

# AGENDA

## GENERAL ADMINISTRATION & PERSONNEL COMMITTEE VILLAGE OF HOFFMAN ESTATES JANUARY 17, 2011

7:30 p.m. – Council Chambers

**Members:** Gary Stanton, Chairperson  
Ray Kincaid, Vice-Chairperson  
Gary Pilafas, Trustee  
Karen Mills, Trustee  
Jacquelyn Green, Trustee  
Anna Newell, Trustee  
William McLeod, Mayor

**I. Roll Call**

**II. Approval of Minutes – December 13, 2010**

### **NEW BUSINESS**

1. Discussion regarding the Legislative Update.
2. Request approval to declare Village property surplus and permit the sale of personal property owned by the Village.
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**

December 13, 2010

**I. Roll Call**

**Members in Attendance:**

Gary Stanton, Chairperson  
Ray Kincaid, Vice-Chairperson  
Trustee Gary Pilafas

**Other Corporate Authorities  
in Attendance:**

Trustee Karen Mills  
Trustee Jacquelyn Green  
Trustee Anna Newell  
Village President William McLeod

**Management Team Members  
in Attendance:**

Jim Norris, Village Manager  
Art Janura, Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Mark Koplín, Asst. Vlg. Mgr., Dev. Services  
Gary Skoog, Director of Economic Development  
Gary Salavitch, Director of Engineering  
Patrick Seger, Human Resource Mgmt. Dir.  
Robert Gorvett, Fire Chief  
Mike Hish, Acting Police Chief  
Algean Garner, Director of H&HS  
Ken Hari, Director of Public Works  
Joe Nebel, Public Works Superintendent  
Michael DuCharme, Finance Director  
Rachel Musiala, Asst. Director of Finance  
Bruce Anderson, Cable TV Coordinator  
Gordon Eaken, Director of IS  
Ken Koop, Risk Manager  
Doug Schultz, Community Relations Coor.  
Bev Romanoff, Village Clerk  
Ben Gibbs, GM - Sears Centre Arena  
John Janicki, Dir. of Finance – SCA

**Others in Attendance**

Reporter from *Daily Herald*

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

**II. Approval of Minutes**

Motion by Trustee Mills, seconded by Mayor McLeod, to approve the General Administration & Personnel Committee meeting minutes of November 8, 2010. Voice vote taken. Trustee Stanton abstained. Motion carried.

**NEW BUSINESS**

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

An item summary from Sarah Kuechler was presented to the Committee.

Mr. Jim Norris shared information regarding the Police and Fire pension votes as well as amendments to the Freedom of Information Act law. Mr. Norris and Trustee Stanton also discussed the possible changes to the Local Government Distributive Fund that would potentially impact municipalities.

Trustee Mills and Mr. Norris discussed the Police and Fire pension and whether the City of Chicago would be included in any changes to the pensions.

Mayor McLeod, Trustee Pilafas and Mr. Norris discussed the lame-duck session in Springfield.

**2. Request Board approval of 2011 Village Board and Standing Committee meeting schedule.**

An item summary from James H. Norris was presented to the Committee.

Trustee Newell and Mr. Norris discussed April Village Board schedule.

Motion by Mayor McLeod, seconded by Trustee Green, to approve the 2011 Village Board and Standing Committee meeting schedule. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Mills, seconded by Trustee Kincaid, to recess the General Administration and Personnel Committee Meeting at 7:54. Voice vote taken. All ayes. Motion carried.

The General Administration & Personnel Committee meeting was called to back to order at 7:56 p.m.

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

The Cable TV Monthly Report was submitted to the Committee.

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

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

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

Trustee Pilafas asked the staff to research what constitutes a "Green" Job.

Motion by Trustee Mills, seconded by Trustee Pilafas, to accept the Human Resources Management Monthly Report. Voice vote taken. All ayes. Motion carried.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

Motion by Trustee Mills, seconded by Trustee Pilafas, to adjourn the meeting at 7:58 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

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Date

# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

NB1

**SUBJECT:** Discussion regarding legislative update

**MEETING DATE:** January 17, 2011

**COMMITTEE:** General Administration & Personnel Committee

**FROM:** Sarah Kuechler, Administrative Intern

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**PURPOSE:** To provide a summary of the 96<sup>th</sup> General Assembly lame duck session and recent legislation.

**BACKGROUND:** The General Assembly returned on Monday, January 3 for a lame duck session. The 96<sup>th</sup> General Assembly could act upon any bills until noon on Wednesday, January 12 when the session concluded with the inauguration of the 97<sup>th</sup> General Assembly. The 97<sup>th</sup> General Assembly is scheduled to be in session beginning February 1, 2011.

**DISCUSSION:** **Police and Fire Pension Reform signed by the Governor**  
On December 30, 2010, Governor Quinn signed SB3538 – Police and Fire Pension Reform bill into law. This is significant to the Village in providing some initial relief and represents a first critical step towards reforming the police and fire pension systems.

### **96th General Assembly - Lame Duck Session**

The following bills of interest are highlighted:

- SB 2505 – State Income Tax Increase
- HB 1606 – Asbestos Notifications

### **Senate Bill 2505: State Income Tax Increase**

**Status:** Governor Quinn signed into law on Thursday, January 13 as Public Act 96-1496.

**Summary:** The legislation increases State income taxes, sets limits on State spending, and creates new state income tax dedicated funds for education and human services. The increased tax rates are as follows:

- In 2011 -2014, the individual tax rate increases from 3% to 5% and the corporate rate increases from 4.8% to 7%
- In 2015 – 2024, the individual rate is 3.75%, and the corporate rate is 5.25%
- In 2025 and thereafter, the individual rate is 3.25% and the corporate rate is 4.8%.

***The legislation does not provide municipalities with any share of the increased taxes.*** A formula for LGDF distributions was created by the legislation that maintains the shared revenues at their current levels—it gives municipalities a lower distribution percentage of a higher tax rates. For example for 2011 – 2014, the distribution is 6% of the net revenue received from the 5% individual rate and 6.86% of the net revenue received from the 7% corporate rate.

A troubling aspect is the possibility that LGDF distributions could be lowered from their current levels. If State spending exceeds the set limits and the General Assembly or Governor does not act to reduce to the authorized spending level, then the income tax rates revert back to their current levels. However, if this occurs, the legislation does not provide for a mechanism to restore the LGDF distributions to their current levels. For example, if the individual tax rate reverts to 3%, then instead of receiving 10% of the 3% rate (current status quo), municipalities would receive only 6% of the 3% rate. This reduction would have a huge impact upon municipalities who rely on LGDF distributions.

Another potential problem is the vagueness of the legislation. The legislation's definition of "State spending" appears broad enough that it may include shared revenue to municipalities, such as LGDF, sales tax collections, or MFT. If this is the case, if the State spends too much on other items, it may be prohibited from making the tax sharing distributions to municipalities.

***In perspective of the Village:***

The below figures show the amount of LGDF proceeds received by the Village in recent years:

2008 Actual -	\$4,781,261
2009 Actual -	\$3,991,678 (10 months)
2010 Estimate -	\$4,485,720 (14 months)
2011 Budgeted -	\$3,900,000 (12 months)

*Note: 2009 and 2010 are not based off 12 months due to delayed payments by the State.*

For the Village's 2011 budget, income tax was budgeted at a level of \$77 per capita (equates to \$3.9 million in revenues), which was based on the latest information prior to preparing the budget. In the IML's latest analysis, they are projecting an \$80 per capita rate to be distributed to municipalities. Their numbers are based on a May 1 fiscal year. It should also be noted that the \$80 per person estimate for next year does not take into account the final Census numbers which should be available later this spring. Assuming that we are expected to receive the same level of LGDF proceeds this year, the Census may have more of an impact in the short term than the actual change in the legislation.

***Previous Action Taken:*** A letter to increase LGDF distributions if the state income tax was increased was signed by the Mayor on behalf of the Village and faxed to legislators on January 7, 2011 (attached).

**House Bill 1606: Asbestos Notifications**

***Sponsored By:*** Representative Dugan (D-Bradley) and Senator Hutchinson (D-Olympia Fields)

***Status:*** Sent to the Governor.

***Summary:*** As amended, this legislation requires counties and municipalities to notify those applying for a demolition or renovation permit that the applicant, if required, must complete a document regarding asbestos and file the document with Illinois Environmental Protection Agency (IEPA).

***Recommendation:*** IML is neutral on the legislation after an amendment was placed on the bill removing language requiring the asbestos documents to be filed prior to the issuance of a demolition permit.

**ATTACHMENTS:**

IML Analysis of State Income Tax Increase

Copy of Legislative Letter from the Mayor – State Income Tax



## IML Analysis of State Income Tax Increase

<http://iml.org/page.cfm?key=6661>

### **Governor Quinn Signs Income Tax Increase Into Law**

By Brian Day, Staff Attorney, IML

Governor Quinn signed SB 2505 into law on Thursday, January 13 as P.A. 96-1496. The General Assembly had previously approved the tax and budget bill on Tuesday, January 11, 2011. The House roll call for SB 2505 is here. The Senate roll call is here.

The new tax and budget law increases State income taxes and contains a number of other provisions concerning State spending. Under the legislation, Illinois municipalities would not get a share of the increased tax rates through LGDF distributions. More troublesome, however, is that the legislation contains provisions that could interfere with the current levels of LGDF distributions.

Click here for a full index of SB 2505. The following are the provisions that are most relevant to municipalities.

#### **I. INCOME TAX INCREASE AND DISTRIBUTIONS**

##### **A. New Tax Rates:**

The current income tax rates are 3% for individuals and 4.8% for corporations. The legislation includes a number of increased tax rates:

- In 2011 - 2014, the individual tax rate increases from 3% to 5%; and the corporate rate increases from 4.8% to 7%;
- In 2015 - 2024, the individual rate is 3.75%, and the corporate rate is 5.25; and
- In 2025 and thereafter, the individual rate is 3.25%, and the corporate rate is 4.8%.

Click here to read the legislative language for the personal income tax rates.

Click here to read the legislative language for the corporate rates.

##### **B. LGDF Distributions:**

The legislation does not provide municipalities with any share of the increased taxes. Click here for an estimate of the amount of revenue that municipalities will lose as a result of not receiving a full 10% share of the income tax increase. The legislation does, however, seek to maintain the shared revenues at their current levels. The distributions to LGDF are as follows:

- From February, 2011 through January, 2015, the distribution is 6% of the net revenue received from the 5% individual rate and 6.86% of the net revenue received from the 7% corporate rate;
- From February, 2015 through January, 2025, the distribution is 8% of the net revenue received from the 3.75% individual rate and 9.14% of the net revenue received from the 5.25% corporate rate; and
- From February 2025 and thereafter, the distribution is 9.23% of the net revenue received from the 3.25% individual rate and 10% of the net revenue received from the 4.8% corporate rate.



A potential problem is that this distribution scheme fails to account for a situation where the income tax rates could be reduced by State spending limits. The legislation attempts to maintain the status quo for LGDF distributions. It gives municipalities a lower distribution percentage of a higher tax rate in an effort to maintain the same level of funding. The legislation also provides for a mechanism for the tax rates to revert to current levels if the State overspends, but it does not provide for a mechanism to restore the LGDF distributions to their current levels. Therefore, if the tax rates fall due to the State's overspending, then municipalities will have a lower distribution percentage of a lower tax rate. For example, if the individual tax rate reverts to 3%, then instead of receiving 10% of the 3% rate (under the status quo), municipalities would receive only 6% of the 3% rate. In that case, municipalities will lose out on LGDF money.

[Click here](#) to read the legislative language concerning LGDF deposits.

## **II. STATE SPENDING LIMITS**

There are two provisions of the legislation that are aimed at curbing State spending.

### **A. State Spending Limit:**

The legislation sets limits on the level of State funding. The spending limits for the State are:

- For FY 2012, \$36,818,000,000;
- For FY 2013, \$37,554,000,000;
- For FY 2014, \$38,305,000,000;
- For FY 2015, \$39,072,000,000; and
- For FY 2016 and thereafter, there is no spending limit.

The Auditor General is required to make various spending reports and, if the State spending exceeds the limits, then the General Assembly or Governor may act to reduce State spending to the authorized spending level. If the General Assembly or Governor does not Act, then the income tax rates revert back to their present levels of 3% for individuals and 4.8% for corporations.

Potentially troubling for municipalities is the fact that the definition of "State spending" appears broad enough that it may include shared revenue to municipalities. The legislation caps State spending at specified dollar amounts. The definition of "State spending" could be broad enough to include the payments for State shared revenues through LGDF, sales tax collections, or MFT. If that is the case, if the State spends too much on other items, it may be prohibited from making the tax sharing distributions to municipalities.

Additionally, the legislation allows the Governor to declare a contingency reserve of moneys that would exceed the State spending limit for that year. If the definition of State spending includes State shared revenues, then, the Governor appears to be authorized to reduce or delay the amount of shared revenues to local government.

[Click here](#) to read the legislative language for the state spending cap.

### **B. State Mandate Funding:**

The legislation provides that, through FY2015, with respect to any statutory mandate that is not designated as being subject to appropriation, the Governor may reduce the amount of funds appropriated to "some or all of those statutory mandates" in an amount that he or she deems to be necessary to accommodate budgetary limitations while attempting to implement the mandates. The provision does not

include a definition of "mandate".

A potential problem for municipalities is that this provision allows the Governor to reduce the amount of money appropriated by "statutory mandates". The legislation is silent as to what constitutes a "statutory mandate". If that term could be defined broadly enough to include State shared revenues, then it would appear that the Governor would have the power to unilaterally reduce the amount of money paid to local government.

[Click here](#) to read the legislative language concerning statutory mandates.

### **III. NEW STATE INCOME TAX DEDICATED FUNDS**

While the General Assembly was unable to find any additional money for municipalities from the increased taxes, it did create three additional funds that receive money from the new revenue. The legislation creates the Fund for the Advancement of Education and the Commitment to Human Services Fund as special funds in the State Treasury.

#### **A. Education:**

The Advancement of Education Fund is a special fund in the State Treasury, and any deposits in the Fund must be appropriated to provide financial assistance for educational programs. There are no directions or procedures set forth as to how or when this money is spent.

The fund receives its money from deposits of income tax collections. Beginning in 2015, the Fund receives 1/30 (3.333%) of the income tax proceeds. In 2025 and thereafter, the fund receives 1/26 (3.846%) of the income tax proceeds.

#### **B. Human Services:**

The Commitment to Human Services Fund is a special fund in the State Treasury. The moneys in the Fund must be appropriated to provide financial assistance for community-based human service providers and for State funded human service programs. Again, there are no directions or procedures set forth as to how or when this money is spent.

The fund receives its money from deposits of income tax collections. Beginning in 2015, the Fund receives 1/30 (3.333%) of the income tax proceeds. In 2025 and thereafter, the fund receives 1/26 (3.846%) of the income tax proceeds.

[Click here](#) to read the legislative language concerning the new special funds.



# HOFFMAN ESTATES

OFFICE OF THE MAYOR

William D. McLeod  
MAYOR

January 7, 2011

Honorable Michael Noland  
State Senator – 22<sup>nd</sup> District  
M115 Capitol Building  
Springfield, IL 62706

**Re: Tentative Tax Agreement – Local Government Distributive Funds**

Dear Senator Noland:

As the Mayor of the Village of Hoffman Estates, I urge you to resist reducing the local government's share of the income tax. In fact, if you are going to support an income tax increase, make sure the 10% to local governments is protected and that we share in the increase.

Municipalities, like the state, experienced an unprecedented decline in revenue. Since 2008, municipalities experienced a drop of 15% in the amount of funds received through the state income tax revenue.

Under the current law, 10% of income taxes is shared with municipalities and counties. The other 90% is retained by the state. The 10% that is sent to municipalities is vital to their budgets. This money is spent to support personnel and provide vital services by local governments.

Just as the state is facing a budget crisis, communities have had to make tough choices to balance their budgets. Layoffs of vital workers, wage freezes, and furlough days, reduction of infrastructure maintenance programs, as well as increases in sales and property taxes and fees, have already occurred in most Illinois communities.

As a voice for the taxpayers of the Village of Hoffman Estates, I strongly urge you to protect local governments by resisting any reduction to the 10% local government portion of the income tax and protect the municipal share of a higher tax if it is approved. Thank you for your timely consideration of this matter and for your continued service to the citizens of the State of Illinois, and, particularly, to the residents of the Village of Hoffman Estates.

Sincerely,

William D. McLeod  
Mayor

WDM/ds

# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

NB2

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

**MEETING DATE:** January 17, 2011

**COMMITTEE:** General Administration and Personnel Committee

**FROM:** Sarah Kuechler, Administrative Intern

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**PURPOSE:** Approval of an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village, utilizing online auction website [www.govdeals.com](http://www.govdeals.com) and online Obenauf Auction Services at [www.obenaufauctionsonline.com](http://www.obenaufauctionsonline.com).

**DISCUSSION:** The Village is required to declare surplus all property deemed no longer necessary, useful to, or in the best interests of the Village to retain prior to properly disposing of such property.

**BACKGROUND:** In the past, the Village has been able to dispose of surplus property by way of online public auction and live auction so as to reduce waste and derive any further value in the form of revenues to the extent possible. Surplus items not sold at auction can then be properly disposed of or recycled.

Currently, GovDeals is utilized to auction surplus items. Staff is requesting to also use Obenauf Auction Services for the sale of vehicle equipment and parts for the next online auction. In our last municipal online auction during September 2010, twenty (20) boxes of various old vehicle equipment and parts were auctioned on GovDeals with very few bids. None of these boxes sold at their minimum bid prices. In an effort to sell these items, it is staff's opinion that Obenauf Auction Services be utilized as this website has more visits from Fleet Managers or mechanics who will have more interest in vehicle equipment and parts. *All other surplus items will still be posted for auction through GovDeals.* If we use Obenauf and are satisfied with their services and the selling prices for this auction, we may consider auctioning other items with them in the future.

The Northwest Municipal Conference is a client of Obenauf Auction Services. Due to the Village's NWMC membership, the seller's fee for the Village would be at a discounted price of 6%.

GovDeals charges a minimum fee for each item sold with an escalating percentage range depending on the amount the item sold for. Obenauf Auction Services is an established successful entity conducting auctions since 1984 and servicing over 100 local municipalities. A description of their online services is attached.

**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.

**ATTACHMENTS:** 3

- Ordinance
- Obenauf Auction Online Services Description
- List of Vehicle Parts to be auctioned on Obenauf website (already declared surplus on August 31, 2010)

ORDINANCE NO. \_\_\_\_\_ - 2011

VILLAGE OF HOFFMAN ESTATES

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

WHEREAS, in the opinion of at least three-fourths 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 the internet auction website [www.govdeals.com](http://www.govdeals.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 public auction at the internet auction website [www.govdeals.com](http://www.govdeals.com), to the highest bidder of said personal property.

Section 3: That the Village Manager is hereby authorized and directed to advertise the sale of the aforementioned personal property in a newspaper published within the community not less than ten (10) days before the date of said public auction.

Section 4: That no bid which is less than the minimum price set forth in the list of property to be sold shall be accepted.

Section 5: That the Village Manager is hereby authorized and directed to enter into an agreement for the sale of said personal property.

Section 6: 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 7: That if said personal property is not sold at such auction, then the Village Manager is authorized to sell without bid any such property.

Section 8: That the Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 9: That this ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2011

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

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011

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

ATTEST:

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

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

**Exhibit A**

<b>Item</b>	<b>Amount</b>	<b>Minimum Price</b>
1999 Chevrolet Tahoe(71A)	1	\$800.00
2007 Ford Crown Victoria (P15A)	1	\$2,500.00
2007 Ford Crown Victoria (P21A)	1	\$2,500.00
Snow Blower – Toro Model 1132	1	\$50.00
Snow Blower – Toro 5hp (does not start)	1	\$10.00
Snow Blower – Ariens ST524 5hp (does not start)	1	\$10.00
Homelite Chain Saws	2	\$25.00 each
Tempest Positive Pressure Ventilation Fan	2	\$30.00 each
Crutches	10 sets	\$5.00 each



## **Obenauf Auction Service, Inc. – Online Internet Auction Service**

**www.obenaufauctionsonline.com**

**Obenauf Auction Service, Inc.** is pleased to announce its **OnLine Internet Auction** service. **OnLine Auctions** have proven to be an effective way to liquidate surplus Municipal equipment in a timely and efficient manner.

**Fleet Managers** can now post surplus equipment on the **OnLine Internet Auction** at any time without having to wait for an on-site auction and they can sell their equipment right from their own facility instead of moving everything to the live-auction site.

**OnLine Internet Auctions** also have the advantage of exposure to a world-wide market and bidding results seem to be very competitive.

**Obenauf Auction Service, Inc.** offers a complete listing service. If needed we will come to your facility to compile the item information, take pictures and post your item on our **OnLine Internet Auction** site.

**Fleet Managers** can save money and time by providing all the necessary information directly to **OAS** via email and we will post it on the **OnLine Internet Auction** site.

**To list your item on this site – email all information to:** [obenaufauctions@sbcglobal.net](mailto:obenaufauctions@sbcglobal.net)

- **Name, Address, Contact person, Phone numbers, Email address**
- **Complete description, (Year, VIN, Make, Model, Miles, Hours, Accessories)**
- **Condition (Tell all you can about condition including any damages or faults)**
- **Pictures are a must (No listing without pictures - 4-10 pictures are best)**
- **Inspection, Pickup or Delivery arrangements (Location, Contact person, Hours)**
- **Reserve or Minimum Price (Be reasonable, don't expect to get retail prices)**
- All funds will be collected by **Obenauf Auction Service, Inc.** and paid to the consignor via an OAS check within 30 days of the completion of the auction.
- A **Sellers Fee of 6%** will be deducted from the settlement check (All information and pictures provided via email by the consignor).
- A **Sellers Fee of 7%** will be deducted from the settlement check (**OAS** will come to your facility to compile the item information, take pictures and post your item on our **OnLine Internet Auction** site).

**Obenauf Auction Service, Inc.** conducts Surplus Municipal Equipment Auctions in the Chicagoland area, Northern Illinois and Southern Wisconsin. We have been in business over 24 years and include most of the area municipalities as clients. We are members of the Illinois Auctioneers Association, The National Auctioneers Association and the Wisconsin Auctioneers Association.

These auctions have proven to be an effective way to dispose of surplus municipal equipment and have been well attended with as many as 600+ people bidding for various items. For more information visit our website at <http://www.obenaufauctions.com/>

### **Statistics/Facts**

- Since June 2007 **OAS** has had **9,393,229** visits, an average of **15,834** visits per day
- **4,950 OnLine Internet Auctions** - registered bidders
- **3,500** Email Subscribers

- 11,000 Unique IP's average per month
- 406,000 OnLine site visits per month
- **OnLine Internet Auctions** - advertisements in area newspapers -
  - Advertiser*
  - Chicago Tribune Auction Mart*
  - Daily Herald*
  - Fleet Managers Publication*
  - Northwest Herald*
  - Wisconsin State Farmer*
- **OnLine Internet Auctions** - advertisements on the Internet -
  - Auction Zip*
  - Illinois State Auctioneers Assoc.*
  - National Auctioneers Assoc.*
  - Wisconsin Auctioneers Assoc.*
  - Chicago Tribune*
  - Daily Herald*
  - Craigs List*
  - Google Base*
  - Windows Live Expo*
  - EcommWire.com*
  - Cowboy.com*
  - Plowsite.com*

**Vehicle Parts for Obenauf Auction Website – Approved as Surplus on 8/31/2010**

<u>Part #</u>	<u>Description</u>	<u>Quantity</u>	<u>Minimum Bid</u>
<b>LOT A</b>			
FIL-AF987 - 01	FILTER	4	
FIL-CA160 - 01	FILTER	1	
FIL-CA192 - 01	FILTER	1	
FIL-CA326 - 01	FILTER	1	
FIL-CA3501 - 01	FILTER	1	
FIL-CA3647 - 01	FILTER	1	
FIL-CA546 - 01	FILTER	1	
FIL-CA6491 - 01	FILTER	2	
FIL-CA7096 - 01	FILTER	4	
		<b>Lot A Total:</b>	<b>\$20.00</b>

<b>LOT B</b>			
FIL-29505563 - 01	HT TRANS C DESCRIP	2	
FIL-29506392 - 01	TRANS FILTER #60 -(3)	2	
FIL-6598903 - 01	FILTER HYDRAULIC	1	
FIL-C1664 - 01	FILTER HYDRAULIC	1	
FIL-CA151 - 01	AIR FILTER	2	
FIL-CS7715 - 01	FUEL FILTER FA23 -(2)	2	
FIL-FP6 - 01	CABIN FILTER TAURAS	1	
FIL-FS1233 - 01	FUEL FILTER	2	
FIL-FT1039 - 01	TRANS FILTER RAM	5	
FIL-FT1131 - 01	TRANS FILTER	3	
FIL-G6567 - 01	FUEL RAMCHARGER 25-(2)	2	
FIL-G7649 - 01	F/F FLEX FUEL TAURAS -(2)	2	
FIL-K0240503S - 01	Kohler Eng Fuel Filter	1	
FIL-P1107 - 01	FILTER FUEL SEPART	2	
FIL-P3767 - 01	FILTER FUEL	3	
FIL-P552010 - 01	FUEL SEPARATOR #58	3	
FIL-P6321 - 01	FILTER HYDRAULIC	3	
FIL-PH2870A - 01	FILTER OIL	2	
FIL-PH30 - 01	FILTER OIL	1	
FIL-PH3614 - 01	FILTER OIL 25	7	
FIL-PH7575 - 20	Oil Filter Bobcat	2	
FIL-PR3753 - 01	COOLANT & CONDITIONER FILTER	2	
FIL-PR3907 - 01	C/FILTER 2001 I.H. TRUCK-(2)	4	
FIL-PR3908 - 01	FILTER COOLANT	3	
FIL-FT1051	FILTER	4	
FIL-2366807	FILTER	1	
FIL-P1104	FILTER	4	
FIL-P1129A	FILTER	1	
FIL-PS6643	FILTER	2	
FIL-A77544	FILTER	2	
FIL-24008	FILTER	2	
		<b>Lot B Total:</b>	<b>\$92.00</b>

<b>LOT C</b>			
FIL-CA3686 - 01	FILTER AIR # 60	2	
FIL-CA6366 - 01	FILTER AIR F350	3	
FIL-CA6672SY - 01	FILTER AIR SECOND	2	
FIL-CA7365 - 01	AIR FILTER TAURAS	2	
FIL-CA7614 - 01	AIR FILTER FA24R-(2 used)	1	
FIL-CAK1532 - 01	FILTER AIR 62C	3	
FIL-V341 - 01	PCV VALVE EXPEDITION FORD	1	
FIL-CAK253 - 01	AIR FILTER COMPRESSOR ENGINE	1	
FIL-A47033	Filter	2	
		<b>Lot C Total:</b>	<b>\$15.00</b>

<b>LOT D</b>			
ALT-1985964 - 01	ALTERNATOR PULLEY	1	
CAB-4294927 - 01	EMERGENCY BRAKE	2	
CAB-4294978 - 01	EMERGENCY BRAKE	1	
LGT-101011002S - 01	LIGHT RED DOME FIRE	1	
LGT-11614 - 01	PLASTIC TRAILER SOCKET 6 PIN	4	
LGT-3614 - 01	RECESSED RED ONE WIRE FIRE DPT	1	
LGT-44015 - 01	RED LENS	4	
LGT-462501 - 01	FUSEBLOCK /5 COLEHERSEE	2	

LGT-60302R - 01	RED MARKER LITE SCREW IN STYLE	1	
LGT-675W - 01	LIGHT PLOW HEADLIT	2	
LGT-70356 - 01	LH BLK TURN SIGNAL	2	
LGT-70357 - 01	RH BLK TURN SIGNAL	1	
LGT-7700960 - 01	LENS RED FORD	6	
LGT-7735004 - 01	LENS CHEVY RED	5	
LGT-78152 - 01	LIGHT ASSEMBLY	3	
LGT-8805950 - 01	RING PLOW LIGHT	2	
LGT-90353 - 01	TORO AMBER LENDS	1	
	<b>Lot D Total:</b>		<b>\$60.00</b>

**LOT E**

FIL-1699842C91 - 01	Water Separator Bowl I.H.	2	
LGT-6260 - 01	FUSE BLOCK 6 GANG	3	
LGT-78152 - 01	LIGHT ASSEMBLY	3	
MIS-5966 - 01	SHOCK	2	
ROD-ES2056RL - 01	TIE ROD END INNER	2	
ROD-ES3311S - 01	TIE ROD SLEEVE CROWN VICTORIA	2	
ROD-K8618 - 01	LOWER CONTROL ARM BUSHING	2	
LGT-R2H40	STROBE BOX NORTH AMERICAN	1	
LGT-1840GCP	ALT FLASHER 90 AMP	1	
BPT-2057	BRAKE DRUM CAPRICE	2	
LGT-680001	RED MARKER LENS	5	
ROD-8574B	King Pin Set	2	
	<b>Lot E Total:</b>		<b>\$97.00</b>

**LOT F**

CAB-F6AZ5443329AA - 01	TRUNK CABLE CROWN VIC	1	
HRN-E7HZ2573A - 01	LAMP WARN BUZZER	2	
LGT-C6TZ14448B - 01	FUSE BLOCK	2	
MIS-23018884 - 01	TRANS PAN MT653	1	
MIS-E5TZ4033B - 01	DIFF COVER F350	1	
MIS-D3HZ7A228A	Trans Tube	2	
MIS-D9HZ7A229A	DIPSTICK TUBE	1	
MIS-E4HS7A228AA	DIPSTICK TUBE	1	
MIS-E1HZ6038A	Insulator	2	
ROD-D8HZ3E5002B	STEERING SEAL KIT	1	
SEA-290515609	TRANS SHAFT SEAL	1	
HUB-E5TZ1K104A	Locking Hub	1	
CAB-D3HZ9775H	CONTROL THROTTLE	1	
MIS-D0EZ16A588A	FENDER SHIELD	2	
SEA-DOHZ1A131A	Seal	3	
	<b>Lot F Total:</b>		<b>\$57.00</b>

**LOT G**

HDL-F5AZ54281E	CROWN VIC DOOR HANDLE BLUE	1	
HDL-F8AZ5421819AA	DOOR LATCH	2	
FAZ5421819C	DOOR LATCH	1	
7W7Z5443200A	Trunk Lock	1	
C7TZ8122600A	DOOR HANDLE	1	
MIS-E3HZ17A259B	Speedo Drive	11	
RAD-E9HZ10D968A	Sensor asy	1	
MIS-F6TZ8678HA	Pulley	1	
HOS-E0TZ23A719B	P/S HOSE	1	
CAB-D3HZ7A650A	SHIFT CABLE	1	
FLD-E0HZ7A020E	DIPSTICK	3	
ROD-N8117455426	CONTROL ARM BOLTS	4	
SPR-E34543	SPRING CAP	2	
HOS-E7HZ2922A	Hose	1	
BPT-16324	BRAKE HOSE	1	
BPT-F2610168060	BRAKE HOSE	1	
WPR-D0HZ17526A	Wiper Arm	2	
RAD-D0HZ8C002A	WASHER	2	
RAD-D9AZ12A197A	check valve	1	
BPT-SW1084	LOW PRESS BUZZER	1	
	<b>Lot G Total:</b>		<b>\$58.00</b>

**LOT H**

FIL-M804399 - 01	FUEL SEPARATOR JD TRACTOR-(2)	2
HOS-AT133156 - 01	HOSE #53/56	1
HOS-AT133157 - 01	HOSE #53 BACKHOE	1
ROD-F6AZ5K484AA	STAB Link	2
EXH-D8HZ11006A	Motor Shield	1
CAB-E2HZ7A377A	Modulator	1
HDL-D2HZ8023342A	WINDOW Handle	1
ROD-N8089435428	CONTROL ARN NUTS	4
RAD-D0HZ8C002A	Radiator Washer Mount	1
MIS-E0HZ802320A	Window Regulator	1
LGT-4416B	Blue Tractor Bulb 12v	3
LGT-4416R	Red Tractor Bulb 12v	3
LGT-H7600R	Bulb	1
LGT-6015	Head Lamp	8
LGT-7417Y	Yellow Tractor Lights	10
LGT-H7616	Bulb	1
LGT-H7635	Spot Light Bulb	4
ROD-DS908	Drag Link	1
FIL-AM102723	Filter	1

Lot H Total: \$97.00

**LOT I**

BPT-KN44051 - 01	SLACK ADJUSTER	2
BPT-KN47001 - 01	SLACK ADJUSTER	4
BPT-KN49010 - 01	SLACK ADJUSTER (L)	4
CAB-359820175 - 01	CABLE PIERCE ARROW	1
HYD-1304030 - 01	PLOW HOSE FIBERGLA	1
HYD-CP16045C9D2 - 01	HYDRAULIC PUMP	1
HUB-3404024 - 01	HUB SEAL E21/E22	2
HUB-3404095 - 01	Delete When Gone	1
PLW-05810 - 01	ANGLE CYLINDER	2
PLW-444J - 01	SLINGER	19

Lot I Total: \$88.00

**LOT J**

EXH-35907 - 01	EXHAUST RAIN CAP 4 INCH	1
HDL-42054000 - 01	KNOB HANDLE LOCKING FIRE	3
MIS-10610 - 01	ENGINE HEATER	1
UJT-319 - 01	JOINT UNIVERSAL	1
UJT-51306X - 01	JOINT UNIVERSAL	1
UJT-E5TZ4851A - 01	FLANGE ASSEMBLY F350 UNIT 91	2
UJT-F2AZ4635D - 01	U-JOINT F350 UNIT 91	1
STK-IGNITION SE	SPRAY IGNITION SEALER	16
FIL-6674230	Air Filter	2
UJT-5407X0	U-joint	1
UJT-10153	U-joint	2

Lot J Total: \$31.00

**LOT K**

BRG-09074 - 01	BEARING	8
BRG-09194 - 01	CONE	8
FIL-2408303 - 01	SECONDARY AIR FILTER DIXIE-(2)	2
FIL-42362 - 01	FILTER AIR GENERAT	1
FIL-702228 - 01	FILTER AIR SWEEPER	1
FIL-702780 - 01	Pre Filter	2
FIL-85967 - 01	TRANS FILTER E350	1
FIL-V341 - 01	PCV VALVE EXPEDITION FORD	1
LGT-70110 - 01	PLASTIC TRAILER SOCKET boot	4
LGT-91400 - 01	Grommet for Markers	7
ROD-K8678 - 01	UPPER BALL JOINT CROWN VIC	2
MIS-5369333	Blower Resister	1
ROD-K607T	F-350 Ball Joint	2
ROD-K80026	F-350 Ball Joint	1
MIS-89009	76mm Groved Pulley	1
BPT-6050	E-350 Brake Rotor	2
CQ-40840	F/P HANDLE	1
CQ-653-180	WIPER BLADES	2
CQ-MS15675A	GASKET SET	1
CQ-208133	A/C FILTER	1

CQ-3173	SEAL	1	
CQ-907257	BEARING	1	
CQ-2-0053	U-JOINT	1	
CQ-H7256	BRAKE HARDWARE	1	
CQ-H5701	BRAKE HARDWARE	1	
			<b>Lot K Total: \$67.00</b>

**LOT L**

HYD-1150171020 - 01	CABLE ENCODER INTERFACE	3	
PLW-05030014 - 01	WHEEL BEARING CASTER I.H.	4	
PLW-05030015 - 01	RACE FOR CASTER I.H.	4	
PLW-05050332 - 01	SENSOR AUGER FOR DICKEY JOHN	3	
PLW-05051440 - 01	BEARING SEAL CASTER I.H.	4	
PLW-00011653		5	
			<b>Lot L Total: \$83.00</b>

**LOT M**

PLW-014545 - 01	LOCK PIN SPREADER	8	
PLW-14595 - 01	BOLT HANDLE STYLE	10	
PLW-203199 - 01	BOLT FOR CAS SHANK	3	
PLW-206469 - 01	BAR	1	
PLW-391F2 - 01	3/4" NUT CASTER BT	10	
PLW-444K - 01	SEAL	7	
PLW-612W - 01	CASTER SHANK	2	
PLW-A5862 - 01	CASTER SPRING	2	
PLW-A5864 - 01	CASTER SPRING WASH	10	
PLW-A8671 - 01	BOLT CASTER WHEEL	3	
PLW-A8672 - 01	SPACER CASTER (2)	27	
PLW-AA28585 - 01	NUT	13	
PLW-AA8670 - 01	CASTER ASSEMBLY	1	
PLW-M616	Grade 30 3/8 Chain Link	5	
			<b>Lot M Total: \$100.00</b>

**LOT N**

CAB-3028450048 - 01	48 INCH MORSE CABLE	3	
PLW-014544 - 01	HINGE FOR COVER	5	
PLW-09124 - 01	EYEBOLTS FOR PLOW	9	
			<b>Lot N Total: \$18.00</b>

**LOT O**

PLW-FYC70 - 01	CLUTCH FYC-70	2	
			<b>Lot O Total: \$125.00</b>

**LOT P**

BPT-52009112 - 01		1	
SEA-3090912 - 01	SEAL REAR	2	
SEA-3090960 - 01	SEAL	1	
SEA-4494973 - 01	NUT FOR SEAL	6	
SEA-309073	Axle Seal	2	
BPT-283040X	Brake Control Valve	2	
BPT-229860	Quick Release Valve	4	
			<b>Lot P Total: \$45.00</b>

**LOT Q**

PLW-FYPK13PB - 01	HYD CLUTCH PUMP	1	
			<b>Lot Q Total: \$95.00</b>

**LOT R**

PLW-005232 - 01	RH CHEEKPLATE PLOW	2	
PLW-014549 - 01	AUGER COVER	8	
PLW-07017 - 01	TRIP SPRINGS PLOWS	12	
PLW-11234 - 01	MEYER PLOW PLATE	1	
PLW-11235 - 01	MEYER PLOW PLATE	1	
PLW-204162 - 01	OFFSET ANCHOR PLAT	2	
PLW-420M - 01	TIMKEN THRUST BEAR	2	
PLW-421X - 01	LG AUGER BEARING	3	
PLW-014553	Auger Box Chain Cover	3	
PLW-005233	Plow Frame Cheek Plate	1	
MIS-2006809000	Dump Body Latch	2	

PLW-206284

Plow Pins

8

Lot R Total:

\$250.00

**LOT S**

PLW-464211210S1 - 01	WHITE SENSOR ADAPTER DICK JOHN	3
MKD659FM	BRAKE PADS	1
6635-S	NATIONAL SEALS	2
SEA-28873	CR SEALS	1
E3HZ4676A	SEAL	1
KN28060	MIDLAND RELAY VALVE	1
484002-C91	SUPPORT BEARING	3
2-4-533	SPICER YOKE	1
5-6102X	ROCKWELL U-JOINT	3
*11406114	U-JOINT	1
5204-KSE	BCA BEARING	1
5-92X	SPICER U-JOINT	1
E0TZ2C077A	BRAKE HARDWARE	1
SN37115	MIDLAND-GRAU FLANGE	1
*99200	SPEEDI-SLEEVE	2
*99087	SPEEDI-SLEEVE	1
*0000	Flange	1
*0001	AM RADIO	1
*0002	AM/FM RADIO	1
*0003	MICROPHONE & MIXER	1
*0004	MOTOROLA RADIO CHARGERS	7
*0005	DICKEY-JOHN 2000 CONTROLERS	2
*0006	TORO BRAKE CABLE	1
21-3370	FUEL LINES CAT 3208	1 SET
*0007	REBUILT 24-24 BRAKE CHAMBER	1
*0008	TYPE 12 REBUILT BRAKE CHAMBER	1
*0009	FRONT DRIVE SHAFT DODGE RAM	1
*0010	MOTOROLA EXTERNAL SPEAKERS	44
*0011	AIR TANK	1
*0012	FUEL NOZZLE	1
*0013	BUCKET TEETH	2
*0014	SEAT CUSHIONS	2

Lot S Total:

\$78.00

**LOT T**

*0015	J DEERE THROTTLE CABLE	1
*0016	ASSORTED HYD CYLINDERS	10
GM3993593	GASKET	1
GM26016662	GASKET	1
GM14073758	CAPRICE CENTER CAP	1
414D	SPRINGS	6
*0017	J DEERE WIPER MOTOR	1
F2AZ13201B	MARKER LENS	2
F2AZ13200A	MARKER LENS	2
*0018	4X4 HUBS USED	4
*0019	CODE 3 LIGHT BAR LENSES	4
*0020	PIERCE WASHER FLUID RES	2
*0021	CASTER WHEEL	1
PC2310-14M-55	GATES BELT	1
DOHZ17365B	SPEEDO CABLE	1
GM8654200	CARRIER	1
*0022	HYD PUMP CLUTCH COIL USED	2
E6HZ2214B	DUST SHIELD	1
*0023	HYD PUMP USED	1
*0024	PROPANE HEATERS	2
ESPL25EM	115 VOLT MOTOR	1
T55563	J DEERE BLOWER MOTOR	1
AT74427	J DEERE BLOWER MOTOR	1
*0025	USED AIR PUMPS	2

Lot T Total:

\$70.00

**Total of All Lots**

**\$1,546.00**

# VILLAGE OF HOFFMAN ESTATES

## Memo

To: Jim Norris  
From: Bruce Anderson  
Regarding: Cable TV Report  
Date: January 6, 2011

### **Citizen Segments**

HE Wrestlers Service, CRC Holiday Party, Metropolis Ribbon Cutting, Hari and CPA Receptions and Dept of HHS activities.

### Citizen Segments and Programs in development:

Martin Luther King Day  
Year-In-Review Video

### **Concerts**

The HEHS holiday concert will run until mid January.

### **Environmental Programs**

The lectures at the Environmental and Recycling Day were taped and will air over the next four months. This month we are showing "Greening Your Home."

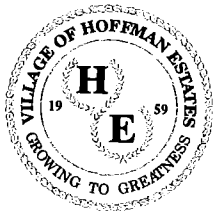
### **Sports**

It is winter sports season. This month we will televise Basketball and Wrestling.

### **Complaints/Inquiries**

There was one inquiry this month regarding billing issues. There is one inquiry pending resolution.





# HOFFMAN ESTATES

NB4

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

## HUMAN RESOURCES MANAGEMENT DEPARTMENT

### Monthly Report

December 2010

#### Staffing Activity

New Starts:	0		
Separations:	3 – Fire Prevention Bureau Mgr. Fire Inspector Aide – PT Patrol Officer		
Transfers:	1 – ASO to Patrol Officer (Recalled)		
Retirees:	7 – Director of Public Works Deputy Fire Chief Maintenance II – PW Administrative Assistant – PD Administrative Staff Asst. – PW Staff Assistant – PD Front Count Cust. Service Rep.		
Promotions:	0		
Reclassifications:	0		
Change in Status:	0		
Staffing:	Full Time Employees	351 budgeted	339 current
	Part Time Employees	49 budgeted	46 current
	Temporary Employees	0 budgeted	0 current
	Seasonal Employees	18 budgeted	0 current
	Paid Interns	3 budgeted	3 current

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

0 Seasonals with	10 for year
0 Promotions with	0 for year
3 Separations with	22 for year
7 Retirements with	13 for year
1 Transfer with	6 for year

1900 Hassell Road, Hoffman Estates, Illinois 60169 • Phone: 847-781-2690 • Fax: 847-781-2699

Web: [www.hoffmanestates.org](http://www.hoffmanestates.org) • E-Mail: [applyhrm@hoffmanestates.org](mailto:applyhrm@hoffmanestates.org)

*Hoffman Estates is an Equal Opportunity Employer*

**Recruitment Activity**

Recruitment: **Administrative Assistant - PD** (Internal Only)  
Position posted on 12/01/10.  
Position was internally and nine candidates applied. Applicants were skill tested and six of the applicants met the position requirement. These candidates were interviewed on 12/16/2010 and 12/17/2010. An offer was made to one of the applicants. Anticipated start date is 1/03/2011.

**PT Staff Assistant - PD**

Position posted on 12/02/2011. (Internal & External posting)  
Position was posted on the Village website, cable access channel and Village social media. 33 applications were received and six applicants were selected. Of these, five met the skills requirement and are scheduled for interviews on January 5, 2011.

**Labor/Management Relations**

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

**Fire** (International Association of Firefighters - Local 2061) – Contract (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: Two (2) IAFF Local 2061 Grievances  
One (1) Grievance – Arbitration date set for 1/19/2011  
One (1) Grievance – Arbitration date pending.

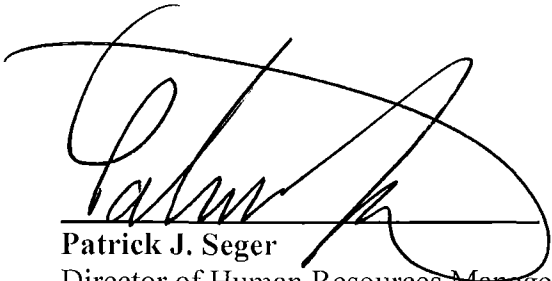
### Personnel/Benefits/Employee Services

- HRM staff met to finalize the 2011 salary schedule.
- Director of HRM met with the Public Works management team to clarify changes in the Public Works union CBA in 2011.
- Director of HRM, Village Manager, Deputy Village Manager and the Finance Director met with the Risk Manager to discuss Finance Committee/Board recommendation related to brokerage services and excess insurance coverage renewal.
- Director of HRM participated in the Management Team meetings.
- HR Coordinator and Director of HRM met with employees retiring at the end of the year to answer benefits and retirement related questions.
- HRM staff attended Workplace Violence Training presented by Sgt. Greg Poulos on December 20<sup>th</sup>.
- Director of HRM attended the IPBC strategic planning meeting and the finance and operations meeting.
- As President of IPELRA, Director of HRM attended the IPELRA Public Sector Succession Planning training.

### 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. There was no positive result.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Continue to provide consultation related to risk management issues related to the Sears Centre.
- Provided continual written updates to appropriate management staff related to the status of several open workers' compensation claims.
- Spoke 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.

- With Greg Poulos of the Police Department, assisted in the presentation of two (2) workplace violence training programs for employees of at Village Hall, and clerical non-sworn Police Department personnel.
- Coordinated the Request for Proposal process for the Village's insurance broker, property and casualty and workers' compensation programs. Met with the participating brokers to discuss their proposals. Received approval from the Village Board to renew the excess insurance coverage with the existing broker, and completed same.
- Facilitated the settlement of a high exposure workers' compensation claim. All aspects of these multiple long standing claims for this former employee have been brought to conclusion.
- Conducted an ergonomic evaluation of a workstation of an employee suffering from a cumulative trauma injury. Recommendations will be made that will bring the workstation into compliance with current ergonomic standards.



Patrick J. Seger  
Director of Human Resources Management

# HUMAN RESOURCES MANAGEMENT

## MONTHLY STAFFING REPORT

### December 2010

#### RECRUITMENTS

**POSITION TITLE:** Administrative Assistant (Internal Only)  
**DEPARTMENT:** Police  
**DATE POSTED:** 12/01/10  
**AD DEADLINE:** 12/07/2010  
**APPLICATIONS REC'D:** 9 internal applications received.  
After skills testing, 6 of the applicants met the position requirements.  
These applicants were interviewed on 12/16/10 and 12/17/10.  
**STATUS:** An offer was made to one of the applicants. Anticipated start date is January 3, 2011.

**POSITION TITLE:** PT Staff Assistant (Internal & External)  
**DEPARTMENT:** Police  
**DATE POSTED:** 12/02/10  
**AD DEADLINE:** 12/09/2010  
**APPLICATIONS REC'D:** 33 applications received.  
**STATUS:** Job posted on Village website, cable access channel, and Village social media. Applications reviewed by supervisor and 6 candidates were chosen for skills testing. Testing to be completed on December 22, 2010 and January 3, 2011. Interviews are planned for the week of January 3, 2011.

#### NEW STARTS

NA

## SUMMARY OF EMPLOYMENT ACTIVITY December 2010

	<u>Total Number</u>	<u>Position</u>
New Starts	0	
Separations	3	Fire Prevention Mgr Fire Inspector Aide Patrol Officer
Promotions	0	
Upgrades	0	
Downgrades	0	
Transfers	1	ASO to Patrol Officer**
Retirements	7	Director of Public Works Deputy Fire Chief Maintenance II Worker Administrative Assistant Administrative Staff Asst. Front Counter Cust. Serv. Rep Staff Assistant
Reclassifications	0	

\*\* This was a recall of a previously laid off Police Officer who was working as an ASO with the Village.

### SUMMARY OF UNPAID INTERNS/ADDITIONAL ACTIVITY

#### Additional Activity

1 Fire Service Internship (Unpaid) ended on 12/17/10.

### ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	1	PT Staff Asst - PD
Separations	0	
Promotions	1	Admin. Staff Asst. to Admin Asst.
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	8	Engineering Technician Firefighter/Paramedic (4) Fire Lieutenant Fire Captain (2)
New Positions	0	
Eliminated Positions	0	

## 2010 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	351	339
PART TIME EMPLOYEES	49	46
TEMPORARY EMPLOYEES	0	0
SEASONAL EMPLOYEES	18	0
INTERNS (PAID)	3	3
<b>TOTAL</b>	<b>421</b>	<b>388</b>

### Total Vacancies:

#### Full Time

Budgeted – Posted	1	Administrative Assistant (PD)
Budgeted - Not Posted	3	Chief of Police Police Lieutenant Administrative Assistant (PD)
<b>TOTAL FULL TIME</b>	<b>4</b>	

#### Part Time

Budgeted – Posted	1	Staff Assistant (PD)
Budgeted-Not Posted	2	HR Generalist – PT PT Custodian
<b>TOTAL PART TIME</b>	<b>3</b>	

## RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	9	16
Part Time – Response to Recruitments	33	51
Seasonal Applicants	2	57
Unsolicited Applications/Walk-Ins	24	203
<b>TOTAL</b>	<b>68</b>	<b>327</b>

**HUMAN RESOURCES MANAGEMENT  
EMPLOYMENT ACTIVITY  
December 2010**

**NEW HIRES**

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
N/A			

**SEPARATIONS**

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
John McIntosh	12/08/2010	Police Officer	Resigned
Russ Gotha	12/31/2010	Fire Prevention Mgr.	Lay Off
Scott Mohr	12/31/2010	Fire Inspector Aide	Lay Off
Ken Hari	12/31/2010	Director of Public Works	Retired
John Mayer	12/31/2010	Deputy Fire Chief	Retired
Ray Klaus	12/31/2010	Maintenance II	Retired
Judy Hilligoss	12/31/2010	Administrative Asst.	Retired
Myrtle Montag	12/31/2010	Administrative Staff Asst.	Retired
Sherry Lane	12/31/2010	Staff Assistant	Retired
Arja Kasper	12/31/2010	Front Counter Cust. Srv Rep	Retired

**PROMOTIONS**

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

**TRANSFERS**

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Dan Falkenberg	12/28/2010	ASO	Police Officer - Recalled

**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>
Sean Reese	Fire Service unpaid internship ended 12/17/10.



**ADDITIONAL MONTHLY REPORT INFORMATION**  
**December 2010**

# Anniversaries 3

# Interviews conducted during month 6

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

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)	1	1.8%	1	0	0	1	0	152,127.86	152,127.86		152,127.86	48.7%
00	25	PPO Payments	(Sub-Loc)	1	1.8%	1	0	0	1	0	152,127.86	152,127.86		152,127.86	48.7%
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	21.4%	6	6	1	11	3	8,166.95	95,074.64	2,928.75	98,003.39	31.3%
00	303	Emergency Medical Services	(Dept)	7	12.5%	5	2	0	7	1	2,302.35	16,116.43		16,116.43	5.2%
00	3	Fire	(Sub-Loc)	20	35.7%	11	9	1	19	4	5,715.67	111,384.57	2,928.75	114,313.32	36.6%
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	5.4%	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	28.6%	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	30.4%	14	3	0	17	2	1,726.28	29,346.76		29,346.76	9.4%
00	801	Water & Sewer	(Dept)	4	7.1%	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	8.9%	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	19.6%	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)	56	100.0%	38	18	1	55	7	5,583.65	309,755.39	2,928.75	312,684.14	100.0%
		Totals for 2000 Claims:		56	100.0%	38	18	1	55	7	5,583.65	309,755.39	2,928.75	312,684.14	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	280,039.41	24,878.75	304,918.16	24.3%

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

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	268,931.02	44,264.90	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	550,473.26	69,143.65	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	1,184,573.33	69,143.65	1,253,716.98	100.0%
Totals for 2001 Claims:				65	100.0%	35	30	3	62	20	19,287.95	1,184,573.33	69,143.65	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	7.9%
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	16.3%
02	700	Patrol	(Dept)	11	28.9%	5	6	1	10	6	24,911.38	271,249.45	2,775.75	274,025.20	36.6%
02	704	Traffic	(Dept)	1	2.6%	0	1	0	1	1	310,828.16	310,828.16		310,828.16	41.5%

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

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	45,125.45	583,855.11	2,775.75	586,630.86	78.3%
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	1.5%
02	01	Village of Hoffman Estates	(Loc)	38	100.0%	18	20	1	37	10	19,715.26	746,404.09	2,775.75	749,179.84	100.0%
Totals for 2002 Claims:				38	100.0%	18	20	1	37	10	19,715.26	746,404.09	2,775.75	749,179.84	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	0	3	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	0	6	0	560.42	3,362.50		3,362.50	0.8%
03	01	Village of Hoffman Estates	(Loc)	35	100.0%	24	11	0	35	6	11,678.79	408,757.75		408,757.75	100.0%
Totals for 2003 Claims:				35	100.0%	24	11	0	35	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	7,535.42	45,474.98	29,879.25	75,354.23	6.8%
04	303	Emergency Medical Services	(Dept)	11	22.9%	7	4	0	11	0	12,225.62	134,481.79		134,481.79	12.2%
04	3	Fire	(Sub-Loc)	21	43.8%	13	8	1	20	2	9,992.19	179,956.77	29,879.25	209,836.02	19.0%
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: 12/31/2010**

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	1	15	4	42,269.60	657,285.20	19,028.40	676,313.60	61.4%
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	1	17	4	37,588.29	657,560.88	19,028.40	676,589.28	61.4%
04	800	Streets	(Dept)	3	6.3%	1	2	0	3	2	43,878.25	131,634.74		131,634.74	11.9%
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	7.4%
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	19.4%
04	01	Village of Hoffman Estates	(Loc)	48	100.0%	33	15	2	46	9	22,956.51	1,053,004.78	48,907.65	1,101,912.43	100.0%
Totals for 2004 Claims:				48	100.0%	33	15	2	46	9	22,956.51	1,053,004.78	48,907.65	1,101,912.43	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	13,718.25	233,553.40	40,811.53	274,364.93	84.6%
05	3	Fire	(Sub-Loc)	26	49.1%	16	10	2	24	3	10,786.22	239,630.17	40,811.53	280,441.70	86.5%
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	6.5%
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	10.1%
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	1.6%
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: 12/31/2010**

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	6,116.68	283,372.72	40,811.53	324,184.25	100.0%
Totals for 2005 Claims:				53	100.0%	39	14	2	51	5	6,116.68	283,372.72	40,811.53	324,184.25	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	31.0%
06	303	Emergency Medical Services	(Dept)	14	25.0%	7	7	2	12	4	40,612.80	535,727.60	32,851.53	568,579.13	51.5%
06	3	Fire	(Sub-Loc)	23	41.1%	12	11	2	21	6	39,601.89	877,991.86	32,851.53	910,843.39	82.4%
06	700	Patrol	(Dept)	17	30.4%	11	6	1	16	3	4,087.87	67,137.34	2,356.43	69,493.77	6.3%
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	0.8%
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	2.2%
06	7	Police	(Sub-Loc)	25	44.6%	17	8	1	24	4	4,446.01	108,793.93	2,356.43	111,150.36	10.1%
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	6.4%
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	7.4%
06	01	Village of Hoffman Estates	(Loc)	56	100.0%	34	22	3	53	10	19,727.76	1,069,546.37	35,207.96	1,104,754.33	100.0%
Totals for 2006 Claims:				56	100.0%	34	22	3	53	10	19,727.76	1,069,546.37	35,207.96	1,104,754.33	100.0%
07	301	Fire Suppression	(Dept)	9	18.8%	7	2	2	7	2	42,481.57	244,618.90	137,715.20	382,334.10	59.4%
07	303	Emergency Medical Services	(Dept)	7	14.6%	6	1	1	6	1	4,290.48	12,293.01	17,740.35	30,033.36	4.7%
07	3	Fire	(Sub-Loc)	16	33.3%	13	3	3	13	3	25,772.97	256,911.91	155,455.55	412,367.46	64.1%
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	8.4%
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	2.7%
07	7	Police	(Sub-Loc)	16	33.3%	10	6	0	16	3	4,508.06	72,128.99		72,128.99	11.2%

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

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	0	4	1	31,316.73	125,266.90		125,266.90	19.5%
07	8	Public Works	(Sub-Loc)	15	31.3%	13	2	0	15	2	10,580.81	158,712.20		158,712.20	24.7%
07	01	Village of Hoffman Estates	(Loc)	48	100.0%	36	12	3	45	8	13,400.18	487,753.10	155,455.55	643,208.65	100.0%
		Totals for 2007 Claims:		48	100.0%	36	12	3	45	8	13,400.18	487,753.10	155,455.55	643,208.65	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	1,805.58	21,286.63	3,991.53	25,278.16	4.7%
08	303	Emergency Medical Services	(Dept)	22	34.4%	17	5	2	20	3	11,466.08	216,334.83	35,918.95	252,253.78	46.5%
08	3	Fire	(Sub-Loc)	37	57.8%	29	8	3	34	4	7,594.55	241,087.74	39,910.48	280,998.22	51.8%
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	1	6	3	9,369.12	58,079.87	7,503.95	65,583.82	12.1%
08	701	Investigations	(Dept)	1	1.6%	0	1	0	1	1	80,561.35	80,561.35		80,561.35	14.9%
08	703	Tactical	(Dept)	2	3.1%	2	0	0	2	0	953.81	1,907.61		1,907.61	0.4%
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	1	11	4	13,503.51	154,538.15	7,503.95	162,042.10	29.9%
08	800	Streets	(Dept)	5	7.8%	4	1	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	0	2	1	46,969.21	93,938.41		93,938.41	17.3%
08	8	Public Works	(Sub-Loc)	12	18.8%	9	3	0	12	1	8,274.78	99,297.31		99,297.31	18.3%
08	01	Village of Hoffman Estates	(Loc)	64	100.0%	46	18	4	60	9	8,474.03	494,923.20	47,414.43	542,337.63	100.0%
		Totals for 2008 Claims:		64	100.0%	46	18	4	60	9	8,474.03	494,923.20	47,414.43	542,337.63	100.0%

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

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	1	1	0	3,642.08	3,912.47	3,371.68	7,284.15	1.1%
09	301	Fire Suppression	(Dept)	14	26.4%	11	3	0	14	0	4,666.09	65,325.31		65,325.31	9.5%
09	303	Emergency Medical Services	(Dept)	20	37.7%	13	7	4	16	3	17,264.75	275,493.41	69,801.63	345,295.04	50.2%
09	3	Fire	(Sub-Loc)	36	67.9%	25	11	5	31	3	11,608.46	344,731.19	73,173.31	417,904.50	60.7%
09	600	Administration	(Dept)	1	1.9%	0	1	1	0	1	17,647.20	4,135.00	13,512.20	17,647.20	2.6%
09	6	Human Resources Management	(Sub-Loc)	1	1.9%	0	1	1	0	1	17,647.20	4,135.00	13,512.20	17,647.20	2.6%
09	700	Patrol	(Dept)	8	15.1%	2	6	2	6	4	22,630.13	98,335.18	82,705.87	181,041.05	26.3%
09	704	Traffic	(Dept)	1	1.9%	1	0	0	1	0	2,457.38	2,457.38		2,457.38	0.4%
09	707	Records	(Dept)	1	1.9%	1	0	0	1	0	0.00	0.00		0.00	0.0%
09	7	Police	(Sub-Loc)	10	18.9%	4	6	2	8	4	18,349.84	100,792.56	82,705.87	183,498.43	26.7%
09	800	Streets	(Dept)	1	1.9%	0	1	1	0	0	62,437.22	40,070.12	22,367.10	62,437.22	9.1%
09	801	Water & Sewer	(Dept)	2	3.8%	2	0	0	2	0	592.65	1,185.30		1,185.30	0.2%
09	803	Equipment & Supply	(Dept)	1	1.9%	0	1	0	1	0	4,634.90	4,634.90		4,634.90	0.7%
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	1	5	0	11,560.14	46,993.72	22,367.10	69,360.82	10.1%
09	01	Village of Hoffman Estates	(Loc)	53	100.0%	33	20	9	44	8	12,988.89	496,652.47	191,758.48	688,410.95	100.0%
Totals for 2009 Claims:				53	100.0%	33	20	9	44	8	12,988.89	496,652.47	191,758.48	688,410.95	100.0%
10	200	Accounting	(Dept)	1	3.2%	0	1	1	0	0	5,468.00	1,949.86	3,518.14	5,468.00	1.6%
10	2	Finance	(Sub-Loc)	1	3.2%	0	1	1	0	0	5,468.00	1,949.86	3,518.14	5,468.00	1.6%
10	250	PPO Payments	(Dept)	1	3.2%	1	0	1	0	0	21,381.10	21,381.10		21,381.10	6.1%
10	25	PPO Payments	(Sub-Loc)	1	3.2%	1	0	1	0	0	21,381.10	21,381.10		21,381.10	6.1%
10	301	Fire Suppression	(Dept)	8	25.8%	4	4	2	6	0	3,358.13	22,625.82	4,239.22	26,865.04	7.7%
10	303	Emergency Medical Services	(Dept)	6	19.4%	4	2	3	3	1	26,180.55	96,540.23	60,543.07	157,083.30	44.9%
10	3	Fire	(Sub-Loc)	14	45.2%	8	6	5	9	1	13,139.17	119,166.05	64,782.29	183,948.34	52.5%
10	700	Patrol	(Dept)	9	29.0%	5	4	4	5	1	13,487.65	40,502.78	80,886.04	121,388.82	34.7%
10	7	Police	(Sub-Loc)	9	29.0%	5	4	4	5	1	13,487.65	40,502.78	80,886.04	121,388.82	34.7%
10	800	Streets	(Dept)	3	9.7%	2	1	0	3	0	251.71	755.12		755.12	0.2%
10	801	Water & Sewer	(Dept)	1	3.2%	1	0	1	0	0	0.00	0.00		0.00	0.0%
10	802	Building & Grounds	(Dept)	1	3.2%	1	0	0	1	0	541.00	541.00		541.00	0.2%



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

Year	Code	Description	Claim Cnt	% of Total	Med Only	Comp	Open	Clsd	Legl	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
10	804	Forestry (Dept)	1	3.2%	0	1	1	0	0	16,722.00	14,458.55	2,263.45	16,722.00	4.8%
10	8	Public Works (Sub-Loc)	6	19.4%	4	2	2	4	0	3,003.02	15,754.67	2,263.45	18,018.12	5.1%
10	01	Village of Hoffman Estates (Loc)	31	100.0%	18	13	13	18	2	11,296.92	198,754.46	151,449.92	350,204.38	100.0%
<b>Totals for 2010 Claims:</b>			<b>31</b>	<b>100.0%</b>	<b>18</b>	<b>13</b>	<b>13</b>	<b>18</b>	<b>2</b>	<b>11,296.92</b>	<b>198,754.46</b>	<b>151,449.92</b>	<b>350,204.38</b>	<b>100.0%</b>
250		Village of Hoffman Estates	547		354	193	41	506	94	13,673.40	6,733,497.66	745,853.67	7,479,351.33	

Open Medical: 5  
 Open Comp: 11  
 Open Legal: 25