

AGENDA

GENERAL ADMINISTRATION & PERSONNEL COMMITTEE VILLAGE OF HOFFMAN ESTATES

February 8, 2010

Immediately following Planning, Building & Zoning

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

- I. Roll Call
- II. Approval of Minutes – January 11, 2010

NEW BUSINESS

1. Request approval of an endorsement by the Village Board for the 2010 Northwest Municipal Conference (NWMC) Legislative Program.
2. Request approval to expand the number of members of the Green Initiatives Commission.
3. Request acceptance of Cable TV Monthly Report.
4. Request acceptance of Human Resources Management Monthly Report.

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

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

January 11, 2010

I. Roll Call

Members in Attendance:

**Karen Mills, Chairperson
Ray Kincaid, Vice Chairperson**

**Other Corporate Authorities
in Attendance:**

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

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplin, Asst. Vlg. Mgr., Dev. Services
Don Plass, Director of Code
Mike Hankey, Director of Transportation
Gary Skoog, ED Coordinator
Peter Gugliotta, Director of Planning
Bev Romanoff, Village Clerk
Rebecca Suhajda, Administrative Intern**

Others in Attendance

Reporter from *Daily Herald & Chicago Tribune*

The General Administration & Personnel Committee meeting was called to order at 7:35 p.m.

Trustee Pilafas is absent as he is out of the country on business and Trustee Newell is absent as she is finishing a Boards & Commissions meeting.

II. Approval of Minutes

Motion by Trustee Collins, seconded by Trustee Kincaid, to approve the General Administration & Personnel Committee meeting minutes of December 14, 2009. Voice vote taken. Abstain: Trustee Green. Motion carried.

NEW BUSINESS

- 1. Discussion regarding allowing electronic attendance at Boards and Commissions meetings by Village Board and Commission members.**

An item summary sheet was submitted to the Committee.

Trustee Collins stated that he believed that the Village Board should extend to the Board and Commission members the same opportunities that the Village Board has for attendance and with the same restrictions. Trustee Collins also stated that attendance via phone should not be used to make up for quorum and that members attending by phone should be paid the same way that the Village Board members are paid.

Trustee Kincaid stated that he opposed electronic mediums for the Boards and Commissions. Trustee Kincaid also stated that the Village Board meets every Monday night for either Village Board Meetings or Standing Committee Meetings, and that many commissions only meet once a month. Trustee Kincaid stated that it wasn't as difficult to attend monthly meetings as it was to attend weekly meetings. Trustee Kincaid additionally stated that with some of the commissions, like the Plan Commission and Zoning Board of Appeals, their recommendations are taken into consideration by the Village Board.

Trustee Mills stated that she did not agree with this resolution for the Village Board and that she did not agree with this resolution for the commissions. She stated that she did not believe that attendance by phone was the easiest way to deal with the subject.

Motion by Trustee Collins, seconded by Mayor McLeod, to approve the Resolution amending the Administrative Procedures Manual for Boards and Commissions (electronic attendance). Voice vote taken. Nays: Trustee Mills, Trustee Kincaid. Motion carried.

2. Request acceptance of Cable TV Monthly Report.

An item summary sheet was submitted to the Committee.

Motion by Trustee Collins seconded by Trustee Green, to accept the Cable TV Monthly Report. Voice vote taken. All ayes. Motion carried.

3. Request acceptance of Human Resources Management Monthly Report.

An item summary sheet was submitted to the Committee.

Motion by Trustee Collins, seconded by Mayor McLeod, 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 7:40 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Emily Kerous, Director of Operations
Office of the Mayor & Board

Date

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Request approval of an endorsement by the Village Board for the 2010 Northwest Municipal Conference (NWMC) Legislative Program.

MEETING DATE: February 8, 2010

COMMITTEE: General Administration & Personnel Committee

FROM: Becky Suhajda, Administrative Intern

PURPOSE: To request Village Board endorsement of the 2010 NWMC Legislative Program and provide a summary of the proposed program.

BACKGROUND: For each legislative session the NWMC produces a legislative program specific to the needs of its local municipal members and the environment for which they are operating.

The 2010 legislative program focuses on legislation that will help reduce expenditures and protect decisions made by municipalities to balance their budgets during these economic times.

DISCUSSION: The 2010 NWMC legislative program highlights three specific areas for reform:

A. Pension Fairness Platform - In 2009 public safety pension's funded levels rapidly fell due to negative investment returns as a result of the economic crisis. Last year, the NWMC proposed legislation that would help municipalities facing massive pension increases but it failed to advance due to public safety union opposition.

The 2010 proposal consists of five elements that will produce long-term savings:

1. Enroll all new police and fire employees into a new, modified defined benefit pension system.
2. Recalibrate current public safety employee pension contributions commensurate with the level of benefits received.

3. Consolidate all public safety pension funds in a pooled multiple employer investment system.
4. Change amortization from the current 2033 deadline to adopt 30 year rolling amortization.
5. Bar future pension benefits enhancements without a supermajority.

Public Safety Pension Impact on the Village of Hoffman Estates – From 2004 to 2008 the Village had to increase its police pension fund contribution by 31.1%, while the plan's percentage funded decreased 12.8% to a funded level of 56.8%. During the same period, the Village increased the Fire Pension Fund contribution by 30.7%, while the plan's percentage funded decreased 16.6% to 66.3% funded. The Village's public safety 2010 pension tax levy will increase by \$1,148,260 from the 2009 tax levy. If legislation similar to the one proposed by NWMC does not gain approval by the General Assembly, the above public safety pension increases will continue to burden Hoffman Estates taxpayers.

B. Catastrophic Injury Reform – The Public Safety Employee Benefits Act (PSEBA) was enacted to provide lifetime health insurance benefits to police and fire personnel who suffer a catastrophic injury on the job. Illinois' PESEBA omits the federal definition of catastrophic injury: "consequences of an injury that permanently prevents an individual from performing any gainful work," which allows individuals who can work, but not in the police or fire service, to obtain the benefit.

The NWMC Legislative Program will urge legislators to amend PSEBA to include the federal definition of catastrophic injury.

Catastrophic Injury Reform Impact on the Village of Hoffman Estates – Currently, the Village is paying PSEBA benefits to any Hoffman Estate's police or fire officers that suffer an injury in the line of duty that will hinder them from performing further police or fire duties, but allow them to obtain gainful employment and benefits by other means. This benefit is currently costing the Village \$138,386 per year.

C. Salary Arbitration Reform – When a municipality and union are unable to reach a wage agreement, the case is referred to arbitration. The arbitration panel considers a number of factors to determine wage increases including wages offered by comparable communities and the Consumer Price Index (CPI). However, the comparable data is given much higher consideration than the CPI.

The NWMC Legislative Program proposes that the arbitration panels take into account economic conditions and that the arbitration panel should base its findings on the presumption that the most reasonable proposal of the parties is the proposal that most nearly equates the limitations placed upon non-home rule municipalities.

Salary Arbitration Reform Impact on the Village of Hoffman Estates – The Village of Hoffman Estates will benefit through this change if the Village is ever found in Salary arbitration.

RECOMMENDATION:

Staff recommends that the Village Board endorse the 2010 NWMC Legislative Program.

ATTACHMENTS: 2010 NWMC Legislative Program

Introduction: Unprecedented Challenges for Illinois Governments

Most people outside of government fully recognize the extent of the unprecedented challenges that state and local leaders are facing. The “Great Recession” has caused a debilitating impact on the revenues required to fully operate state and local governments. Receipts from sales and use taxes, personal and corporate income taxes and other tax revenues have plummeted, leaving governments struggling to meet their basic obligations. Unless the economy has a miraculous overnight recovery, elected leaders face a critical time in Illinois history.

For the past several years, local leaders have faced a slew of unpopular options as they have worked to balance their local budgets. Unfortunately, none of these options (see sidebar) serve to help return state and local economies to the robust condition we enjoyed just a few short years ago. Local government leaders face the unenviable task of implementing solutions to blunt the impending downward spiral that will leave many facing financial ruin. This is the time where we cannot afford to fail.

In light of the challenges facing local governments, we understand better than most the fiscal difficulties facing state leaders. With an approximately \$11 billion deficit to address in the current fiscal year, crafting a budget for FY 2011 will perhaps be the hardest task our state has ever faced.

Ultimately, state and local leaders are in very similar financial circumstances and face very similar dire consequences.

Despite our similar situation, it is not our purview to offer solutions for the state’s fiscal struggles. Faced with our own challenges, our attention is focused locally. Our intent is to offer solutions to specific problems facing local governments. These solutions will help stabilize specific municipal budget issues. As an additional benefit, these solutions impose no additional costs or obligations on the state thereby not exacerbating the challenges state

Options for balancing local budgets

- ***Reduce services:*** Many municipalities have reduced numerous essential and non-essential services. However, there is a limit to this option when essential operations of local governments are jeopardized.
- ***Cut staff:*** Many staff positions had already been eliminated through attrition or simply left vacant. However, towns now face unavoidable staff layoffs from all departments at a time of over 10% unemployment.
- ***Defer capital investment:*** Not investing in critical infrastructure or replacing aging vehicles and equipment will reduce spending in the short-term. However, this increases long-term replacement costs and fails to provide a level of public spending necessary to help the economy.
- ***Raise taxes and fees:*** Even with other cuts, some local governments face little option but to raise taxes and/or fees. However, this option takes more money out of the pockets of taxpayers who are facing their own financial struggles.
- ***Raid reserve funds:*** Local governments are required to maintain reserve funds to cover expenses in emergency times. Most towns have already tapped into these funds to help balance their budgets. However, this band aid solution leaves towns vulnerable to depleting their reserve fund if the economy does not improve plus results in higher borrowing costs as bond rating agencies measure reserves when evaluating ability to repay borrowing.

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leaders face. In fact, some of the solutions offered in this legislative agenda could serve as models for state leaders as they address their own fiscal problems.

With this in mind, the Northwest Municipal Conference humbly offers our 2010 Legislative Program.

Protect Existing Municipal Revenues

We recognize that closing an \$11 billion dollar deficit will force legislators and the Governor to make hard choices. Every available and potential revenue source will be carefully scrutinized in attempt to solve the state's crisis. One of the items that might be considered as part of this effort is taking away the Local Government Distributive Fund (LGDF) and keeping it to fill in the state's deficit. In fact, some gubernatorial candidates are already proposing such a "solution".

This would effectively be one of the worst budget moves the state could possibly make.

The municipal share of the LGDF is already declining as a result of the economy (see sidebar). NWMC members combined received nearly \$125 million in LGDF dollars in FY 2008. To completely remove that source of income from local budgets for state use would be devastating in light of our existing problems.

A shortsighted failure of leadership like this would transfer the state's fiscal problems directly onto the backs of local taxpayers while handcuffing local government leaders with the responsibility of implementing the solutions.

In effect, this move would amount to the **single largest property tax increase ever** for municipalities that are in a position to force the lost revenues onto local property taxpayers. For non-home rule municipalities, the loss of this revenue with no means to recoup it **would force them into bankruptcy**.

The Local Government Distributive Fund

- The Local Government Distributive Fund (LGDF) provides local governments a one-tenth share of the state personal and corporate income tax. This is done in exchange for local governments not imposing their own income taxes.
- In FY 2008, this amounted to about \$92 per capita per municipality. For most towns, this is a significant portion of their budget (i.e. Carpentersville received nearly \$3.2 million and Glenview received nearly \$4.1 million in FY 2008).
- *Chart with amounts/percent of budget???*
- Because of the economic downturn, this amount is expected to total about \$85 per capita for FY 2010. The downturn alone will hurt the average allocation from the LGDF to NWMC members by an average of over \$200,000 per municipality.

The best strategy state leaders can employ is to do no harm to local governments. Do not take away any existing revenue sources. Do not impose any additional mandates without the funding to pay for them.

One option that may be under consideration to help the state's budget is an increase in the state income tax. Just as local leaders are loath to increase the tax burden, we appreciate that most state leaders are also reluctant to increase taxes during economic down times. However, if faced with this decision, one complicating factor involved in an income tax increase is the LGDF.

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While it may be tempting for the state to retain the LGDF one-tenth share of any increased revenues, a state income tax increase would in effect “poison the well” leaving local taxpayers extremely resistant to any local tax increase proposals. Maintaining the LGDF in any income tax increase is a positive way to avoid this dilemma and provide a measure of relief to local budgets.

Create a Sustainable Personnel Environment

The heart and soul of running a successful government operation is the hard working men and women that actually get the jobs done. Without having the proper staffing levels throughout our communities, basic local government functions such as protecting the health and safety of our residents, plowing snow covered streets, overseeing our future community and economic development, maintaining our infrastructure and balancing our books would be impossible to accomplish. Therefore, ensuring that our communities are able to maintain these and other vital services is the most important responsibility in which we entrust our local elected officials.

Personnel costs consume nearly 70% (verify - data needed) of municipal budgets. One of our gravest concerns is maintaining the quality of our workforce while still being able to afford to provide the services our residents depend upon. Numerous factors such as automatic wage increases and escalating insurance costs are causing upward pressure resulting in the cost of labor exceeding the capacity of taxpayer support.

The past two budget cycles have placed extraordinary pressure on local leaders to pare labor costs to balance their budgets. Layoffs, furlough days, wage freezes and position eliminations through retirement or attrition have become standard discussion topics during budget formulation. While the initial response from taxpayers has been “cut the fat”, the reality is that for most towns the “fat” has been eliminated and they’re now down to cutting “muscle” and “bone”. For non-home rule municipalities without the ability to increase local taxes, the cuts to “muscle” and “bone” have already begun and vital services are now in jeopardy.

The reality is that unless we make specific changes in regard to labor practices now, vital service will be eliminated. Delaying implementation of these changes will only make future cuts and tax increases even more devastating. Therefore, the Conference has identified three specific areas where legislation is needed to help municipalities control labor costs and protect vital services.

Pension Fairness Platform

For several years, the Northwest Municipal Conference has been advocating the need to address the funding of public safety pensions. The trend of rapidly falling funded levels despite a more than doubling of municipal contributions provided the basis of our arguments that action needs to be taken. The problem magnified itself to the crisis stage in 2009 as the actuarially required contributions to these funds grew by an astounding \$875,000 per Conference member (see sidebar).

The impact of negative investment returns resulting from the “Great Recession” has exacerbated the crisis. The long feared wake-up call that the current public safety pension system is no

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longer sustainable has arrived. In 2009, the Conference responded by proposing legislation that would provide municipalities breathing room from these massive increases. Unfortunately, that legislation was unable to overcome the opposition of the public safety unions. Without that relief, massive pension contribution increases will become the norm.

Our focus this year goes beyond identifying the problem or offering stopgap solutions. Instead, our communities are making the centerpiece of our legislative efforts fair and equitable changes to public safety pension systems.

The goal of these proposed changes is to balance the obligation to provide retirement benefits to past, present and future public safety employees with the need to reduce the immediate and long-term burden on the taxpayers who fund them. Our proposal consists of five key elements that combined will produce long term savings.

Fiscal Impact of Pension Increases

Data on ARC increases.

1. Enroll all new police and fire employees into a new, modified defined benefit pension system

Reasoning: A properly designed defined benefit pension system will create a sustainable foundation for providing a secure retirement for all current and future public safety employees.

Why It's Fair: There is precedent in Illinois for adopting modified defined benefit pension systems. The Illinois Pension Modernization Task Force estimated that adoption of a modified pension system for the five state funded pension systems could produce \$53.9 billion in savings over the next 35 years.

2. Recalibrate current public safety employee pension contributions commensurate with the level of benefits received

Reasoning: In a sustainable pension system, the employee and municipality contribute equally toward the "normal" pension costs.

Why It's Fair: Public safety employees can retire as early as age 50 after 30 years service with a pension equal to 75% of their final pay while contributing less than 10% of their pay over the same period. The current employee contribution level amounts to about one-third of the "normal" pension cost.

3. Consolidate all public safety pension funds in a pooled multiple employer investment system

Reasoning: Consolidation of all police and fire pension funds into a single entity would reduce operational costs and provide opportunities for improved investment returns through pooling.

Why It's Fair: All other municipal employees are already in a multiple employer pension system (IMRF) that provides pension stability through professional administration and pooled investment management of local government pension accounts.

4. Change amortization from the current 2033 deadline to adopt 30 year rolling

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Reasoning: Illinois law requiring pensions to be 100% funded by 2033 is arbitrary and not based on financially reasonable actuarial requirements.

Why It's Fair: A 30 year rolling amortization is more in line with the career span of public safety employees, is a standard accepted by the Governmental Accounting Standards Board and is common in other states.

5. Bar future pension benefits enhancements without a supermajority

Reasoning: Although legislation cannot bind future General Assemblies from action, the threshold for benefit increases for all public safety employees should be raised to a super majority level in order to discourage future changes while allowing flexibility in extraordinary situations.

Why It's Fair: Once a sustainable, financially secure retirement system is adopted, future benefit enhancements would only serve to destabilize it to the detriment of both employees and taxpayers. This should apply to all public safety employee pension systems.

Catastrophic Injury Reform

The Public Safety Employee Benefits Act (PSEBA) was enacted to provide lifetime health insurance benefits to police and fire personnel (and their families) who suffer a catastrophic injury on the job. The federal law upon which PSEBA is based defines catastrophic injury as "consequences of an injury that permanently prevents an individual from performing any gainful work". Unfortunately, the Illinois version of PSEBA omits this definition, opening the award of lifetime healthcare benefits to the discretion of local pension boards that are governed by a majority consisting of current and former employees.

PSEBA benefits awarded to those who legitimately deserve them are not the issue. An employee who is injured to the point where they are no longer able to support themselves and their family deserves to be taken care of.

Unfortunately, there are numerous existing cases where the injury suffered, while significant enough to prevent the employee from returning to active duty as a police officer or firefighter, does not prevent the employee from obtaining other gainful employment. The cost of allowing these former employees who are otherwise gainfully employed to collect lifetime healthcare

Examples of PSEBA Abuse

Many former employees currently collecting PSEBA mandated insurance are employed in a range of physically demanding jobs such as physical education instructors, security guards or operating their own contracting businesses. Others have obtained work in civilian positions with other law enforcement departments, performing property management and, in one case, became an attorney.

Morton Grove has over \$5.7 million in liabilities for four cases (two of those collecting are now self-employed). Schaumburg has nearly \$5 million in liabilities for five cases (two of them are currently gainfully employed). Statewide, this loophole has local governments on the hook for nearly \$100 million in PSEBA cases despite a great many of them falling outside the established federal definition of catastrophic injury.

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benefits at taxpayer expense is staggering. A single case often leaves local taxpayers liable for more than a million dollars in future healthcare insurance costs (see sidebar).

We urge legislators to amend PSEBA to apply the federal definition to the term catastrophic injury. Every Illinois community is at risk of needlessly paying out millions of dollars in healthcare benefits to able bodied former public safety employees until this loophole is closed.

Salary Arbitration Reform

Many local leaders have tried to shield employees from layoffs during this period of high unemployment. Ideally, if revenues are declining then holding salaries flat is a means to negate upward budget pressures. Many towns (as well as many private businesses) have been able to stabilize their budget shortfalls through wage freezes.

Instituting a wage freeze for non-union employees is a tactic that is fairly easy to implement. In many cases over the past year, employees have come to the table with just such an offer in order to avoid painful layoffs. However, instituting a wage freeze for union employees is a much trickier situation with long-term contracts that guarantee significant wage increases preventing wage freezes without union consent.

The reality of these economic times is that it makes little sense to ensure hefty contractual pay increases that exceed the local government's revenue growth. A non-home rule municipality can only increase property taxes by the lesser of the Consumer Price Index (CPI) or 5%. However, unions are able to use arbitration for wage increases based not upon economics but based upon what comparable municipalities have recently granted.

The easy solution would be to simply tell municipal leaders not to grant pay increases that exceed their revenue capacity during negotiations. Unfortunately, the solution is not that simple. The reality is that when the community and the union are unable to come to an agreement, the case is referred to arbitration. The arbitration panel, according to the Illinois Public Labor Relations Act, considers a number of factors including comparable wages in other communities and the CPI. However, the order in which these options are considered places the comparables in much higher standing than the CPI.

In order to allow the arbitration panels to take into account economic conditions, we propose that in all cases the arbitration panel shall base its findings on the rebuttable presumption that the most reasonable proposal of the parties is the proposal that most nearly equates the limitations placed upon non-home rule municipalities i.e. the lesser of the CPI or 5%.

Another consideration in the wage increase is the impact on pension funding. Pension benefits are determined by final wages. If the wage increase exceeds growth of municipal revenues, then the amount that needs to be contributed toward pension funds will also grow proportionately beyond the means of the municipality.

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Request approval to amend the enabling resolution to expand the number of members of the Green Initiatives Commission

MEETING DATE: February 8, 2010

COMMITTEE: General Administration & Personnel Committee

FROM: Becky Suhajda, Administrative Intern

PURPOSE: Request approval to amend the enabling resolution to expand the number of members of the Green Initiatives Commission.

DISCUSSION: Mayor McLeod has requested that the enabling resolution of the Green Initiatives Commission be amended to expand its membership from nine (9) to eleven (11). The draft enabling resolution for the Commission is attached.

RECOMMENDATION: Staff would ask that a motion be made to increase the number of commission members for the Green Initiatives Commission by two.

ATTACHMENTS: 1

VILLAGE OF HOFFMAN ESTATES

A RESOLUTION CREATING THE
GREEN INITIATIVES COMMISSION
OF THE VILLAGE OF HOFFMAN ESTATES

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

Section 1: That the Green Initiatives Commission of the Village of Hoffman Estates be and the same is hereby created to read as follows:

A. GREEN INITIATIVES COMMISSION

There is hereby created the Green Initiatives Commission of the Village of Hoffman Estates.

B. MEMBERSHIP

The Green Initiatives Commission shall consist of eleven (11) members, two of whom shall be co-chairmen who are appointed by the Mayor.

C. HOW APPOINTED – QUALIFICATIONS

The members of said Commission shall be appointed by the President with the consent of the Board of Trustees. All members of the Green Initiatives Commission shall be residents of or employed in the Village of Hoffman Estates.

D. TERMS OF OFFICE

Six (6) members of the Commission shall be appointed for a term of two (2) years expiring upon an even year and five (5) members of the Commission shall be appointed for a term of two (2) years expiring upon an odd year.

E. DUTIES OF THE GREEN INITIATIVES COMMISSION

1. To inform the community of the Green Initiatives currently undertaken by the Village of Hoffman Estates.
2. To endorse additional Green Initiatives for the Village of Hoffman Estates to undertake.
3. To educate residents and the business community regarding Green Initiatives that they can implement in their own homes or places of business in order to positively impact and sustain the environment.
4. Such other duties as shall be determined as the President and Board of Trustees deem appropriate.

F. ASSISTANCE

The Village Manager shall appoint a staff liaison to provide such guidance and counsel to the Green Initiatives Commission as may be required or requested from time to time.

G. COMPENSATION OF MEMBERS

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

H. BUDGET

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

I. REPORTS

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

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

PASSED THIS _____ day of _____, 2010

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Cary J. Collins	_____	_____	_____	_____
Trustee Raymond M. Kincaid	_____	_____	_____	_____
Trustee Jacquelyn Green	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2010

Village President

ATTEST:

Village Clerk

VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
From: Bruce Anderson
Regarding: Cable TV Report
Date: February 5, 2009

Citizen

Covers: The Studs Terkel Award, Barb Basil Award, Ribbon Cuttings at AA Salon and Silk Paradise, and the activities of the Dept. of Health and Human Services

Citizen Segments and Programs in development:

Year-In-Review
HEAA Reception

Behind the Badge

Covers: A Day in the Life, and Fire Equipment Expo.

High School Sports

New games are run each week on Wednesday evenings at seven and Saturday afternoons at one. The Girls basketball playoffs begin the week of Feb. 16, followed by the boys playoffs the end of February.

Sports under consideration for Spring include: boys volleyball and lacrosse, and girls soccer.

Martin Luther King Day

This program runs an hour and twenty minutes and will air through the month of February.

Complaints/Inquiries

The Village received two inquiries in the last month regarding the availability of AT&T's U-Verse product in unserved parts of the Village. There is one issue outstanding, but it is mostly resolved.

Recruitment Activity

Recruitment: Administrative Services Officer II – Court Officer. Position posted internally. Interviews scheduled for January 14, 2010. One candidate hired and started January 25, 2010.

Administrative Services Officer I – Front Desk.
Position posted internally on 1/25/10. Deadline for applications is 2/1/10.

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) – Parties tentatively agree to contract (January 1, 2009 – December 31, 2011).

Public Works (International Brotherhood of Teamsters, Local 714) – Contract (Jan. 1, 2010 – Dec. 31, 2012).

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

Grievances: Eleven (11) IAFF Local 2061 Grievances
Union and Village agree to meet and revisit grievances.

Three (3) MAP Grievances –
One (1) MAP 96 - Grievance in process.
One (1) MAP 96 Chapter Grievance - Arbitration hearing complete, brief filed.
One (1) MAP 96 – Arbitration hearing resulted in the Village's position upheld.

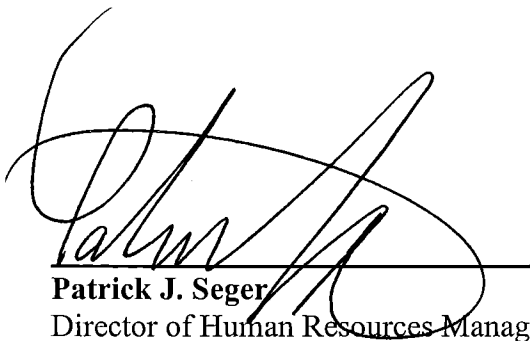
Personnel/Benefits/Employee Services

- Director of HRM participated in several meetings regarding Sears Centre.
- As President of IPELRA, Director of HRM attended the IPELRA board meeting.
- Director of HRM met with the Chief of Police to discuss personnel issues.
- Director of HRM attended FOIA refresher training.
- Director of HRM participated in several meetings regarding the finalization of the Fire Union contract.
- Director of HRM participated in the Management Team Meetings.
- Director of HRM attended IPBC meeting.
- The HRM staff met to discuss the status of current projects and pending matters.
- Director of HRM and HR Coordinator met with Finance and Development Services management to discuss changes in Village policy.
- As staff liaison to the Cultural Awareness Committee, the Director of HRM coordinated and attended the Dr. Martin Luther King, Jr. breakfast at Village Hall.

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 the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- The Risk Manager continued to meet with the Assistant to the Village Manager and other staff to discuss insurance and liability issues related to the Sears Centre. Continue to provide consultation related to risk management issues related to the acquisition. Appropriate insurance coverage was procured by the Risk Manager as per the contract with the manager of the property. Long term insurance issues continue to be negotiated.
- Provided continual written updates to appropriate management staff related to the status of several open workers' compensation claims.

- Met with one of the Village's workers' compensation defense attorneys and the third party claims administrator to discuss the disposition of several high exposure workers' compensation claims.
- Met with the Village's insurance broker to bind the renewal of the Village's excess insurance program for 2010, as approved by the Village Board.
- Reviewed a claims reporting process for the manager of the Sears Centre to report accidents and injuries to the Village.
- Conducted a hazard survey of the Sears Centre facility.
- Completed insurance application for reinsurance coverage to be purchased by the HELP pool in 2010.
- Reviewed contracts and insurance/indemnification requirements related to the construction of a bike path.
- Met with the Village's auditor to discuss the structure of the Village's insurance program.
- Conducted subrogation activities related to a minor vehicular collision involving a County plow truck.



Patrick J. Seger
Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT MONTHLY STAFFING REPORT JANUARY 2010

RECRUITMENTS

POSITION TITLE: ASO I – Front Desk (Internal Only)
DEPARTMENT: General Government
DATE POSTED: 1/25/10
AD DEADLINE: 2/1/10
APPLICATIONS REC'D: 5 applications to date
STATUS: Applications will be forwarded to the supervisor for review.

NEW STARTS

POSITION TITLE: ASO II – Court Officer
DEPARTMENT: Police
DATE POSTED: 12/15/09
AD DEADLINE: 12/29/09
APPLICATIONS REC'D: 8

STATUS: Three applicants interviewed on 1/14/10. One applicant hired and started on 1/25/10.

POSITION TITLE: Patrol Officer
DEPARTMENT: Police
DATE POSTED: n/a
AD DEADLINE: n/a
APPLICATIONS REC'D: n/a

STATUS: One officer recalled to replace a retiring officer. Recalled officer started on 1/25/10.

SUMMARY OF EMPLOYMENT ACTIVITY JANUARY 2010

	<u>Total Number</u>	<u>Position</u>
New Starts	2	ASO II – Court Officer Patrol Officer
Separations	0	
Promotions	0	
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	1	Patrol Officer
Reclassifications	0	
Change in Status	0	

SUMMARY OF UNPAID INTERNS/ADDITIONAL ACTIVITY

Unpaid Internships

- 1 Fire Science Internships (Unpaid) began on 1/19/10.
- 1 Cable TV Internship (Unpaid) began on 1/08/10.
- 1 EMA Internship (Unpaid) began on 1/04/10.
- 1 Nursing Internship (Unpaid) began on 1/21/10.

Additional Activity

(See HRM Employment Activity Report attached for details)

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	1	ASO I – Front Desk
Separations	0	
Promotions	0	
Transfers	0	
Reclassifications	0	
Changes in Status	0	
Retirements	0	
New Positions	0	
Eliminated Positions	0	

2010 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	351	350
PART TIME EMPLOYEES	49	48
TEMPORARY EMPLOYEES	0	0
SEASONAL EMPLOYEES	18	0
INTERNS (PAID)	3	3
TOTAL	421	401

Total Vacancies:

Full Time

Budgeted – Posted	1	Administrative Services Officer I
Budgeted - Not Posted	0	
TOTAL FULL TIME	1	

Part Time

Budgeted – Posted	0	
Budgeted-Not Posted	1	Data Processor – PT
TOTAL PART TIME	1	

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	5	5
Walk-Ins	20	20
Part Time – Response to Recruitments	0	0
Walk-Ins	5	5
Seasonal Applicants	5	5
TOTAL RECRUITMENTS	35	35

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
JANUARY 2010**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
John McIntosh	01/25/2010	Patrol Officer	Kevin O'Keefe
Kevin O'Keefe	01/25/10	ASO II – Court Officer	Elizabeth Crandall

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Kevin O'Keefe	1/24/10	Patrol Officer	Retired

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
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TRANSFERS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
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RECLASSIFICATIONS

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

CHANGE IN CLASS

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

CANCELLATIONS

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

SEASONAL/UNPAID INTERNSHIPS

<u>Name</u>	<u>Position</u>
Joe Richardson	Cable TV Production Internship began 1/08/10
Matt Cappelen	Fire Science Internship began 1/19/10
Margo McNamee	EMA Internship began 1/04/10
Carrie Michalek	Nursing Internship began 1/21/10

**ADDITIONAL MONTHLY REPORT INFORMATION
JANUARY 2010**

# Anniversaries	<u>8</u>
# Interviews conducted during month	<u>4</u>

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1999 Through: 01/31/2010

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	(Dept)	1	1.8%	1	0	0	1	0	0.00	0.00		0.00	0.0%
00	1	Community Development	(Sub-Loc)	1	1.8%	1	0	0	1	0	0.00	0.00		0.00	0.0%
00	206	Customer Service	(Dept)	1	1.8%	0	1	0	1	1	3,974.20	3,974.20		3,974.20	1.3%
00	2	Finance	(Sub-Loc)	1	1.8%	0	1	0	1	1	3,974.20	3,974.20		3,974.20	1.3%
00	250	PPO Payments	(Dept)	2	3.5%	2	0	1	1	0	76,447.51	152,895.01		152,895.01	48.8%
00	25	PPO Payments	(Sub-Loc)	2	3.5%	2	0	1	1	0	76,447.51	152,895.01		152,895.01	48.8%
00	300	Administration	(Dept)	1	1.8%	0	1	0	1	0	193.50	193.50		193.50	0.1%
00	301	Fire Suppression	(Dept)	12	21.1%	6	6	1	11	3	8,166.95	92,574.64	5,428.75	98,003.39	31.3%
00	303	Emergency Medical Services	(Dept)	7	12.3%	5	2	0	7	1	2,302.35	16,116.43		16,116.43	5.1%
00	3	Fire	(Sub-Loc)	20	35.1%	11	9	1	19	4	5,715.67	108,884.57	5,428.75	114,313.32	36.5%
00	400	Manager's Office	(Dept)	1	1.8%	0	1	0	1	0	4,452.45	4,452.45		4,452.45	1.4%
00	401	Cable TV	(Dept)	1	1.8%	1	0	0	1	0	260.40	260.40		260.40	0.1%
00	402	Boards & Commissions	(Dept)	1	1.8%	1	0	0	1	0	413.43	413.43		413.43	0.1%
00	4	General Government	(Sub-Loc)	3	5.3%	2	1	0	3	0	1,708.76	5,126.28		5,126.28	1.6%
00	600	Administration	(Dept)	1	1.8%	0	1	0	1	0	0.00	0.00		0.00	0.0%
00	6	Human Resources Management	(Sub-Loc)	1	1.8%	0	1	0	1	0	0.00	0.00		0.00	0.0%
00	700	Patrol	(Dept)	16	28.1%	13	3	0	16	2	1,761.71	28,187.36		28,187.36	9.0%
00	704	Traffic	(Dept)	1	1.8%	1	0	0	1	0	1,159.40	1,159.40		1,159.40	0.4%
00	7	Police	(Sub-Loc)	17	29.8%	14	3	0	17	2	1,726.28	29,346.76		29,346.76	9.4%
00	801	Water & Sewer	(Dept)	4	7.0%	2	2	0	4	0	733.76	2,935.02		2,935.02	0.9%
00	802	Building & Grounds	(Dept)	1	1.8%	0	1	0	1	0	1,411.10	1,411.10		1,411.10	0.5%
00	804	Forestry	(Dept)	5	8.8%	5	0	0	5	0	565.72	2,828.60		2,828.60	0.9%
00	805	Clerical	(Dept)	1	1.8%	1	0	0	1	0	452.50	452.50		452.50	0.1%
00	8	Public Works	(Sub-Loc)	11	19.3%	8	3	0	11	0	693.38	7,627.22		7,627.22	2.4%
00	9	Information Systems	(Sub-Loc)	1	1.8%	1	0	0	1	0	168.50	168.50		168.50	0.1%
00	01	Village of Hoffman Estates	(Loc)	57	100.0%	39	18	2	55	7	5,499.15	308,022.54	5,428.75	313,451.29	100.0%
		Totals for 2000 Claims:		57	100.0%	39	18	2	55	7	5,499.15	308,022.54	5,428.75	313,451.29	100.0%
01	300	Administration	(Dept)	2	3.1%	1	1	0	2	0	538.72	1,077.44		1,077.44	0.1%
01	301	Fire Suppression	(Dept)	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: 01/31/2010

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	(Dept)	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	(Dept)	1	1.5%	1	0	0	1	0	425.39	425.39		425.39	0.0%
01	3	Fire	(Sub-Loc)	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	(Dept)	1	1.5%	1	0	0	1	0	4,374.81	4,374.81		4,374.81	0.3%
01	4	General Government	(Sub-Loc)	1	1.5%	1	0	0	1	0	4,374.81	4,374.81		4,374.81	0.3%
01	505	Immunization	(Dept)	1	1.5%	1	0	0	1	0	391.50	391.50		391.50	0.0%
01	5	Health & Human Services	(Sub-Loc)	1	1.5%	1	0	0	1	0	391.50	391.50		391.50	0.0%
01	700	Patrol	(Dept)	20	30.8%	11	9	0	20	7	10,615.24	212,304.82		212,304.82	16.9%
01	702	Crime Prevention	(Dept)	1	1.5%	1	0	0	1	0	5,663.17	5,663.17		5,663.17	0.5%
01	704	Traffic	(Dept)	3	4.6%	1	2	0	3	2	2,887.00	8,660.99		8,660.99	0.7%
01	707	Records	(Dept)	4	6.2%	1	3	0	4	3	14,372.31	57,489.25		57,489.25	4.6%
01	7	Police	(Sub-Loc)	28	43.1%	14	14	0	28	12	10,147.08	284,118.23		284,118.23	22.7%
01	800	Streets	(Dept)	5	7.7%	3	2	0	5	1	48,719.89	243,599.47		243,599.47	19.4%
01	801	Water & Sewer	(Dept)	4	6.2%	2	2	0	4	1	24,096.40	96,385.58		96,385.58	7.7%
01	802	Building & Grounds	(Dept)	3	4.6%	3	0	0	3	0	422.63	1,267.88		1,267.88	0.1%
01	803	Equipment & Supply	(Dept)	1	1.5%	1	0	0	1	0	210.60	210.60		210.60	0.0%
01	804	Forestry	(Dept)	3	4.6%	2	1	0	3	0	1,150.17	3,450.50		3,450.50	0.3%
01	8	Public Works	(Sub-Loc)	16	24.6%	11	5	0	16	2	21,557.13	344,914.03		344,914.03	27.5%
01	9	Information Systems	(Sub-Loc)	1	1.5%	1	0	0	1	0	301.50	301.50		301.50	0.0%
01	01	Village of Hoffman Estates	(Loc)	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	(Dept)	1	2.6%	0	1	0	1	0	28,933.52	28,933.52		28,933.52	3.9%
02	1	Community Development	(Sub-Loc)	1	2.6%	0	1	0	1	0	28,933.52	28,933.52		28,933.52	3.9%
02	301	Fire Suppression	(Dept)	5	13.2%	1	4	0	5	2	11,335.45	56,677.26		56,677.26	7.6%
02	303	Emergency Medical Services	(Dept)	8	21.1%	4	4	0	8	1	7,441.19	59,529.50		59,529.50	8.0%
02	306	Technical Rescue	(Dept)	1	2.6%	0	1	0	1	0	5,830.00	5,830.00		5,830.00	0.8%
02	3	Fire	(Sub-Loc)	14	36.8%	5	9	0	14	3	8,716.91	122,036.76		122,036.76	16.4%
02	700	Patrol	(Dept)	11	28.9%	5	6	1	10	6	24,411.44	262,516.95	6,008.89	268,525.84	36.1%
02	704	Traffic	(Dept)	1	2.6%	0	1	0	1	1	310,828.16	310,828.16		310,828.16	41.8%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1999 Through: 01/31/2010

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	(Dept)	1	2.6%	1	0	0	1	0	1,777.50	1,777.50		1,777.50	0.2%
02	7	Police	(Sub-Loc)	13	34.2%	6	7	1	12	7	44,702.42	575,122.61	6,008.89	581,131.50	78.1%
02	800	Streets	(Dept)	5	13.2%	4	1	0	5	0	1,511.20	7,556.00		7,556.00	1.0%
02	801	Water & Sewer	(Dept)	2	5.3%	0	2	0	2	0	1,227.90	2,455.80		2,455.80	0.3%
02	803	Equipment & Supply	(Dept)	1	2.6%	1	0	0	1	0	281.70	281.70		281.70	0.0%
02	804	Forestry	(Dept)	2	5.3%	2	0	0	2	0	642.60	1,285.20		1,285.20	0.2%
02	8	Public Works	(Sub-Loc)	10	26.3%	7	3	0	10	0	1,157.87	11,578.70		11,578.70	1.6%
02	01	Village of Hoffman Estates	(Loc)	38	100.0%	18	20	1	37	10	19,570.54	737,671.59	6,008.89	743,680.48	100.0%
Totals for 2002 Claims:				38	100.0%	18	20	1	37	10	19,570.54	737,671.59	6,008.89	743,680.48	100.0%
03	301	Fire Suppression	(Dept)	5	14.3%	2	3	0	5	2	25,542.01	127,710.07		127,710.07	31.2%
03	303	Emergency Medical Services	(Dept)	12	34.3%	9	3	0	12	2	15,553.15	186,637.80		186,637.80	45.7%
03	305	Underwater Rescue	(Dept)	1	2.9%	1	0	0	1	0	785.49	785.49		785.49	0.2%
03	3	Fire	(Sub-Loc)	18	51.4%	12	6	0	18	4	17,507.41	315,133.36		315,133.36	77.1%
03	700	Patrol	(Dept)	7	20.0%	5	2	0	7	1	1,467.76	10,274.35		10,274.35	2.5%
03	701	Investigations	(Dept)	1	2.9%	0	1	0	1	1	79,722.54	79,722.54		79,722.54	19.5%
03	704	Traffic	(Dept)	3	8.6%	1	2	0	3	0	88.33	265.00		265.00	0.1%
03	7	Police	(Sub-Loc)	11	31.4%	6	5	0	11	2	8,205.63	90,261.89		90,261.89	22.1%
03	801	Water & Sewer	(Dept)	3	8.6%	3	0	1	2	0	699.33	2,098.00		2,098.00	0.5%
03	802	Building & Grounds	(Dept)	2	5.7%	2	0	0	2	0	477.00	954.00		954.00	0.2%
03	803	Equipment & Supply	(Dept)	1	2.9%	1	0	0	1	0	310.50	310.50		310.50	0.1%
03	8	Public Works	(Sub-Loc)	6	17.1%	6	0	1	5	0	560.42	3,362.50		3,362.50	0.8%
03	01	Village of Hoffman Estates	(Loc)	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	(Dept)	1	2.1%	1	0	0	1	0	1,295.10	1,295.10		1,295.10	0.1%
04	2	Finance	(Sub-Loc)	1	2.1%	1	0	0	1	0	1,295.10	1,295.10		1,295.10	0.1%
04	301	Fire Suppression	(Dept)	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	(Dept)	11	22.9%	7	4	0	11	0	12,225.62	134,481.79		134,481.79	12.5%
04	3	Fire	(Sub-Loc)	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	(Dept)	1	2.1%	1	0	0	1	0	405.00	405.00		405.00	0.0%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1999 Through: 01/31/2010

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
04	5	Health & Human Services	(Sub-Loc)	1	2.1%	1	0	0	1	0	405.00	405.00		405.00	0.0%
04	600	Administration	(Dept)	1	2.1%	1	0	0	1	0	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	0.0%
04	700	Patrol	(Dept)	16	33.3%	12	4	0	16	4	40,543.58	648,697.32		648,697.32	60.4%
04	703	Tactical	(Dept)	2	4.2%	2	0	0	2	0	137.84	275.68		275.68	0.0%
04	7	Police	(Sub-Loc)	18	37.5%	14	4	0	18	4	36,054.06	648,973.00		648,973.00	60.5%
04	800	Streets	(Dept)	3	6.3%	1	2	0	3	2	43,878.25	131,634.74		131,634.74	12.3%
04	801	Water & Sewer	(Dept)	1	2.1%	1	0	0	1	0	0.00	0.00		0.00	0.0%
04	803	Equipment & Supply	(Dept)	1	2.1%	0	1	0	1	1	81,422.11	81,422.11		81,422.11	7.6%
04	804	Forestry	(Dept)	1	2.1%	1	0	0	1	0	481.50	481.50		481.50	0.0%
04	8	Public Works	(Sub-Loc)	6	12.5%	3	3	0	6	3	35,589.73	213,538.35		213,538.35	19.9%
04	01	Village of Hoffman Estates	(Loc)	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	(Dept)	6	11.3%	4	2	0	6	0	1,012.80	6,076.77		6,076.77	1.9%
05	303	Emergency Medical Services	(Dept)	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	(Sub-Loc)	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	(Dept)	1	1.9%	1	0	0	1	0	184.50	184.50		184.50	0.1%
05	5	Health & Human Services	(Sub-Loc)	1	1.9%	1	0	0	1	0	184.50	184.50		184.50	0.1%
05	700	Patrol	(Dept)	7	13.2%	5	2	0	7	1	3,015.10	21,105.71		21,105.71	6.6%
05	701	Investigations	(Dept)	1	1.9%	1	0	0	1	0	297.00	297.00		297.00	0.1%
05	704	Traffic	(Dept)	1	1.9%	1	0	0	1	0	1,186.85	1,186.85		1,186.85	0.4%
05	707	Records	(Dept)	1	1.9%	0	1	0	1	1	10,253.45	10,253.45		10,253.45	3.2%
05	7	Police	(Sub-Loc)	10	18.9%	7	3	0	10	2	3,284.30	32,843.01		32,843.01	10.2%
05	800	Streets	(Dept)	4	7.5%	4	0	0	4	0	627.99	2,511.94		2,511.94	0.8%
05	801	Water & Sewer	(Dept)	5	9.4%	5	0	0	5	0	1,066.50	5,332.50		5,332.50	1.7%
05	802	Building & Grounds	(Dept)	1	1.9%	1	0	0	1	0	437.00	437.00		437.00	0.1%
05	803	Equipment & Supply	(Dept)	2	3.8%	2	0	0	2	0	697.05	1,394.10		1,394.10	0.4%
05	804	Forestry	(Dept)	4	7.5%	3	1	0	4	0	259.88	1,039.50		1,039.50	0.3%
05	8	Public Works	(Sub-Loc)	16	30.2%	15	1	0	16	0	669.69	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: 01/31/2010

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
05	01	Village of Hoffman Estates	(Loc)	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	(Dept)	1	1.8%	0	1	0	1	0	1,527.37	1,527.37		1,527.37	0.1%
06	2	Finance	(Sub-Loc)	1	1.8%	0	1	0	1	0	1,527.37	1,527.37		1,527.37	0.1%
06	301	Fire Suppression	(Dept)	9	16.1%	5	4	0	9	2	38,029.36	342,264.26		342,264.26	32.1%
06	303	Emergency Medical Services	(Dept)	14	25.0%	7	7	3	11	4	37,777.36	407,595.67	121,287.33	528,883.00	49.7%
06	3	Fire	(Sub-Loc)	23	41.1%	12	11	3	20	6	37,875.97	749,859.93	121,287.33	871,147.26	81.8%
06	700	Patrol	(Dept)	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	(Dept)	1	1.8%	1	0	0	1	0	0.00	0.00		0.00	0.0%
06	703	Tactical	(Dept)	4	7.1%	3	1	0	4	0	2,311.32	9,245.26		9,245.26	0.9%
06	704	Traffic	(Dept)	2	3.6%	2	0	0	2	0	3,850.97	7,701.94		7,701.94	0.7%
06	707	Records	(Dept)	1	1.8%	0	1	0	1	1	24,709.39	24,709.39		24,709.39	2.3%
06	7	Police	(Sub-Loc)	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	(Dept)	1	1.8%	1	0	0	1	0	4,201.51	4,201.51		4,201.51	0.4%
06	801	Water & Sewer	(Dept)	2	3.6%	1	1	0	2	0	112.50	225.00		225.00	0.0%
06	802	Building & Grounds	(Dept)	1	1.8%	0	1	0	1	0	70,689.99	70,689.99		70,689.99	6.6%
06	804	Forestry	(Dept)	3	5.4%	3	0	0	3	0	2,038.90	6,116.71		6,116.71	0.6%
06	8	Public Works	(Sub-Loc)	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	(Loc)	56	100.0%	34	22	4	52	10	19,018.90	939,931.52	125,126.68	1,065,058.20	100.0%
Totals for 2006 Claims:				56	100.0%	34	22	4	52	10	19,018.90	939,931.52	125,126.68	1,065,058.20	100.0%
07	301	Fire Suppression	(Dept)	9	18.8%	7	2	2	7	2	41,759.34	232,304.70	143,529.40	375,834.10	59.0%
07	303	Emergency Medical Services	(Dept)	7	14.6%	6	1	1	6	1	4,290.48	12,059.01	17,974.35	30,033.36	4.7%
07	3	Fire	(Sub-Loc)	16	33.3%	13	3	3	13	3	25,366.72	244,363.71	161,503.75	405,867.46	63.8%
07	600	Administration	(Dept)	1	2.1%	0	1	0	1	0	0.00	0.00		0.00	0.0%
07	6	Human Resources Management	(Sub-Loc)	1	2.1%	0	1	0	1	0	0.00	0.00		0.00	0.0%
07	700	Patrol	(Dept)	10	20.8%	6	4	0	10	2	5,390.95	53,909.49		53,909.49	8.5%
07	703	Tactical	(Dept)	2	4.2%	2	0	0	2	0	356.16	712.31		712.31	0.1%
07	704	Traffic	(Dept)	4	8.3%	2	2	0	4	1	4,376.80	17,507.19		17,507.19	2.8%
07	7	Police	(Sub-Loc)	16	33.3%	10	6	0	16	3	4,508.06	72,128.99		72,128.99	11.3%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1999 Through: 01/31/2010

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	(Dept)	3	6.3%	2	1	0	3	1	8,294.56	24,883.69		24,883.69	3.9%
07	801	Water & Sewer	(Dept)	4	8.3%	4	0	0	4	0	1,093.37	4,373.47		4,373.47	0.7%
07	802	Building & Grounds	(Dept)	1	2.1%	1	0	0	1	0	743.84	743.84		743.84	0.1%
07	803	Equipment & Supply	(Dept)	3	6.3%	3	0	0	3	0	1,148.10	3,444.30		3,444.30	0.5%
07	804	Forestry	(Dept)	4	8.3%	3	1	1	3	1	31,266.50	124,054.84	1,011.14	125,065.98	19.6%
07	8	Public Works	(Sub-Loc)	15	31.3%	13	2	1	14	2	10,567.42	157,500.14	1,011.14	158,511.28	24.9%
07	01	Village of Hoffman Estates	(Loc)	48	100.0%	36	12	4	44	8	13,260.58	473,992.84	162,514.89	636,507.73	100.0%
Totals for 2007 Claims:				48	100.0%	36	12	4	44	8	13,260.58	473,992.84	162,514.89	636,507.73	100.0%
08	200	Accounting	(Dept)	1	1.6%	1	0	0	1	0	0.00	0.00		0.00	0.0%
08	206	Customer Service	(Dept)	1	1.6%	0	1	0	1	0	0.00	0.00		0.00	0.0%
08	2	Finance	(Sub-Loc)	2	3.1%	1	1	0	2	0	0.00	0.00		0.00	0.0%
08	300	Administration	(Dept)	1	1.6%	1	0	0	1	0	3,466.28	3,466.28		3,466.28	0.6%
08	301	Fire Suppression	(Dept)	14	21.9%	11	3	1	13	1	1,591.30	17,676.63	4,601.53	22,278.16	4.1%
08	303	Emergency Medical Services	(Dept)	22	34.4%	17	5	4	18	3	11,647.90	215,757.33	40,496.45	256,253.78	46.6%
08	3	Fire	(Sub-Loc)	37	57.8%	29	8	5	32	4	7,621.57	236,900.24	45,097.98	281,998.22	51.3%
08	400	Manager's Office	(Dept)	1	1.6%	0	1	0	1	0	0.00	0.00		0.00	0.0%
08	4	General Government	(Sub-Loc)	1	1.6%	0	1	0	1	0	0.00	0.00		0.00	0.0%
08	700	Patrol	(Dept)	7	10.9%	4	3	2	5	3	9,419.18	51,285.14	14,649.10	65,934.24	12.0%
08	701	Investigations	(Dept)	1	1.6%	0	1	0	1	1	80,561.35	80,561.35		80,561.35	14.6%
08	703	Tactical	(Dept)	2	3.1%	2	0	0	2	0	953.81	1,907.61		1,907.61	0.3%
08	704	Traffic	(Dept)	1	1.6%	0	1	0	1	0	8,049.19	8,049.19		8,049.19	1.5%
08	705	Canine	(Dept)	1	1.6%	1	0	0	1	0	5,940.13	5,940.13		5,940.13	1.1%
08	7	Police	(Sub-Loc)	12	18.8%	7	5	2	10	4	13,532.71	147,743.42	14,649.10	162,392.52	29.5%
08	800	Streets	(Dept)	5	7.8%	5	0	0	5	0	661.38	3,306.90		3,306.90	0.6%
08	801	Water & Sewer	(Dept)	5	7.8%	4	1	0	5	0	410.40	2,052.00		2,052.00	0.4%
08	804	Forestry	(Dept)	2	3.1%	1	1	1	1	1	50,082.41	76,759.62	23,405.20	100,164.82	18.2%
08	8	Public Works	(Sub-Loc)	12	18.8%	10	2	1	11	1	8,793.64	82,118.52	23,405.20	105,523.72	19.2%
08	01	Village of Hoffman Estates	(Loc)	64	100.0%	47	17	8	56	9	8,592.41	466,762.18	83,152.28	549,914.46	100.0%
Totals for 2008 Claims:				64	100.0%	47	17	8	56	9	8,592.41	466,762.18	83,152.28	549,914.46	100.0%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1999 Through: 01/31/2010

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	(Dept)	2	3.8%	1	1	0	2	0	1,583.20	3,166.40		3,166.40	0.6%
09	301	Fire Suppression	(Dept)	14	26.4%	11	3	8	6	0	6,350.84	57,637.61	31,274.15	88,911.76	16.4%
09	303	Emergency Medical Services	(Dept)	20	37.7%	13	7	9	11	2	16,101.03	168,713.15	153,307.37	322,020.52	59.5%
09	3	Fire	(Sub-Loc)	36	67.9%	25	11	17	19	2	11,502.74	229,517.16	184,581.52	414,098.68	76.5%
09	600	Administration	(Dept)	1	1.9%	0	1	1	0	1	13,050.00	1,517.50	11,532.50	13,050.00	2.4%
09	6	Human Resources Management	(Sub-Loc)	1	1.9%	0	1	1	0	1	13,050.00	1,517.50	11,532.50	13,050.00	2.4%
09	700	Patrol	(Dept)	8	15.1%	2	6	6	2	4	10,524.07	29,624.48	54,568.11	84,192.59	15.5%
09	704	Traffic	(Dept)	1	1.9%	1	0	1	0	0	0.00	0.00		0.00	0.0%
09	707	Records	(Dept)	1	1.9%	1	0	1	0	0	0.00	0.00		0.00	0.0%
09	7	Police	(Sub-Loc)	10	18.9%	4	6	8	2	4	8,419.26	29,624.48	54,568.11	84,192.59	15.5%
09	800	Streets	(Dept)	1	1.9%	0	1	1	0	0	25,000.00	3,114.39	21,885.61	25,000.00	4.6%
09	801	Water & Sewer	(Dept)	2	3.8%	2	0	1	1	0	592.65	1,185.30		1,185.30	0.2%
09	803	Equipment & Supply	(Dept)	1	1.9%	0	1	1	0	0	2,820.00	797.40	2,022.60	2,820.00	0.5%
09	804	Forestry	(Dept)	2	3.8%	2	0	0	2	0	551.70	1,103.40		1,103.40	0.2%
09	8	Public Works	(Sub-Loc)	6	11.3%	4	2	3	3	0	5,018.12	6,200.49	23,908.21	30,108.70	5.6%
09	01	Village of Hoffman Estates	(Loc)	53	100.0%	33	20	29	24	7	10,216.04	266,859.63	274,590.34	541,449.97	100.0%
Totals for 2009 Claims:				53	100.0%	33	20	29	24	7	10,216.04	266,859.63	274,590.34	541,449.97	100.0%
10	301	Fire Suppression	(Dept)	1	50.0%	1	0	1	0	0	0.00	0.00		0.00	#Num!
10	303	Emergency Medical Services	(Dept)	1	50.0%	1	0	1	0	0	0.00	0.00		0.00	#Num!
10	3	Fire	(Sub-Loc)	2	100.0%	2	0	2	0	0	0.00	0.00		0.00	#Num!
10	01	Village of Hoffman Estates	(Loc)	2	100.0%	2	0	2	0	0	0.00	0.00		0.00	#Num!
Totals for 2010 Claims:				2	100.0%	2	0	2	0	0	0.00	0.00		0.00	#Num!
250	Village of Hoffman Estates			519		340	179	57	462	91	13,309.19	6,019,301.68	888,165.58	6,907,467.26	

Open Medical: 16
 Open Comp: 13
 Open Legal: 28