIECES AND BRACKETRY AND LIGHT	UNKNOWN CAGE PIECES AND BRACKETRY ASSUMED FOR FORD UTILITY	POOR
CAGE AND PARTITION WALLS LOT	UNKNOWN CAGE AND PARTITION WALLS ASSUMED FOR FORD UTILITY	FAIR
FORD UTILITY HALF CAGE PARTITION WALLS	PARTITION WALL FOR HALF CAGE FOR FORD UTILITY 2017	FAIR
FORD UTILITY HALF CAGE PARTITION WALLS	PARTITION WALL FOR HALF CAGE FOR FORD UTILITY 2017	FAIR
FORD UTILITY HALF CAGE PARTITION WALLS	PARTITION WALL FOR HALF CAGE FOR FORD UTILITY 2017	FAIR
FORD UTILITY HALF CAGE PARTITION WALLS	PARTITION WALL FOR HALF CAGE FOR FORD UTILITY 2017	FAIR
LOT OF MISC. CAGE PIECES	UNKNOWN WALLS AND PIECES FOR PRISONER CAGE ASSUMED FOR FO	FAIR
FORD UTILITY FULL CAGE PARTITION WALL	FULL FRONT WALL FOR FORD UTILITY 2017	FAIR
LOT OF MISC. LARGE PRISONER CAGE PIECES	UNKNOWN PIECES FOR PRISONER CAGES ASSUMED FOR FORD UTILITY	FAIR
LOT OF MISC. CAGE PIECES AND BRACKETRY	UNKNOWN PIECES FOR PRISONER CAGES ASSUMED FOR FORD UTILITY	FAIR
LOT OF MISC. CAGE PIECES AND BRACKETRY	UNKNOWN PIECES FOR PRISONER CAGES ASSUMED FOR FORD UTILITY	FAIR
MISC Grease	MISC Grease	FAIR
Plasma Cutter	Plasma Cutter	FAIR

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Discussion regarding 2022 Village Board and Standing Committees meeting schedule

MEETING DATE: December 13, 2021

COMMITTEE: General Administration & Personnel

FROM: Eric Palm, Village Manager

PURPOSE: To provide discussion regarding the 2022 Village Board and Standing Committees meeting schedule.

DISCUSSION: Staff conducted a review of national holidays as well as major religious holidays celebrated by the Christian, Islamic and Jewish faiths that fall on the dates of scheduled 2022 Village Board and Standing Committee meetings.

In 2022, Eid Al Fitr is May 2-3. The Village Board meeting scheduled for May 2 can be moved to Monday, May 9, prior to Committees that evening.

Rosh Hashanah is September 25-27. Since Rosh Hashanah is celebrated for 3 days, the Committee meeting that would normally be scheduled for September 26 can be rescheduled to October 3, prior to the Village Board meeting that evening.

The following national holidays fall on scheduled meeting dates:

4th of July - July 4, 2022

Labor Day – September 5, 2022

The Village Board meeting scheduled for July 4 can be moved to Tuesday, July 5.

The Village Board meeting scheduled for September 5 can be moved to Tuesday, September 6.

Staff has also compiled a list of conferences that the Mayor and Board of Trustees often attend that fall on Mondays. Since COVID-19 makes these conferences uncertain, the Board can

continue to meet during the regular dates scheduled or reschedule the meetings based on the date of the conferences, whatever the Board decides.

1. **National League of Cities – March 14–16, 2022**

The March 14 Committee meetings can be moved prior to the Board meeting on March 21, 2022.

2. **ICSC Conference – May 22-25, 2022**

The May 23 Committee meetings can be moved prior to the Village Board meeting on May 16, 2022.

3. **U.S. Conference of Mayors – June 3-6-2022**

Since the last day of the Conference is June 6, the same day as the Village Board meeting, the Mayor usually comes back in time for the meeting. If that is not the case this year, the Board meeting for that evening can be rescheduled to June 13, prior to Committees that evening, whatever is preferred.

For the last several years, the Village Board has approved a summer meeting schedule that consists of summer Board and Standing Committee meetings occurring on the 1st and 3rd Mondays of the month in July and August, with no 2nd and 4th Monday meetings. For July meetings, the dates would be Tuesday, July 5 and Monday, July 18. For August meetings, the dates would be August 1 and August 15.

RECOMMENDATION: Staff recommends scheduling Village Board and Standing Committee meetings for 2022 as follows:

Village Board

January 3, 17
February 7, 21
March 7, 21
April 4, 18
May 9 (2*) 16
June 6, 20
July 5 (4*), 18
August 1, 15
September 6 (5*), 19
October 3, 17
November 7, 21
December 5, 19

Standing Committees

January 10, 24
February 14, 28
March 21 (14*), 28
April 11, 25
May 9, 16 (23*)
June 13, 27
July 5 (4*), 18
August 1, 15
Sept. 12, Oct. 3 (Sept.26*)
October 10, 24
November 14, 28
December 12

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

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request approval of a one-year contract extension for 2022 full-service professional printing services for the Citizen newsletter with PressTech, Des Plaines, IL, in an amount not to exceed \$20,000.

MEETING DATE: December 13, 2021

COMMITTEE: General Administration & Personnel

FROM: Suzanne Ostrovsky, Assistant Village Manager

PURPOSE: Request approval of a one-year contract extension for 2022 full-service professional printing services for the Citizen newsletter with PressTech, Des Plaines, IL, in an amount not to exceed \$20,000.

BACKGROUND: In 2019, the Village conducted a Request for Proposals (RFP) for full-service professional printing services for the Citizen newsletter. The RFP included years 2020 and 2021, with an option to extend for 2022. The scope of services includes typesetting, layout, printing, folding, bundling, and delivery of 21,000 copies of the Citizen newsletter to four (4) area post offices (Schaumburg, Hoffman Estates, Barrington, Palatine) and the Village Hall, for mailing to residents and businesses. The RFP results are attached for reference; PressTech provided the lowest proposal of the six respondents.

DISCUSSION: PressTech has been the printer for the Citizen newsletter since 2017, and staff has been very satisfied with their performance. The Citizen is budgeted to move from a monthly to a bi-monthly format in 2022 (6 issues per year). At the same time, the page count for most issues will increase from 8 pages to 12 pages. The Village will spend approximately \$32,000 for printing services in 2021; this amount is estimated to be \$20,000 in 2022. PressTech has stated that they will adjust accordingly and will honor extension pricing in 2022 based on the existing contract.

With the Village's new Communications Manager set to come on board shortly and the aforementioned format changes, staff intends to recommend a full RFP process in 2022.

FINANCIAL IMPACT: The Communications Division budget for 2022 provides \$20,000 for printing services for the Citizen newsletter.

RECOMMENDATION: Request approval of a one-year contract extension for 2022 full-service professional printing services for the Citizen newsletter with PressTech, Des Plaines, IL, in an amount not to exceed \$20,000.

Request for Proposals: Citizen Newsletter Printing 2020-2021 (with a third-year option for 2022)

Due date: Oct. 30, 2019

		8-Page	12-Page	16-Page					
		Cost per issue	Cost per issue	Cost per issue	Overall Avg Cost/Issue	Total Annual	Two-year cost	Three-year cost (option)	
1	PressTech	Des Plaines, IL	\$ 2,536	\$ 3,235	\$ 3,935	\$ 2,711	\$ 32,530	\$ 65,060	\$ 97,590
2	Creekside	Elgin, IL	\$ 2,610	\$ 3,757	\$ 4,041	\$ 2,825	\$ 33,898	\$ 67,796	\$ 101,694
3	Hagg Press	Elgin, IL	\$ 2,738	\$ 3,732	\$ 4,048	\$ 2,930	\$ 35,160	\$ 70,320	\$ 105,480
4	Print Group, Inc	Ozark, MO	\$ 3,299	\$ 4,700	\$ 5,298	\$ 3,582	\$ 42,988	\$ 85,976	\$ 128,964
5	Nystrom Publishing	Maple Grove, MN	\$ 3,474	\$ 4,977	\$ 5,283	\$ 3,750	\$ 45,000	\$ 90,000	\$ 135,000
6	John S. Swift	Buffalo Grove, IL	\$ 4,842	\$ 6,023	\$ 7,229	\$ 5,139	\$ 61,672	\$ 123,344	\$ 185,016

Average:

\$ 3,490	\$ 41,875	\$ 83,749	\$ 125,624
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**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Government relations consulting services proposal

MEETING DATE: December 13, 2021

COMMITTEE: General Administration and Personnel

FROM: Eric Palm, Village Manager

REQUEST: Request approval of a proposal for government relations consulting services.

BACKGROUND: The Village's agreement for government relations consulting services (lobbying) expires at the end of the year and there is a recommendation to engage with a different firm: Dan Shomon, Inc.

DISCUSSION: Mr. Shomon has over thirty years of extensive experience and credentials in government relations. More detail on his background can be found at <https://www.danshomon.com/>

Attached please find a proposal from Dan Shomon, Inc. regarding the services that will be provided under this agreement including:

- Seek state and federal grant funding to meet Village priorities
- LGDF – Fight to prevent more cuts in Local Government Distributive Fund (LGDF)
- State agency issues
- Public safety reform
- Working with other organizations to advance the interests of Hoffman Estates

One of the first things that staff will work on with Mr. Shomon is working on getting several grants that have already been approved through the General Assembly awarded to the Village, or in cases where the project has been completed, getting the project appropriated for a different project.

RECOMMENDATION: Request approval of a proposal from Dan Shomon, Inc. for government relations consulting services at a cost of \$4,500 per month from January 1, 2022 through December 31, 2022.

Attachment
Proposal



INCORPORATED

PROPOSAL TO PROVIDE GOVERNMENT RELATIONS CONSULTING SERVICES TO THE VILLAGE OF HOFFMAN ESTATES

Draft presented on November 22, 2021

Background

The Village of Hoffman Estates has an excellent relationship with its two key Springfield legislators, Rep. Fred Crespo and Senator Cristina Castro. Village officials and Mayor Bill McLeod are hoping to use those relationships to maximize opportunities for funding for Hoffman Estates capital projects and other important economic development engines in the village such as the NOW Center, which was formerly the Sears Center.

Hoffman Estates would like to ramp up its lobbying efforts to obtain the maximum amount of funding available for the village and specific projects.

Hoffman Estates has five major capital grants that are line-itemed in the six-year Rebuild Illinois capital plan – totaling \$1.35 million -- in Senate Bill 2800 (2022 budget bill).

Page 1433. Section 1180. The sum of \$300,000, or so much thereof as may be necessary and remains unexpended at the close of business on June 30, 2021, from a reappropriation heretofore made for such purpose in Article 35, Section 1090 of Public Act 101-0638, as amended, is reappropriated from the Build Illinois Bond Fund to the Department of Commerce and Economic Opportunity for a grant to the Village of Hoffman Estates for costs associated with storm sewer improvements.

Page 2029. Section 2405. The sum of \$200,000, or so much thereof as may be necessary and remains unexpended at the close of business on June 30, 2021, from an appropriation heretofore made for such purpose in Article 42, Section 2620 of Public Act 101-0638, as amended, is reappropriated from the Build Illinois Bond Fund to the Department of Commerce and Economic Opportunity for a grant to the Village of Hoffman Estates for general infrastructure improvements.

Page 2474. Section 895. The sum of \$250,000, or so much thereof as may be necessary and remains unexpended at the close of business on June 30, 2021, from a reappropriation heretofore made for such purpose in Article 40, Section 895 of Public Act 101-0638, as amended, is reappropriated from the Build Illinois Bond Fund to the Department of Commerce and Economic Opportunity for costs associated with costs

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associated with a grant to the Village of Hoffman Estates for costs associated with infrastructure improvements, including culvert replacement.

Page 2545. Section 1880. The sum of \$300,000, or so much thereof as may be necessary and remains unexpended at the close of business on June 30, 2021, from a reappropriation heretofore made for such purpose in Article 40, Section 1880 of Public Act 101-0638, as amended, is reappropriated from the Build Illinois Bond Fund to the Department of Commerce and Economic Opportunity for a grant to the Village of Hoffman Estates for Hermitage Lane storm sewer from Hermitage Circle to GlenLake Road.

Page 2720. Section 4355. The sum of \$300,000, or so much thereof as may be necessary and remains unexpended at the close of business on June 30, 2021, from a reappropriation heretofore made for such purpose in Article 40, Section 4355 of Public Act 101-0638, as amended, is reappropriated from the Build Illinois Bond Fund to the Department of Commerce and Economic Opportunity for a grant to Hoffman Estates for costs associated with infrastructure improvements along Flagstaff Lane between Washington Boulevard to Grand Canyon.

Action Plan – Dan Shomon Inc. will do the following for Hoffman Estates:

1. Seek state and federal grant funding to meet Village priorities
 - a. Line-itemed appropriations -- Seek release of any unreleased projects in the capital bill. There are currently \$1.35 million in capital grants available to Hoffman Estates in the fiscal year 2022 capital bill (assuming none have been released).
 - b. Competitive grants -- Pursue opportunities such as DCEO competitive Rebuild Illinois and tourism grant proposals.
 - c. Department of Natural Resources – Pursue grants such as OSLAD and Public Museum Capital Grant.
 - d. Federal earmarks -- Seek federal earmarks from Congressman Krishnamoorthi and Senators Durbin and Duckowrth in the 2022 congressional session.
 - e. Seek additional opportunities for NOW Center and make key networking introductions for NOW Center and Village officials with opportunities for events and concerts at the facility.

2. LGDF – Fight to prevent more cuts in Local Government Distributive Fund (LGDF)
 - a. While the Illinois Municipal League is pushing for a restoration of LGDF funding, Hoffman Estates must join other communities to fight to maintain its share of LGDF at a time when the General Assembly will be cutting budgets.

- b. Work as a partner with fire and police unions to maintain LGDF funding
3. State agency issues
- a. Lobby team will assist in speeding up requests and issues pending before IDOT, IEPA and other state agencies
 - b. Team will keep Hoffman Estates aware of grant and other opportunities or news announced by individual agencies.
4. Public safety reform
- a. Work with Hoffman Estates' chief and Mayor to advance needed changes to police reform law.
 - b. Keep the Village updated on any developments on public safety reform legislation.
5. Working with other organizations to advance the interests of Hoffman Estates, including;
- a. Illinois Municipal League
 - b. Northwest Municipal Conference
 - c. Metropolitan Mayors Caucus

Background on Dan Shomon Inc.

Dan Shomon of Dan Shomon Inc. (DSI) has more than 30 years of experience working in and around Illinois government. The firm – www.danshomon.com -- is a registered lobbying entity with the State of Illinois, the City of Chicago and Cook County. Dan Shomon is the principal and CEO and Corryn Bradley is Director of Government Relations.

The firm represents municipal governments as a lobbyist for the towns of Aurora, Elgin, Zion, Richton Park and Western Springs. The firm also represents the Naper Settlement Museum in Naperville, part of the City of Naperville. Dan Shomon Inc. has been successful in helping to obtain more than \$100 million in capital grants for these communities and millions of dollars in other grant funding. Also, the firm was instrumental in making sure that Aurora and Elgin received a higher percentage of CARES Act funding than any other municipality in the Chicagoland area.

Shomon has an undergraduate degree from Georgetown University and a Masters' Degree in Public Administration from University of Illinois. He serves on the University of Illinois on the alumni government relations advisory and advocacy committee. Corryn Bradley has an undergraduate degree from University of Minnesota and works with several Dan Shomon Inc. municipal clients.

Shomon served for nine years as a top aide to then Senator Barack Obama. From 1997 to 2006, Shomon was Campaign Manager, Political Director and top aide to Obama and is credited with playing a key role in Obama's election to the United States Senate. Shomon managed three of Obama's campaigns and he is featured in two of Obama's books, including recently bestseller "Promised Land."

Shomon worked for five years in the State Senate and built strong relationships in Springfield. He also has Cabinet level experience as the spokesman and Manager of Public Information for the Illinois Environmental Protection Agency for almost two years. He also learned about financial issues as the chief spokesman and Manager of Policy and Communications for State Treasurer Pat Quinn for two years.

Corryn Bradley manages several important accounts for the company, including Mid-America Transplant Services and the Illinois Academy of Physician Assistants. Corryn has also volunteered at the Illinois Legislative Black Caucus golf outing and maintains strong relationships among African American, Latino and Asian lawmakers and staff in the Legislature and the Governor's Office.

Budget

Dan Shomon Inc. will charge a consulting fee of \$4,500 per month from January 1, 2022 until December 31, 2022. No expenses will be charged to Hoffman Estates unless they are specifically approved by the Village Manager. The contract can be canceled at any time with one-months' notice and will be prorated.

Signatures

Dan Shomon
Dan Shomon Inc.

Village of Hoffman Estates

Date

Date

VILLAGE OF HOFFMAN ESTATES

Memo

To: Eric Palm
From: Ric Signorella
Regarding: Cable TV Report
Date: December 1, 2021

Citizen Segments

This month the Citizen covers the Advanced Wellness Med Spa Ribbon Cutting, McDonald's Ribbon Cutting, Bystronic Ribbon Cutting, SHARE Program with Carpenters Union Local 58 Building a Deck, PW Open House, Fire Station 24 Open House, Windy City Bulls Opening Night Ceremony, Celtic Fest and the HE Parks Arts Ceremony.

Citizen Segments and Programs in development:

Hoffman Highlights (Poplar Creek Bowl / The Assembly / HE Parks E-Sports Center)
Schaumburg & Hoffman Estates Branch Library Programs Airing on HETV
Economic Development Video (Why Hoffman Estates)
Economic Development Property Promotional Videos
HHS Dept. Activities Videos
HEPD / HEFD Swearing – In's
Arts Commission Photography Workshop
Spotlight Video for Chamber of Excellence Event
Hoffman Estates Garden Club
Dairy Queen Ribbon Cutting
Police Explorer Graduation

Schaumburg Township & Hoffman Estates Branch Kids / Adults Library Programs

Now airing.

Celtic Fest Concerts

Now airing.

Lunch with Village Historian Pat Barch

Now airing.

Hispanic Heritage Fiesta

Now airing.

Tree Lighting Ceremony

Now airing.

Platzkonzert Concerts

Now airing.

NBC Sports Chicago Commercial

Now airing.

High School Sports

HETV is broadcasting high school sports.

Complaints/Inquiries

There were no new resident complaints. There are no outstanding inquiries.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

November 2021

Staffing Activity

New Starts:	2 –	Maintenance I Crossing Guard
Separations:	5 -	Crossing Guard (3) Accounts Payable Clerk Weekend ASO I
Transfers:	0	
Retirees:	2 –	Police Officer Firefighter/Paramedic
Promotions:	2 -	Police Sergeant to Lieutenant Police Officer to Sergeant
Reclassifications:	0	
Change in Status:	0	

Staffing:	Full Time Employees	338 budgeted	321 current
	Part Time Employees	74 budgeted	71 current
	Temporary Employees	0 budgeted	2 current
	Seasonal Employees	21 budgeted	0 current
	Paid Interns	6 budgeted	3 current

Month & Year-to-Date Activity:

0 Seasonal with	13 for year
2 Promotions with	24 for year
5 Separations with	45 for year
2 Retirements with	12 for year
0 Transfer with	2 for year

Recruitment Activity

Maintenance I

The external candidate pool for the previous month's Forestry recruitment was utilized for this recruitment. This opening will fill a vacancies created by the internal recruitments for MI FAST and MII Water/Meters. Four candidates were invited to return for interview. Interviews were held October 4th and 5th. Offers were made to two candidates. They accepted and are completing pre-employment screening. One started November 1st and one in early December.

PT Records Staff Assistant

The position was posted on the Village website and social media and broadcast email. Applications were reviewed by the interview team as they were received. Eight candidates were chosen for skills testing. Four candidates advanced to interviews October 27 – November 1. An offer was made to one candidate. She accepted and successfully completed pre-employment screening. She is scheduled to start on December 6th.

Transportation & Long Range Planner

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for GovHR, LinkedIN and ILAPA. Applications were reviewed by the interview team as they were received. One applicant interviewed on November 5th. Department Directors are meeting with HRM on December 1st to decide next steps in this recruitment.

Crossing Guard (5)

The position was posted on the Village website and social media and broadcast email. One position was filled at Keller School on November 1st. Now hiring signs were posted at the other schools with openings – Fairview, Lakeview, Hoffman High, Churchill and Whiteley. Applications are reviewed by the interview team as they are received.

Communications Manager

The position was posted on the Village website, the 3CMA website, ILCMA, GovHR, LinkedIN, PRSA jobcenter, Village social media and broadcast email. Applications were reviewed by the interview team as they were received. Six candidates were selected for the assessment center held on November 16th. Two candidates were called back for second interviews on Monday, November 22nd. An offer was made to one candidate. She accepted and is completing pre-employment screening. She is expected to start on December 20th.

Staff Services Supervisor

The position was posted on the Village website, the Blue Line website and social media and broadcast email. Applications were reviewed by the interview team as they were received. Ten candidates were chosen for interviews the week of November 29th.

Senior Project Manager

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn and APWA. Applications were reviewed by the interview team as they were received. One applicant is scheduled for interview on December 3rd. A second candidate is interviewing on December 7th.

Winter Seasonal

The position was posted on the Village website and social media and broadcast email. One returning seasonal was hired and is scheduled to start on December 6th. Applications are reviewed by the interview team as they are received. One interview was scheduled for November 29th. However, the candidate withdrew his application upon accepting a full-time offer with another community.

Labor/Management Relations

Contract Status:

Police (Metropolitan Alliance of Police - MAP Chapter 96)
Contract (Jan. 1, 2019 - December 31, 2021). Negotiations began on a successor agreement.

Fire (International Association of Firefighters - Local 2061)
Negotiations continued between the Village and Union on a voluntary successor agreement which was approved by the Village Board on November 29, 2021.

Public Works (International Brotherhood of Teamsters, Local 700)
Contract (Jan. 1, 2020 – Dec. 31, 2025).

Police Sergeants (Metropolitan Alliance of Police – MAP-97)
Contract (Jan. 1, 2020 – December 31, 2022).

Grievances

None

Personnel/Benefits/Employee Services

- As staff liaison to the Cultural Awareness Commission, the Director of HRM attended the monthly meeting.
- HRM staff conducted an Assessment Center for the Communications Manager recruitment.

- The Director of HRM and the Assistant to the Director of HRM participated in negotiations sessions with MAP 96.
- The Assistant to the HRM Director participated in an ILCMA professional development session online.
- HRM staff continued work on open enrollment processes and Benistar, the new retiree supplement.
- HRM staff completed an investigation.
- The Director of HRM participated in Management Team meetings.
- HRM staff worked with General Government on Laserfiche projects.

Risk Management/Safety/Loss Control

- The Risk Manager continued to work on issues related to COVID-19.
- Continued to facilitate the proper handling of all open workers' compensation claims.
- Conducted tele meetings with staff related to high exposure workers' compensation claims.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Coordinated a Loss Control virtual visit between the Now Centre and the Village's excess property carrier. All inquiries were answered sufficiently.
- Continued to work with staff to comply with insurance underwriting requirements for the renewal of the Village's cyber coverage.
- Provided written updates to appropriate management staff related to the status of several open workers' compensation claims.
- The Risk Manager completed and submitted additional insurance applications and provided additional underwriting information related to the 2022 insurance renewal.



Patrick J. Seger
Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT MONTHLY STAFFING REPORT NOVEMBER 2021

RECRUITMENTS

POSITION TITLE: Maintenance I – (2)
DEPARTMENT: Public Works
DATE POSTED: 05/19/2021
AD DEADLINE: 06/13/2021
APPLICATIONS REC'D: 92 external received.
STATUS: The external candidate pool for the previous month's Forestry recruitment was utilized for this recruitment. These openings will fill a vacancies created by the internal recruitments for MI FAST and MII Water/Meters. Four candidates were invited to return for interview. Interviews are scheduled for October 4th and 5th. Offers were made to two candidates. They accepted and are completing pre-employment screening. One started November 1st and the other is expected to start in December.

POSITION TITLE: PT Records Staff Assistant
DEPARTMENT: Police
DATE POSTED: 09/15/2021
AD DEADLINE: 10/03/2021
APPLICATIONS REC'D: 95 applications
STATUS: The position was posted on the Village website, social media and broadcast email. Applications were reviewed by the interview team as they were received. Eight candidates were chosen for skills testing. Four candidates advanced to interviews October 27 – November 1. An offer was made to one candidate. She accepted and successfully completed pre-employment screening. She is scheduled to start on December 6th.

POSITION TITLE: Communications Manager
DEPARTMENT: General Government
DATE POSTED: 10/01/2021
AD DEADLINE: 11/07/2021
APPLICATIONS REC'D: 38 applications received
STATUS: The position was posted on the Village website, the 3CMA website, ILCMA, GovHR, LinkedIN, PRSA jobcenter, Village social media and broadcast email. Applications were reviewed by the interview team as they were received. Six candidates were selected for the assessment center held on November 16th. Two candidates were called back for second interviews on Monday, November 22nd. An offer was made to one candidate. She accepted and is completing pre-employment screening. She is expected to start on December 20th.

POSITION TITLE: Transportation & Long Range Planner
DEPARTMENT: Development Services
DATE POSTED: 09/23/2021
AD DEADLINE: 10/24/2021
APPLICATIONS REC'D: 16 received
STATUS: The position was posted on the Village website, social media and broadcast email. The position was also posted on websites for GovHR, LinkedIN and ILAPA. Applications were reviewed by the interview team as they were received. One applicant interviewed on November 5th. Department Directors are meeting with HRM on December 1st to decide next steps in this recruitment.

POSITION TITLE: Crossing Guard (5)
DEPARTMENT: Police
DATE POSTED: 09/16/2021
AD DEADLINE: Until filled
APPLICATIONS REC'D: 2 received in November
STATUS: The position was posted on the Village website and social media and broadcast email. Now hiring signs were posted at the schools with openings – Fairview, Whiteley, Hoffman High, Churchill and Lakeview. Applications are reviewed by the interview team as they are received.

POSITION TITLE: Staff Services Supervisor
DEPARTMENT: Police
DATE POSTED: 10/24/2021
AD DEADLINE: 11/14/2021
APPLICATIONS REC'D: 26 received to date
STATUS: The position was posted on the Village website, the Blue Line website and social media and broadcast email. Applications were reviewed by the interview team as they were received. Ten candidates were chosen for interviews the week of November 29th. Update pending.

POSITION TITLE: Senior Project Manager
DEPARTMENT: Development Services
DATE POSTED: 11/03/2021
AD DEADLINE: 12/10/2021
APPLICATIONS REC'D: 3 received to date
STATUS: The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIN and APWA. Applications were reviewed by the interview team as they were received. One applicant is scheduled for interview on December 3rd. A second candidate is interviewing on December 7th.

POSITION TITLE: Winter Seasonal (4)
DEPARTMENT: Public Works
DATE POSTED: 11/11/2021
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 3 received to date
STATUS: The position was posted on the Village website and social media and broadcast email. One returning seasonal was hired and is scheduled to start on December 6th. Applications are reviewed by the interview

team as they are received. One interview was scheduled for November 29th. However, the candidate withdrew his application upon accepting a full-time offer with another community.

NEW STARTS

POSITION TITLE: Maintenance I – (2)
DEPARTMENT: Public Works
DATE POSTED: 05/19/2021
AD DEADLINE: 06/13/2021
APPLICATIONS REC'D: 92 external received.
STATUS: The external candidate pool for the previous month’s Forestry recruitment was utilized for this recruitment. This opening will fill a vacancies created by the internal recruitments for MI FAST and MII Water/Meters. Four candidates were invited to return for interview. Interviews are scheduled for October 4th and 5th. Offers were made to two candidates. They accepted and are completing pre-employment screening. One started November 1st and the other is expected to start in December.

POSITION TITLE: Crossing Guard (Keller School)
DEPARTMENT: Police
DATE POSTED: 09/16/2021
AD DEADLINE: Until filled
APPLICATIONS REC'D: 4 received
STATUS: The position was posted on the Village website and social media and broadcast email. Now hiring signs were posted at the school. One candidate interviewed and accepted the position. She started on November 1st.

**SUMMARY OF EMPLOYMENT ACTIVITY
 NOVEMBER 2021**

	<u>Total Number</u>	<u>Position</u>
New Starts	2	Maintenance I Crossing Guard
Separations	5	Crossing Guard (3) Accounts Payable Clerk Weekend ASO I
Promotions	2	Police Lieutenant Police Sergeant
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	2	Police Officer Firefighter
Status	0	

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	4	PT Staff Assistant Maintenance I Winter Seasonal Communications Manager
Separations	3	Civil Engineer I NOW Arena Liaison Software Support Specialist
Promotions	3	Assistant Planner Police Sergeant Police Lieutenant
Transfers	0	
Reclassifications	0	
Change in Status	1	PT to FT Accounting Assistant
Retirements	1	Police Lieutenant
New Positions	0	
Eliminated Positions	0	

2021 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	338	321
PART TIME EMPLOYEES	74	71
TEMPORARY EMPLOYEES	0	2
SEASONAL EMPLOYEES	21	0
INTERNS (PAID)	6	3
TOTAL	439	397

Total Vacancies:

Full Time

Budgeted – Posted

**Transportation & Long Range Planner
Staff Services Supervisor
Maintenance I
Winter Seasonal (4)**

Budgeted - Not Posted

**Police Officer
Executive Assistant
Associate Corporation Counsel**

Part Time

Budgeted – Posted

**Crossing Guard (5)
PT Records Staff Assistant**

Budgeted – Not Posted

ASO I Weekend (2)

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	40	299
Part Time – Response to Recruitments	2	167
Seasonal Applicants	4	36
TOTAL	46	502

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
NOVEMBER 2021**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Mary Clay	11/01/2021	Crossing Guard	Paul Bilodeau
Matthew Teeter	11/01/2021	Maintenance I Forestry	Esdras Preciado

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Hugh Lynch	11/08/2021	Police Officer	Retired
Alex Spiegel	11/09/2021	Crossing Guard	Resigned
Chanel Washington	11/10/2021	Crossing Guard	Resigned
Beatrice Falco	11/12/2021	Accounts Payable Clerk	Resigned
Richard Trentacoste	11/13/2021	Firefighter/Paramedic	Retired
Christine Borseau	11/23/2021	Crossing Guard	Resigned
Zufar Suleimenov	11/29/2021	Weekend ASO	Resigned

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Suzanne Levin	11/01/2021	Police Sergeant	Police Lieutenant
Mark Wondolkowski	11/01/2021	Police Officer	Police Sergeant

TRANSFERS

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

CHANGE IN STATUS

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

RECLASSIFICATION

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

UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY

<u>Name</u>	<u>Effective Date</u>	<u>Position</u>	<u>Reason</u>
N/A			

**ADDITIONAL MONTHLY REPORT INFORMATION
NOVEMBER 2021**

# Anniversaries	<u>6</u>
# Interviews conducted during month	<u>13</u>
# Orientations conducted during month	<u>3</u>

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 10/31/2021

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
97	804	Forestry	(Dept)	1	100.0%	0	0	1	100%	0	1	206,269.04	206,269.04		206,269.04	100.0%
97	8	Public Works	(Sub-Loc)	1	100.0%	0	0	1	100%	0	1	206,269.04	206,269.04		206,269.04	100.0%
97	01	Village of Hoffman Estates	(Loc)	1	100.0%	0	0	1	100%	0	1	206,269.04	206,269.04		206,269.04	100.0%
Totals for 1997 Claims:				1	100.0%	0	0	1	100%	0	1	206,269.04	206,269.04		206,269.04	100.0%
00	102	Planning	(Dept)	1	1.8%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
00	1	Community Development	(Sub-Loc)	1	1.8%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
00	206	Customer Service	(Dept)	1	1.8%	0	0	1	100%	0	1	3,974.20	3,974.20		3,974.20	1.3%
00	2	Finance	(Sub-Loc)	1	1.8%	0	0	1	100%	0	1	3,974.20	3,974.20		3,974.20	1.3%
00	250	PPO Payments	(Dept)	1	1.8%	1	0	0	0%	0	1	152,127.86	152,127.86		152,127.86	49.1%
00	25	PPO Payments	(Sub-Loc)	1	1.8%	1	0	0	0%	0	1	152,127.86	152,127.86		152,127.86	49.1%
00	300	Administration	(Dept)	1	1.8%	0	1	0	0%	0	1	193.50	193.50		193.50	0.1%
00	301	Fire Suppression	(Dept)	12	21.4%	6	3	3	25%	0	12	7,922.89	95,074.64		95,074.64	30.7%
00	303	Emergency Medical Service	(Dept)	7	12.5%	5	1	1	14%	0	7	2,302.35	16,116.43		16,116.43	5.2%
00	3	Fire	(Sub-Loc)	20	35.7%	11	5	4	20%	0	20	5,569.23	111,384.57		111,384.57	36.0%
00	400	Manager's Office	(Dept)	1	1.8%	0	1	0	0%	0	1	4,452.45	4,452.45		4,452.45	1.4%
00	401	Cable TV	(Dept)	1	1.8%	1	0	0	0%	0	1	260.40	260.40		260.40	0.1%
00	402	Boards & Commissions	(Dept)	1	1.8%	1	0	0	0%	0	1	413.43	413.43		413.43	0.1%
00	4	General Government	(Sub-Loc)	3	5.4%	2	1	0	0%	0	3	1,708.76	5,126.28		5,126.28	1.7%
00	600	Administration	(Dept)	1	1.8%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
00	6	Human Resources Manage	(Sub-Loc)	1	1.8%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
00	700	Patrol	(Dept)	16	28.6%	13	1	2	13%	0	16	1,761.71	28,187.36		28,187.36	9.1%
00	704	Traffic	(Dept)	1	1.8%	1	0	0	0%	0	1	1,159.40	1,159.40		1,159.40	0.4%
00	7	Police	(Sub-Loc)	17	30.4%	14	1	2	12%	0	17	1,726.28	29,346.76		29,346.76	9.5%
00	801	Water & Sewer	(Dept)	4	7.1%	2	2	0	0%	0	4	733.76	2,935.02		2,935.02	0.9%
00	802	Building & Grounds	(Dept)	1	1.8%	0	1	0	0%	0	1	1,411.10	1,411.10		1,411.10	0.5%
00	804	Forestry	(Dept)	5	8.9%	5	0	0	0%	0	5	565.72	2,828.60		2,828.60	0.9%
00	805	Clerical	(Dept)	1	1.8%	1	0	0	0%	0	1	452.50	452.50		452.50	0.1%
00	8	Public Works	(Sub-Loc)	11	19.6%	8	3	0	0%	0	11	693.38	7,627.22		7,627.22	2.5%
00	9	Information Systems	(Sub-Loc)	1	1.8%	1	0	0	0%	0	1	168.50	168.50		168.50	0.1%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 10/31/2021

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
00	01	Village of Hoffman Estates (Loc)		56	100.0%	38	11	7	13%	0	56	5,531.35	309,755.39		309,755.39	100.0%
Totals for 2000 Claims:				56	100.0%	38	11	7	13%	0	56	5,531.35	309,755.39		309,755.39	100.0%
01	300	Administration (Dept)		2	3.1%	1	1	0	0%	0	2	538.72	1,077.44		1,077.44	0.1%
01	301	Fire Suppression (Dept)		8	12.3%	3	3	2	25%	0	8	35,023.68	280,189.41		280,189.41	23.7%
01	303	Emergency Medical Service (Dept)		7	10.8%	2	1	4	57%	0	7	38,418.72	268,931.02		268,931.02	22.7%
01	304	ESDA (Dept)		1	1.5%	1	0	0	0%	0	1	425.39	425.39		425.39	0.0%
01	3	Fire (Sub-Loc)		18	27.7%	7	5	6	33%	0	18	30,590.18	550,623.23		550,623.26	46.5%
01	400	Manager's Office (Dept)		1	1.5%	1	0	0	0%	0	1	4,374.81	4,374.81		4,374.81	0.4%
01	4	General Government (Sub-Loc)		1	1.5%	1	0	0	0%	0	1	4,374.81	4,374.81		4,374.81	0.4%
01	505	Immunization (Dept)		1	1.5%	1	0	0	0%	0	1	391.50	391.50		391.50	0.0%
01	5	Health & Human Services (Sub-Loc)		1	1.5%	1	0	0	0%	0	1	391.50	391.50		391.50	0.0%
01	700	Patrol (Dept)		20	30.8%	11	2	7	35%	0	20	10,615.24	212,304.82		212,304.82	17.9%
01	702	Crime Prevention (Dept)		1	1.5%	1	0	0	0%	0	1	5,663.17	5,663.17		5,663.17	0.5%
01	704	Traffic (Dept)		3	4.6%	1	0	2	67%	0	3	2,887.00	8,660.99		8,660.99	0.7%
01	707	Records (Dept)		4	6.2%	1	0	3	75%	0	4	14,372.31	57,489.25		57,489.25	4.9%
01	7	Police (Sub-Loc)		28	43.1%	14	2	12	43%	0	28	10,147.08	284,118.23		284,118.23	24.0%
01	800	Streets (Dept)		5	7.7%	3	1	1	20%	0	5	48,719.89	243,599.47		243,599.47	20.6%
01	801	Water & Sewer (Dept)		4	6.2%	2	1	1	25%	0	4	24,096.40	96,385.58		96,385.58	8.1%
01	802	Building & Grounds (Dept)		3	4.6%	3	0	0	0%	0	3	422.63	1,267.88		1,267.88	0.1%
01	803	Equipment & Supply (Dept)		1	1.5%	1	0	0	0%	0	1	210.60	210.60		210.60	0.0%
01	804	Forestry (Dept)		3	4.6%	2	1	0	0%	0	3	1,150.17	3,450.50		3,450.50	0.3%
01	8	Public Works (Sub-Loc)		16	24.6%	11	3	2	13%	0	16	21,557.13	344,914.03		344,914.03	29.1%
01	9	Information Systems (Sub-Loc)		1	1.5%	1	0	0	0%	0	1	301.50	301.50		301.50	0.0%
01	01	Village of Hoffman Estates (Loc)		65	100.0%	35	10	20	31%	0	65	18,226.51	1,184,723.33		1,184,723.33	100.0%
Totals for 2001 Claims:				65	100.0%	35	10	20	31%	0	65	18,226.51	1,184,723.33		1,184,723.33	100.0%
02	102	Planning (Dept)		1	2.6%	0	1	0	0%	0	1	28,933.52	28,933.52		28,933.52	3.9%
02	1	Community Development (Sub-Loc)		1	2.6%	0	1	0	0%	0	1	28,933.52	28,933.52		28,933.52	3.9%
02	301	Fire Suppression (Dept)		5	13.2%	1	2	2	40%	0	5	11,335.45	56,677.26		56,677.26	7.6%
02	303	Emergency Medical Service (Dept)		8	21.1%	4	3	1	13%	0	8	7,441.19	59,529.50		59,529.50	8.0%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 10/31/2021

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
02	306	Technical Rescue	(Dept)	1	2.6%	0	1	0	0%	0	1	5,830.00	5,830.00		5,830.00	0.8%
02	3	Fire	(Sub-Loc)	14	36.8%	5	6	3	21%	0	14	8,716.91	122,036.76		122,036.76	16.3%
02	700	Patrol	(Dept)	11	28.9%	5	0	6	55%	0	11	24,662.45	271,286.95		271,286.95	36.3%
02	704	Traffic	(Dept)	1	2.6%	0	0	1	100%	0	1	310,828.16	310,828.16		310,828.16	41.6%
02	706	Communication	(Dept)	1	2.6%	1	0	0	0%	0	1	1,777.50	1,777.50		1,777.50	0.2%
02	7	Police	(Sub-Loc)	13	34.2%	6	0	7	54%	0	13	44,914.82	583,892.61		583,892.61	78.2%
02	800	Streets	(Dept)	5	13.2%	4	1	0	0%	0	5	1,511.20	7,556.00		7,556.00	1.0%
02	801	Water & Sewer	(Dept)	2	5.3%	0	2	0	0%	0	2	1,227.90	2,455.30		2,455.30	0.3%
02	803	Equipment & Supply	(Dept)	1	2.6%	1	0	0	0%	0	1	281.70	281.70		281.70	0.0%
02	804	Forestry	(Dept)	2	5.3%	2	0	0	0%	0	2	642.60	1,285.20		1,285.20	0.2%
02	8	Public Works	(Sub-Loc)	10	26.3%	7	3	0	0%	0	10	1,157.87	11,578.70		11,578.70	1.6%
02	01	Village of Hoffman Estates	(Loc)	38	100.0%	18	10	10	26%	0	38	19,643.20	746,441.59		746,441.59	100.0%
Totals for 2002 Claims:				38	100.0%	18	10	10	26%	0	38	19,643.20	746,441.59		746,441.59	100.0%
03	301	Fire Suppression	(Dept)	5	14.3%	2	1	2	40%	0	5	25,542.01	127,710.07		127,710.07	31.2%
03	303	Emergency Medical Service	(Dept)	12	34.3%	9	1	2	17%	0	12	15,553.15	186,637.80		186,637.80	45.7%
03	305	Underwater Rescue	(Dept)	1	2.9%	1	0	0	0%	0	1	785.49	785.49		785.49	0.2%
03	3	Fire	(Sub-Loc)	18	51.4%	12	2	4	22%	0	18	17,507.41	315,133.36		315,133.36	77.1%
03	700	Patrol	(Dept)	7	20.0%	5	1	1	14%	0	7	1,467.76	10,274.35		10,274.35	2.5%
03	701	Investigations	(Dept)	1	2.9%	0	0	1	100%	0	1	79,722.54	79,722.54		79,722.54	19.5%
03	704	Traffic	(Dept)	3	8.6%	1	2	0	0%	0	3	88.33	265.00		265.00	0.1%
03	7	Police	(Sub-Loc)	11	31.4%	6	3	2	18%	0	11	8,205.63	90,261.89		90,261.89	22.1%
03	801	Water & Sewer	(Dept)	3	8.6%	3	0	0	0%	0	3	699.33	2,098.00		2,098.00	0.5%
03	802	Building & Grounds	(Dept)	2	5.7%	2	0	0	0%	0	2	477.00	954.00		954.00	0.2%
03	803	Equipment & Supply	(Dept)	1	2.9%	1	0	0	0%	0	1	310.50	310.50		310.50	0.1%
03	8	Public Works	(Sub-Loc)	6	17.1%	6	0	0	0%	0	6	560.42	3,362.50		3,362.50	0.8%
03	01	Village of Hoffman Estates	(Loc)	35	100.0%	24	5	6	17%	0	35	11,678.79	408,757.75		408,757.75	100.0%
Totals for 2003 Claims:				35	100.0%	24	5	6	17%	0	35	11,678.79	408,757.75		408,757.75	100.0%
04	201	Water Billing	(Dept)	1	2.1%	1	0	0	0%	0	1	1,295.10	1,295.10		1,295.10	0.1%
04	2	Finance	(Sub-Loc)	1	2.1%	1	0	0	0%	0	1	1,295.10	1,295.10		1,295.10	0.1%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 10/31/2021

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
04	301	Fire Suppression	(Dept)	10	20.8%	6	2	2	20%	0	10	4,666.25	46,662.48		46,662.48	4.4%
04	303	Emergency Medical Service	(Dept)	11	22.9%	7	4	0	0%	0	11	12,225.62	134,481.79		134,481.79	12.7%
04	3	Fire	(Sub-Loc)	21	43.8%	13	6	2	10%	0	21	8,625.92	181,144.27		181,144.27	17.1%
04	504	Health Screening	(Dept)	1	2.1%	1	0	0	0%	0	1	405.00	405.00		405.00	0.0%
04	5	Health & Human Services	(Sub-Loc)	1	2.1%	1	0	0	0%	0	1	405.00	405.00		405.00	0.0%
04	600	Administration	(Dept)	1	2.1%	1	0	0	0%	0	1	248.68	248.63		248.68	0.0%
04	6	Human Resources Manage	(Sub-Loc)	1	2.1%	1	0	0	0%	0	1	248.68	248.63		248.68	0.0%
04	700	Patrol	(Dept)	16	33.3%	12	0	4	25%	0	16	41,219.86	659,517.75		659,517.75	62.4%
04	703	Tactical	(Dept)	2	4.2%	2	0	0	0%	0	2	137.84	275.68		275.68	0.0%
04	7	Police	(Sub-Loc)	18	37.5%	14	0	4	22%	0	18	36,655.19	659,793.43		659,793.43	62.5%
04	800	Streets	(Dept)	3	6.3%	1	0	2	67%	0	3	43,878.25	131,634.74		131,634.74	12.5%
04	801	Water & Sewer	(Dept)	1	2.1%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
04	803	Equipment & Supply	(Dept)	1	2.1%	0	0	1	100%	0	1	81,422.11	81,422.11		81,422.11	7.7%
04	804	Forestry	(Dept)	1	2.1%	1	0	0	0%	0	1	481.50	481.50		481.50	0.0%
04	8	Public Works	(Sub-Loc)	6	12.5%	3	0	3	50%	0	6	35,589.73	213,538.35		213,538.35	20.2%
04	01	Village of Hoffman Estates	(Loc)	48	100.0%	33	6	9	19%	0	48	22,008.85	1,056,424.83		1,056,424.83	100.0%
Totals for 2004 Claims:				48	100.0%	33	6	9	19%	0	48	22,008.85	1,056,424.83		1,056,424.83	100.0%
05	301	Fire Suppression	(Dept)	6	11.3%	4	2	0	0%	0	6	1,012.80	6,076.77		6,076.77	2.0%
05	303	Emergency Medical Service	(Dept)	20	37.7%	12	5	3	15%	0	20	12,979.04	259,580.79		259,580.79	83.9%
05	3	Fire	(Sub-Loc)	26	49.1%	16	7	3	12%	0	26	10,217.60	265,657.56		265,657.56	85.9%
05	504	Health Screening	(Dept)	1	1.9%	1	0	0	0%	0	1	184.50	184.50		184.50	0.1%
05	5	Health & Human Services	(Sub-Loc)	1	1.9%	1	0	0	0%	0	1	184.50	184.50		184.50	0.1%
05	700	Patrol	(Dept)	7	13.2%	5	1	1	14%	0	7	3,015.10	21,105.71		21,105.71	6.8%
05	701	Investigations	(Dept)	1	1.9%	1	0	0	0%	0	1	297.00	297.00		297.00	0.1%
05	704	Traffic	(Dept)	1	1.9%	1	0	0	0%	0	1	1,186.85	1,186.85		1,186.85	0.4%
05	707	Records	(Dept)	1	1.9%	0	0	1	100%	0	1	10,253.45	10,253.45		10,253.45	3.3%
05	7	Police	(Sub-Loc)	10	18.9%	7	1	2	20%	0	10	3,284.30	32,843.01		32,843.01	10.6%
05	800	Streets	(Dept)	4	7.5%	4	0	0	0%	0	4	627.99	2,511.94		2,511.94	0.8%
05	801	Water & Sewer	(Dept)	5	9.4%	5	0	0	0%	0	5	1,066.50	5,332.50		5,332.50	1.7%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 10/31/2021

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
05	802	Building & Grounds	(Dept)	1	1.9%	1	0	0	0%	0	1	437.00	437.00		437.00	0.1%
05	803	Equipment & Supply	(Dept)	2	3.8%	2	0	0	0%	0	2	697.05	1,394.10		1,394.10	0.5%
05	804	Forestry	(Dept)	4	7.5%	3	1	0	0%	0	4	259.88	1,039.50		1,039.50	0.3%
05	8	Public Works	(Sub-Loc)	16	30.2%	15	1	0	0%	0	16	669.69	10,715.04		10,715.04	3.5%
05	01	Village of Hoffman Estates	(Loc)	53	100.0%	39	9	5	9%	0	53	5,837.74	309,400.11		309,400.11	100.0%
Totals for 2005 Claims:				53	100.0%	39	9	5	9%	0	53	5,837.74	309,400.11		309,400.11	100.0%
06	201	Water Billing	(Dept)	1	1.8%	0	1	0	0%	0	1	1,527.37	1,527.37		1,527.37	0.1%
06	2	Finance	(Sub-Loc)	1	1.8%	0	1	0	0%	0	1	1,527.37	1,527.37		1,527.37	0.1%
06	301	Fire Suppression	(Dept)	9	16.1%	5	2	2	22%	0	9	38,029.36	342,264.26		342,264.26	31.5%
06	303	Emergency Medical Service	(Dept)	14	25.0%	7	3	4	29%	0	14	39,335.55	550,697.76		550,697.76	50.8%
06	3	Fire	(Sub-Loc)	23	41.1%	12	5	6	26%	0	23	38,824.44	892,962.02		892,962.02	82.3%
06	700	Patrol	(Dept)	17	30.4%	11	3	3	18%	0	17	3,949.26	67,137.34		67,137.34	6.2%
06	701	Investigations	(Dept)	1	1.8%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
06	703	Tactical	(Dept)	4	7.1%	3	1	0	0%	0	4	2,311.32	9,245.26		9,245.26	0.9%
06	704	Traffic	(Dept)	2	3.6%	2	0	0	0%	0	2	3,850.97	7,701.94		7,701.94	0.7%
06	707	Records	(Dept)	1	1.8%	0	0	1	100%	0	1	25,046.89	25,046.89		25,046.89	2.3%
06	7	Police	(Sub-Loc)	25	44.6%	17	4	4	16%	0	25	4,365.26	109,131.43		109,131.43	10.1%
06	800	Streets	(Dept)	1	1.8%	1	0	0	0%	0	1	4,201.51	4,201.51		4,201.51	0.4%
06	801	Water & Sewer	(Dept)	2	3.6%	1	1	0	0%	0	2	112.50	225.00		225.00	0.0%
06	802	Building & Grounds	(Dept)	1	1.8%	0	1	0	0%	0	1	70,689.99	70,689.99		70,689.99	6.5%
06	804	Forestry	(Dept)	3	5.4%	3	0	0	0%	0	3	2,038.90	6,116.71		6,116.71	0.6%
06	8	Public Works	(Sub-Loc)	7	12.5%	5	2	0	0%	0	7	11,604.74	81,233.21		81,233.21	7.5%
06	01	Village of Hoffman Estates	(Loc)	56	100.0%	34	12	10	18%	0	56	19,372.39	1,084,854.03		1,084,854.03	100.0%
Totals for 2006 Claims:				56	100.0%	34	12	10	18%	0	56	19,372.39	1,084,854.03		1,084,854.03	100.0%
07	301	Fire Suppression	(Dept)	9	18.8%	7	0	2	22%	0	9	42,805.36	385,248.23		385,248.23	50.9%
07	303	Emergency Medical Service	(Dept)	7	14.6%	6	0	1	14%	0	7	2,644.72	18,513.01		18,513.01	2.4%
07	3	Fire	(Sub-Loc)	16	33.3%	13	0	3	19%	0	16	25,235.08	403,761.24		403,761.24	53.3%
07	600	Administration	(Dept)	1	2.1%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
07	6	Human Resources Manage	(Sub-Loc)	1	2.1%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 10/31/2021

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
07	700	Patrol	(Dept)	10	20.8%	6	2	2	20%	0	10	17,411.53	174,115.28		174,115.28	23.0%
07	703	Tactical	(Dept)	2	4.2%	2	0	0	0%	0	2	356.16	712.31		712.31	0.1%
07	704	Traffic	(Dept)	4	8.3%	2	1	1	25%	0	4	4,376.80	17,507.19		17,507.19	2.3%
07	7	Police	(Sub-Loc)	16	33.3%	10	3	3	19%	0	16	12,020.92	192,334.78		192,334.78	25.4%
07	800	Streets	(Dept)	3	6.3%	2	0	1	33%	0	3	8,294.56	24,883.69		24,883.69	3.3%
07	801	Water & Sewer	(Dept)	4	8.3%	4	0	0	0%	0	4	1,093.37	4,373.47		4,373.47	0.6%
07	802	Building & Grounds	(Dept)	1	2.1%	1	0	0	0%	0	1	743.84	743.84		743.84	0.1%
07	803	Equipment & Supply	(Dept)	3	6.3%	3	0	0	0%	0	3	1,148.10	3,444.30		3,444.30	0.5%
07	804	Forestry	(Dept)	4	8.3%	3	0	1	25%	0	4	31,828.77	127,315.08		127,315.08	16.8%
07	8	Public Works	(Sub-Loc)	15	31.3%	13	0	2	13%	0	15	10,717.36	160,760.38		160,760.38	21.2%
07	01	Village of Hoffman Estates	(Loc)	48	100.0%	36	4	8	17%	0	48	15,767.84	756,856.40		756,856.40	100.0%
Totals for 2007 Claims:				48	100.0%	36	4	8	17%	0	48	15,767.84	756,856.40		756,856.40	100.0%
08	200	Accounting	(Dept)	1	1.6%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
08	206	Customer Service	(Dept)	1	1.6%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
08	2	Finance	(Sub-Loc)	2	3.1%	1	1	0	0%	0	2	0.00	0.00		0.00	0.0%
08	300	Administration	(Dept)	1	1.6%	1	0	0	0%	0	1	3,466.28	3,466.28		3,466.28	0.7%
08	301	Fire Suppression	(Dept)	14	21.9%	11	2	1	7%	0	14	1,747.67	24,467.38		24,467.38	4.8%
08	303	Emergency Medical Service	(Dept)	22	34.4%	17	2	3	14%	0	22	10,444.02	229,768.34		229,768.34	44.8%
08	3	Fire	(Sub-Loc)	37	57.8%	29	4	4	11%	0	37	6,964.92	257,702.00		257,702.00	50.2%
08	400	Manager's Office	(Dept)	1	1.6%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
08	4	General Government	(Sub-Loc)	1	1.6%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
08	700	Patrol	(Dept)	7	10.9%	4	0	3	43%	0	7	8,533.91	59,737.37		59,737.37	11.6%
08	701	Investigations	(Dept)	1	1.6%	0	0	1	100%	0	1	80,561.35	80,561.35		80,561.35	15.7%
08	703	Tactical	(Dept)	2	3.1%	2	0	0	0%	0	2	953.81	1,907.61		1,907.61	0.4%
08	704	Traffic	(Dept)	1	1.6%	0	1	0	0%	0	1	8,049.19	8,049.19		8,049.19	1.6%
08	705	Canine	(Dept)	1	1.6%	1	0	0	0%	0	1	5,940.13	5,940.13		5,940.13	1.2%
08	7	Police	(Sub-Loc)	12	18.8%	7	1	4	33%	0	12	13,016.30	156,195.65		156,195.65	30.4%
08	800	Streets	(Dept)	5	7.8%	4	1	0	0%	0	5	661.38	3,306.90		3,306.90	0.6%
08	801	Water & Sewer	(Dept)	5	7.8%	4	1	0	0%	0	5	410.40	2,052.00		2,052.00	0.4%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 10/31/2021

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
08	804	Forestry	(Dept)	2	3.1%	1	0	1	50%	0	2	46,969.21	93,938.41		93,938.41	18.3%
08	8	Public Works	(Sub-Loc)	12	18.8%	9	2	1	8%	0	12	8,274.78	99,297.31		99,297.31	19.3%
08	01	Village of Hoffman Estates	(Loc)	64	100.0%	46	9	9	14%	0	64	8,018.67	513,194.95		513,194.96	100.0%
Totals for 2008 Claims:				64	100.0%	46	9	9	14%	0	64	8,018.67	513,194.95		513,194.96	100.0%
09	300	Administration	(Dept)	2	3.8%	1	1	0	0%	0	2	7,601.49	15,202.97		15,202.97	2.2%
09	301	Fire Suppression	(Dept)	14	26.4%	11	3	0	0%	0	14	4,642.64	64,996.99		64,996.99	9.3%
09	303	Emergency Medical Service	(Dept)	20	37.7%	13	4	3	15%	0	20	17,948.22	358,964.35		358,964.35	51.1%
09	3	Fire	(Sub-Loc)	36	67.9%	25	8	3	8%	0	36	12,199.01	439,164.31		439,164.31	62.6%
09	600	Administration	(Dept)	1	1.9%	0	0	1	100%	0	1	19,350.10	19,350.10		19,350.10	2.8%
09	6	Human Resources Manage	(Sub-Loc)	1	1.9%	0	0	1	100%	0	1	19,350.10	19,350.10		19,350.10	2.8%
09	700	Patrol	(Dept)	8	15.1%	2	2	4	50%	0	8	18,574.08	148,592.67		148,592.67	21.2%
09	704	Traffic	(Dept)	1	1.9%	1	0	0	0%	0	1	2,457.38	2,457.38		2,457.38	0.4%
09	707	Records	(Dept)	1	1.9%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
09	7	Police	(Sub-Loc)	10	18.9%	4	2	4	40%	0	10	15,105.01	151,050.05		151,050.05	21.5%
09	800	Streets	(Dept)	1	1.9%	0	0	1	100%	0	1	85,580.51	85,580.51		85,580.51	12.2%
09	801	Water & Sewer	(Dept)	2	3.8%	2	0	0	0%	0	2	592.65	1,185.30		1,185.30	0.2%
09	803	Equipment & Supply	(Dept)	1	1.9%	0	1	0	0%	0	1	4,634.90	4,634.90		4,634.90	0.7%
09	804	Forestry	(Dept)	2	3.8%	2	0	0	0%	0	2	551.70	1,103.40		1,103.40	0.2%
09	8	Public Works	(Sub-Loc)	6	11.3%	4	1	1	17%	0	6	15,417.35	92,504.11		92,504.11	13.2%
09	01	Village of Hoffman Estates	(Loc)	53	100.0%	33	11	9	17%	0	53	13,246.58	702,068.57		702,068.57	100.0%
Totals for 2009 Claims:				53	100.0%	33	11	9	17%	0	53	13,246.58	702,068.57		702,068.57	100.0%
10	200	Accounting	(Dept)	2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.7%
10	2	Finance	(Sub-Loc)	2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.7%
10	250	PPO Payments	(Dept)	1	2.4%	1	0	0	0%	0	1	25,802.19	25,802.19		25,802.19	4.5%
10	25	PPO Payments	(Sub-Loc)	1	2.4%	1	0	0	0%	0	1	25,802.19	25,802.19		25,802.19	4.5%
10	301	Fire Suppression	(Dept)	8	19.0%	3	5	0	0%	0	8	3,252.66	26,021.31		26,021.31	4.6%
10	303	Emergency Medical Service	(Dept)	8	19.0%	4	1	3	38%	0	8	22,624.71	180,997.64		180,997.64	31.7%
10	3	Fire	(Sub-Loc)	16	38.1%	7	6	3	19%	0	16	12,938.68	207,018.95		207,018.95	36.3%
10	700	Patrol	(Dept)	15	35.7%	7	4	4	27%	0	15	17,690.70	265,360.50		265,360.50	46.5%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 10/31/2021

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
10	7	Police	(Sub-Loc)	15	35.7%	7	4	4	27%	0	15	17,690.70	265,360.50		265,360.50	46.5%
10	800	Streets	(Dept)	3	7.1%	2	1	0	0%	0	3	251.71	755.12		755.12	0.1%
10	801	Water & Sewer	(Dept)	3	7.1%	3	0	0	0%	0	3	2,370.53	7,111.59		7,111.59	1.2%
10	802	Building & Grounds	(Dept)	1	2.4%	1	0	0	0%	0	1	541.00	541.00		541.00	0.1%
10	804	Forestry	(Dept)	1	2.4%	0	1	0	0%	0	1	19,712.35	19,712.35		19,712.35	3.5%
10	8	Public Works	(Sub-Loc)	8	19.0%	6	2	0	0%	0	8	3,515.01	28,120.06		28,120.06	4.9%
10	01	Village of Hoffman Estates	(Loc)	42	100.0%	21	13	8	19%	0	42	13,575.53	570,172.31		570,172.31	100.0%
		Totals for 2010 Claims:		42	100.0%	21	13	8	19%	0	42	13,575.53	570,172.31		570,172.31	100.0%
11	200	Accounting	(Dept)	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	2	Finance	(Sub-Loc)	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	250	PPO Payments	(Dept)	1	3.2%	1	0	0	0%	0	1	20,457.16	20,457.16		20,457.16	2.8%
11	25	PPO Payments	(Sub-Loc)	1	3.2%	1	0	0	0%	0	1	20,457.16	20,457.16		20,457.16	2.8%
11	301	Fire Suppression	(Dept)	4	12.9%	2	1	1	25%	0	4	63,247.39	252,989.56		252,989.56	34.7%
11	303	Emergency Medical Service	(Dept)	11	35.5%	9	0	2	18%	0	11	19,510.89	214,619.81		214,619.81	29.4%
11	3	Fire	(Sub-Loc)	15	48.4%	11	1	3	20%	0	15	31,173.96	467,609.37		467,609.37	64.1%
11	700	Patrol	(Dept)	10	32.3%	6	1	3	30%	0	10	23,145.83	231,458.29		231,458.29	31.7%
11	703	Tactical	(Dept)	1	3.2%	0	1	0	0%	0	1	6,447.68	6,447.68		6,447.68	0.9%
11	7	Police	(Sub-Loc)	11	35.5%	6	2	3	27%	0	11	21,627.82	237,905.97		237,905.97	32.6%
11	801	Water & Sewer	(Dept)	1	3.2%	1	0	0	0%	0	1	489.57	489.57		489.57	0.1%
11	804	Forestry	(Dept)	1	3.2%	1	0	0	0%	0	1	2,769.16	2,769.16		2,769.16	0.4%
11	805	Clerical	(Dept)	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	8	Public Works	(Sub-Loc)	3	9.7%	2	1	0	0%	0	3	1,086.24	3,258.73		3,258.73	0.4%
11	01	Village of Hoffman Estates	(Loc)	31	100.0%	20	5	6	19%	0	31	23,523.59	729,231.23		729,231.23	100.0%
		Totals for 2011 Claims:		31	100.0%	20	5	6	19%	0	31	23,523.59	729,231.23		729,231.23	100.0%
12	101	Engineering/Transportation	(Dept)	1	2.3%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.5%
12	1	Community Development	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.5%
12	250	PPO Payments	(Dept)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	14.3%
12	25	PPO Payments	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	14.3%
12	301	Fire Suppression	(Dept)	12	27.9%	10	1	1	8%	0	12	2,365.84	28,390.13		28,390.13	8.3%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 10/31/2021

Year	Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
12	303	Emergency Medical Service (Dept)	8	18.6%	7	0	1	13%	0	8	21,935.16	175,481.26		175,481.26	51.2%
12	3	Fire (Sub-Loc)	20	46.5%	17	1	2	10%	0	20	10,193.57	203,871.39		203,871.39	59.5%
12	700	Patrol (Dept)	9	20.9%	6	1	2	22%	0	9	8,148.55	73,336.98		73,336.98	21.4%
12	701	Investigations (Dept)	2	4.7%	1	1	0	0%	0	2	341.20	682.40		682.40	0.2%
12	704	Traffic (Dept)	1	2.3%	1	0	0	0%	0	1	4,940.28	4,940.28		4,940.28	1.4%
12	7	Police (Sub-Loc)	12	27.9%	8	2	2	17%	0	12	6,579.97	78,959.66		78,959.66	23.0%
12	800	Streets (Dept)	3	7.0%	2	1	0	0%	0	3	296.81	890.43		890.43	0.3%
12	801	Water & Sewer (Dept)	5	11.6%	4	1	0	0%	0	5	1,614.09	8,070.44		8,070.44	2.4%
12	804	Forestry (Dept)	1	2.3%	1	0	0	0%	0	1	257.70	257.70		257.70	0.1%
12	8	Public Works (Sub-Loc)	9	20.9%	7	2	0	0%	0	9	1,024.29	9,218.57		9,218.57	2.7%
12	01	Village of Hoffman Estates (Loc)	43	100.0%	34	5	4	9%	0	43	7,970.28	342,721.98		342,721.98	100.0%
Totals for 2012 Claims:			43	100.0%	34	5	4	9%	0	43	7,970.28	342,721.98		342,721.98	100.0%
13	102	Planning (Dept)	1	2.6%	0	1	0	0%	0	1	481.33	481.33		481.33	0.1%
13	1	Community Development (Sub-Loc)	1	2.6%	0	1	0	0%	0	1	481.33	481.33		481.33	0.1%
13	200	Accounting (Dept)	1	2.6%	1	0	0	0%	0	1	342.41	342.41		342.41	0.1%
13	2	Finance (Sub-Loc)	1	2.6%	1	0	0	0%	0	1	342.41	342.41		342.41	0.1%
13	301	Fire Suppression (Dept)	8	20.5%	6	1	1	13%	0	8	4,307.66	34,461.25		34,461.25	7.5%
13	303	Emergency Medical Service (Dept)	6	15.4%	3	1	2	33%	0	6	35,673.45	214,040.72		214,040.72	46.3%
13	3	Fire (Sub-Loc)	14	35.9%	9	2	3	21%	0	14	17,750.14	248,501.97		248,501.97	53.8%
13	700	Patrol (Dept)	12	30.8%	4	2	6	50%	1	11	15,188.03	170,160.41	12,095.89	182,256.30	39.4%
13	701	Investigations (Dept)	1	2.6%	1	0	0	0%	0	1	1,134.37	1,134.37		1,134.37	0.2%
13	7	Police (Sub-Loc)	13	33.3%	5	2	6	46%	1	12	14,106.97	171,294.78	12,095.89	183,390.67	39.7%
13	801	Water & Sewer (Dept)	9	23.1%	8	1	0	0%	0	9	3,217.94	28,961.44		28,961.44	6.3%
13	804	Forestry (Dept)	1	2.6%	1	0	0	0%	0	1	471.75	471.75		471.75	0.1%
13	8	Public Works (Sub-Loc)	10	25.6%	9	1	0	0%	0	10	2,943.32	29,433.19		29,433.19	6.4%
13	01	Village of Hoffman Estates (Loc)	39	100.0%	24	6	9	23%	1	38	11,849.99	450,053.68	12,095.89	462,149.57	100.0%
Totals for 2013 Claims:			39	100.0%	24	6	9	23%	1	38	11,849.99	450,053.68	12,095.89	462,149.57	100.0%
14	100	Code Enforcement (Dept)	1	2.0%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
14	102	Planning (Dept)	1	2.0%	1	0	0	0%	0	1	642.39	642.39		642.39	0.1%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 10/31/2021

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
14	1	Community Development	(Sub-Loc)	2	4.1%	1	1	0	0%	0	2	321.20	642.39		642.39	0.1%
14	301	Fire Suppression	(Dept)	12	24.5%	9	0	3	25%	1	11	38,017.07	364,264.38	91,940.40	456,204.78	63.5%
14	303	Emergency Medical Service	(Dept)	6	12.2%	3	1	2	33%	0	6	9,013.74	54,082.42		54,082.42	7.5%
14	3	Fire	(Sub-Loc)	18	36.7%	12	1	5	28%	1	17	28,349.29	418,346.80	91,940.40	510,287.20	71.1%
14	401	Cable TV	(Dept)	1	2.0%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
14	4	General Government	(Sub-Loc)	1	2.0%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
14	600	Administration	(Dept)	1	2.0%	1	0	0	0%	0	1	2,934.04	2,934.04		2,934.04	0.4%
14	6	Human Resources Manage	(Sub-Loc)	1	2.0%	1	0	0	0%	0	1	2,934.04	2,934.04		2,934.04	0.4%
14	700	Patrol	(Dept)	16	32.7%	12	3	1	6%	0	16	12,041.83	192,669.28		192,669.28	26.8%
14	701	Investigations	(Dept)	1	2.0%	0	1	0	0%	0	1	213.50	213.50		213.50	0.0%
14	704	Traffic	(Dept)	1	2.0%	1	0	0	0%	0	1	1,148.28	1,148.28		1,148.28	0.2%
14	7	Police	(Sub-Loc)	18	36.7%	13	4	1	6%	0	18	10,779.50	194,031.06		194,031.06	27.0%
14	800	Streets	(Dept)	1	2.0%	1	0	0	0%	0	1	972.94	972.94		972.94	0.1%
14	801	Water & Sewer	(Dept)	5	10.2%	3	2	0	0%	0	5	1,205.25	6,026.24		6,026.24	0.8%
14	804	Forestry	(Dept)	3	6.1%	3	0	0	0%	0	3	1,103.67	3,311.00		3,311.00	0.5%
14	8	Public Works	(Sub-Loc)	9	18.4%	7	2	0	0%	0	9	1,145.58	10,310.18		10,310.18	1.4%
14	01	Village of Hoffman Estates	(Loc)	49	100.0%	35	8	6	12%	1	48	14,657.24	626,264.47	91,940.40	718,204.87	100.0%
Totals for 2014 Claims:				49	100.0%	35	8	6	12%	1	48	14,657.24	626,264.47	91,940.40	718,204.87	100.0%
15	100	Code Enforcement	(Dept)	1	3.4%	1	0	0	0%	0	1	371.99	371.99		371.99	0.1%
15	1	Community Development	(Sub-Loc)	1	3.4%	1	0	0	0%	0	1	371.99	371.99		371.99	0.1%
15	301	Fire Suppression	(Dept)	9	31.0%	5	1	3	33%	0	9	29,860.63	268,745.66		268,745.66	64.7%
15	303	Emergency Medical Service	(Dept)	6	20.7%	4	0	2	33%	0	6	12,038.88	72,233.27		72,233.27	17.4%
15	3	Fire	(Sub-Loc)	15	51.7%	9	1	5	33%	0	15	22,731.93	340,978.93		340,978.93	82.1%
15	505	Immunization	(Dept)	1	3.4%	1	0	0	0%	0	1	958.06	958.06		958.06	0.2%
15	5	Health & Human Services	(Sub-Loc)	1	3.4%	1	0	0	0%	0	1	958.06	958.06		958.06	0.2%
15	700	Patrol	(Dept)	7	24.1%	6	0	1	14%	0	7	9,232.10	64,624.67		64,624.67	15.6%
15	701	Investigations	(Dept)	1	3.4%	0	1	0	0%	0	1	913.00	913.00		913.00	0.2%
15	7	Police	(Sub-Loc)	8	27.6%	6	1	1	13%	0	8	8,192.21	65,537.67		65,537.67	15.8%
15	800	Streets	(Dept)	1	3.4%	1	0	0	0%	0	1	184.04	184.04		184.04	0.0%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 10/31/2021

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
15	801	Water & Sewer	(Dept)	1	3.4%	1	0	0	0%	0	1	582.07	582.07		582.07	0.1%
15	802	Building & Grounds	(Dept)	1	3.4%	1	0	0	0%	0	1	361.60	361.60		361.60	0.1%
15	804	Forestry	(Dept)	1	3.4%	1	0	0	0%	0	1	6,160.47	6,160.47		6,160.47	1.5%
15	8	Public Works	(Sub-Loc)	4	13.8%	4	0	0	0%	0	4	1,822.05	7,288.18		7,288.18	1.8%
15	01	Village of Hoffman Estates	(Loc)	29	100.0%	21	2	6	21%	0	29	14,314.99	415,134.83		415,134.83	100.0%
Totals for 2015 Claims:				29	100.0%	21	2	6	21%	0	29	14,314.99	415,134.83		415,134.83	100.0%
16	301	Fire Suppression	(Dept)	3	8.1%	2	1	0	0%	0	3	466.15	1,398.44		1,398.44	0.2%
16	303	Emergency Medical Service	(Dept)	4	10.8%	2	0	2	50%	1	3	46,943.39	173,463.13	14,310.44	187,773.57	24.1%
16	3	Fire	(Sub-Loc)	7	18.9%	4	1	2	29%	1	6	27,024.57	174,861.57	14,310.44	189,172.01	24.3%
16	700	Patrol	(Dept)	16	43.2%	13	1	2	13%	0	16	33,242.87	531,885.85		531,885.85	68.3%
16	701	Investigations	(Dept)	1	2.7%	1	0	0	0%	0	1	7,112.66	7,112.66		7,112.66	0.9%
16	703	Tactical	(Dept)	1	2.7%	1	0	0	0%	0	1	140.43	140.43		140.43	0.0%
16	7	Police	(Sub-Loc)	18	48.6%	15	1	2	11%	0	18	29,952.16	539,138.94		539,138.94	69.2%
16	800	Streets	(Dept)	1	2.7%	1	0	0	0%	0	1	329.95	329.95		329.95	0.0%
16	801	Water & Sewer	(Dept)	4	10.8%	3	1	0	0%	0	4	4,394.90	17,579.60		17,579.60	2.3%
16	803	Equipment & Supply	(Dept)	3	8.1%	2	1	0	0%	0	3	7,918.56	23,755.68		23,755.68	3.0%
16	804	Forestry	(Dept)	3	8.1%	3	0	0	0%	0	3	2,216.74	6,650.22		6,650.22	0.9%
16	8	Public Works	(Sub-Loc)	11	29.7%	9	2	0	0%	0	11	4,392.31	48,315.45		48,315.45	6.2%
16	9	Information Systems	(Sub-Loc)	1	2.7%	1	0	0	0%	0	1	2,371.46	2,371.46		2,371.46	0.3%
16	01	Village of Hoffman Estates	(Loc)	37	100.0%	29	4	4	11%	1	36	21,054.00	764,687.42	14,310.44	778,997.86	100.0%
Totals for 2016 Claims:				37	100.0%	29	4	4	11%	1	36	21,054.00	764,687.42	14,310.44	778,997.86	100.0%
17	301	Fire Suppression	(Dept)	1	5.6%	0	0	1	100%	1	0	120,455.95	25,818.48	94,637.47	120,455.95	26.7%
17	303	Emergency Medical Service	(Dept)	5	27.8%	3	0	2	40%	1	4	64,484.81	270,446.27	51,977.76	322,424.03	71.5%
17	3	Fire	(Sub-Loc)	6	33.3%	3	0	3	50%	2	4	73,813.33	296,264.75	146,615.23	442,879.98	98.2%
17	700	Patrol	(Dept)	5	27.8%	5	0	0	0%	0	5	757.36	3,786.80		3,786.80	0.8%
17	701	Investigations	(Dept)	1	5.6%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
17	703	Tactical	(Dept)	1	5.6%	1	0	0	0%	0	1	1,114.58	1,114.58		1,114.58	0.2%
17	7	Police	(Sub-Loc)	7	38.9%	7	0	0	0%	0	7	700.20	4,901.38		4,901.38	1.1%
17	800	Streets	(Dept)	1	5.6%	1	0	0	0%	0	1	2,186.65	2,186.65		2,186.65	0.5%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 10/31/2021

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
17	804	Forestry	(Dept)	4	22.2%	4	0	0	0%	0	4	246.90	987.59		987.59	0.2%
17	8	Public Works	(Sub-Loc)	5	27.8%	5	0	0	0%	0	5	634.85	3,174.24		3,174.24	0.7%
17	01	Village of Hoffman Estates	(Loc)	18	100.0%	15	0	3	17%	2	16	25,053.09	304,340.37	146,615.23	450,955.60	100.0%
Totals for 2017 Claims:				18	100.0%	15	0	3	17%	2	16	25,053.09	304,340.37	146,615.23	450,955.60	100.0%
18	100	Code Enforcement	(Dept)	1	2.9%	0	1	0	0%	0	1	605.84	605.84		605.84	0.2%
18	1	Community Development	(Sub-Loc)	1	2.9%	0	1	0	0%	0	1	605.84	605.84		605.84	0.2%
18	301	Fire Suppression	(Dept)	8	23.5%	4	3	1	13%	0	8	6,056.13	48,449.03		48,449.03	15.2%
18	303	Emergency Medical Service	(Dept)	5	14.7%	3	0	2	40%	1	4	18,884.64	74,037.38	20,385.81	94,423.19	29.5%
18	3	Fire	(Sub-Loc)	13	38.2%	7	3	3	23%	1	12	10,990.17	122,486.41	20,385.81	142,872.22	44.7%
18	700	Patrol	(Dept)	14	41.2%	11	1	2	14%	1	13	12,215.01	158,900.13	12,109.98	171,010.11	53.5%
18	7	Police	(Sub-Loc)	14	41.2%	11	1	2	14%	1	13	12,215.01	158,900.13	12,109.98	171,010.11	53.5%
18	800	Streets	(Dept)	2	5.9%	2	0	0	0%	0	2	375.71	751.41		751.41	0.2%
18	801	Water & Sewer	(Dept)	1	2.9%	1	0	0	0%	0	1	618.53	618.53		618.53	0.2%
18	802	Building & Grounds	(Dept)	1	2.9%	1	0	0	0%	0	1	1,855.66	1,855.66		1,855.66	0.6%
18	804	Forestry	(Dept)	1	2.9%	1	0	0	0%	0	1	1,179.47	1,179.47		1,179.47	0.4%
18	805	Clerical	(Dept)	1	2.9%	0	1	0	0%	0	1	727.84	727.84		727.84	0.2%
18	8	Public Works	(Sub-Loc)	6	17.6%	5	1	0	0%	0	6	855.49	5,132.91		5,132.91	1.6%
18	01	Village of Hoffman Estates	(Loc)	34	100.0%	23	6	5	15%	2	32	9,400.62	287,125.29	32,495.79	319,621.08	100.0%
Totals for 2018 Claims:				34	100.0%	23	6	5	15%	2	32	9,400.62	287,125.29	32,495.79	319,621.08	100.0%
19	301	Fire Suppression	(Dept)	12	42.9%	8	1	3	25%	2	10	41,377.69	456,480.33	40,051.97	496,532.30	60.5%
19	303	Emergency Medical Service	(Dept)	4	14.3%	3	0	1	25%	1	3	31,259.74	51,158.49	73,880.48	125,038.97	15.2%
19	3	Fire	(Sub-Loc)	16	57.1%	11	1	4	25%	3	13	38,848.20	507,638.82	113,932.45	621,571.27	75.7%
19	700	Patrol	(Dept)	12	42.9%	8	2	2	17%	1	11	16,638.49	180,446.59	19,215.28	199,661.87	24.3%
19	7	Police	(Sub-Loc)	12	42.9%	8	2	2	17%	1	11	16,638.49	180,446.59	19,215.28	199,661.87	24.3%
19	01	Village of Hoffman Estates	(Loc)	28	100.0%	19	3	6	21%	4	24	29,329.76	688,085.41	133,147.73	821,233.14	100.0%
Totals for 2019 Claims:				28	100.0%	19	3	6	21%	4	24	29,329.76	688,085.41	133,147.73	821,233.14	100.0%
20	100	Code Enforcement	(Dept)	2	7.1%	1	1	0	0%	0	2	156.72	313.44		313.44	0.1%
20	1	Community Development	(Sub-Loc)	2	7.1%	1	1	0	0%	0	2	156.72	313.44		313.44	0.1%
20	301	Fire Suppression	(Dept)	11	39.3%	4	4	3	27%	2	9	14,488.67	131,579.01	27,796.36	159,375.37	52.5%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 10/31/2021

Year	Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
20	303	Emergency Medical Service (Dept)	3	10.7%	2	1	0	0%	0	3	11,501.48	34,504.43		34,504.43	11.4%
20	3	Fire (Sub-Loc)	14	50.0%	6	5	3	21%	2	12	13,848.56	166,083.44	27,796.36	193,879.80	63.9%
20	502	Employee Wellness (Dept)	1	3.6%	1	0	0	0%	0	1	2,448.51	2,448.51		2,448.51	0.8%
20	5	Health & Human Services (Sub-Loc)	1	3.6%	1	0	0	0%	0	1	2,448.51	2,448.51		2,448.51	0.8%
20	700	Patrol (Dept)	8	28.6%	2	5	1	13%	1	7	7,678.29	49,813.18	11,613.11	61,426.29	20.2%
20	7	Police (Sub-Loc)	8	28.6%	2	5	1	13%	1	7	7,678.29	49,813.18	11,613.11	61,426.29	20.2%
20	802	Building & Grounds (Dept)	2	7.1%	1	1	0	0%	0	2	1,380.38	2,760.75		2,760.75	0.9%
20	803	Equipment & Supply (Dept)	1	3.6%	0	0	1	100%	1	0	42,647.50	38,105.98	4,541.52	42,647.50	14.1%
20	8	Public Works (Sub-Loc)	3	10.7%	1	1	1	33%	1	2	15,136.08	40,866.73	4,541.52	45,408.25	15.0%
20	01	Village of Hoffman Estates (Loc)	28	100.0%	11	12	5	18%	4	24	10,838.44	259,525.30	43,950.99	303,476.29	100.0%
Totals for 2020 Claims:			28	100.0%	11	12	5	18%	4	24	10,838.44	259,525.30	43,950.99	303,476.29	100.0%
21	301	Fire Suppression (Dept)	2	10.5%	1	0	1	50%	2	0	5,137.80	2,040.00	8,235.59	10,275.59	6.2%
21	303	Emergency Medical Service (Dept)	4	21.1%	2	1	1	25%	1	3	10,516.37	25,804.13	16,261.34	42,065.47	25.5%
21	3	Fire (Sub-Loc)	6	31.6%	3	1	2	33%	3	3	8,723.51	27,844.13	24,496.93	52,341.06	31.7%
21	700	Patrol (Dept)	7	36.8%	4	3	0	0%	2	5	1,637.94	1,328.84	10,136.75	11,465.59	6.9%
21	702	Crime Prevention (Dept)	1	5.3%	1	0	0	0%	1	0	0.00	0.00		0.00	0.0%
21	7	Police (Sub-Loc)	8	42.1%	5	3	0	0%	3	5	1,433.20	1,328.84	10,136.75	11,465.59	6.9%
21	800	Streets (Dept)	2	10.5%	1	0	1	50%	2	0	8,428.73	2,878.43	13,979.02	16,857.45	10.2%
21	801	Water & Sewer (Dept)	1	5.3%	0	1	0	0%	1	0	38,145.70	122.59	38,023.11	38,145.70	23.1%
21	803	Equipment & Supply (Dept)	1	5.3%	0	1	0	0%	1	0	39,350.00	271.47	39,078.53	39,350.00	23.8%
21	8	Public Works (Sub-Loc)	4	21.1%	1	2	1	25%	4	0	23,588.29	3,272.49	91,080.66	94,353.15	57.1%
21	9	Information Systems (Sub-Loc)	1	5.3%	0	1	0	0%	1	0	7,074.25	0.00	7,074.25	7,074.25	4.3%
21	01	Village of Hoffman Estates (Loc)	19	100.0%	9	7	3	16%	11	8	8,696.53	32,445.46	132,788.59	165,234.05	100.0%
Totals for 2021 Claims:			19	100.0%	9	7	3	16%	11	8	8,696.53	32,445.46	132,788.59	165,234.05	100.0%
250	Village of Hoffman Estates			914	597	158	159		26	888	14,612.56	12,748,533.75	607,345.06	13,355,878.81	

Open Medical: 4
 Open Comp: 5
 Open Legal: 17

VILLAGE OF HOFFMAN ESTATES

Memo

TO: GAP Committee
FROM: Jennifer Djordjevic, Director of Operations/Outreach – Office of the Mayor and Board
RE: *Operations/Outreach Report*
PERIOD: November 2021

Deferred (August, September, October)

Highlights for November:

Wine Wednesday held on 9/22 (Hideaway Brew Garden), 10/27 (Bar Down Sports Grill), 11/17 (joint with Chamber at Main Event). Successful and well attended.

Mayor and I met with representatives at Microsoft to discuss charitable giving initiatives in the Village. Meeting took place on November 5.

Participated in the Communications Manager Assessment Center.

In-Progress:

Working with AMITA St. Alexius and their Foundation to make connections with key people in Hoffman Estates. Mayor toured the Emergency Department on November 10. Connections include Vistex, Microsoft, and Rep Michelle Mussman's office.

Working on travel arrangements for the Mayor for the USCM meeting in January. Travel tentative.

Scheduled and attended meetings as needed. (meetings, dinners, tours, ribbon cuttings, etc.)

Written communications – Mayor's column/social media as needed.

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