

**AGENDA**  
**GENERAL ADMINISTRATION & PERSONNEL COMMITTEE**  
**VILLAGE OF HOFFMAN ESTATES**  
**February 20, 2012**

*Immediately Following Planning, Building & Zoning Committee*

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

- I. Roll Call**
- II. Approval of Minutes – January 9, 2012**

**NEW BUSINESS**

- 1. Request approval of a resolution supporting the Northwest Municipal Conference 2012 Legislative Program.
- 2. Request approval of the Celtic Fest Commission Business Solicitation Plan.
- 3. Request approval of the 2012-2013 Village Board Goals.
- 4. Request acceptance of Cable TV Monthly Report.
- 5. Request acceptance of Human Resources Management Monthly Report.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**V. Adjournment**

**GENERAL ADMINISTRATION & PERSONNEL  
COMMITTEE MEETING MINUTES**

January 9, 2012

**I. Roll Call**

**Members in Attendance:**

Ray Kincaid, Chairperson  
Gary Stanton, Vice Chairperson  
Karen Mills, Trustee

**Other Corporate Authorities  
in Attendance:**

Trustee Jacquelyn Green  
Trustee Anna Newell  
Trustee Gary Pilafas  
Village President William McLeod

**Management Team Members  
in Attendance:**

Jim Norris, Village Manager  
Dan O'Malley, Deputy Village Manager  
Art Janura, Corporation Counsel  
Peter Gugliotta, Director of Planning  
Don Plass, Director of Code Enforcement  
Patrick Seger, Dir. of Human Resource Mgmt.  
Bob Gorvett, Fire Chief  
Michael Hish, Police Chief  
Joe Nebel, Director of Public Works  
Rachel Musiala, Asst. Finance Director  
Monica Saavedra, Asst. Dir. of HHS  
Mike Hankey, Director of Transportation  
Nichole Collins, Emergency Mgt. Coord.  
Sarah Kuechler, Admin. Intern  
Bruce Anderson, Cable TV Coordinator  
Bev Romanoff, Village Clerk

**Others in Attendance:**

*Daily Herald*

The General Administration & Personnel Committee meeting was called to order at 7:00 p.m.

**II. Approval of Minutes**

Motion by Trustee Stanton, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of December 12, 2011. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

**1. Discussion regarding number of issues of the *Citizen* Newsletter.**

An item summary from Doug Schultz was presented to the Committee.

Trustee Kincaid stated that this item was discussed at the last meeting and no action is necessary.

**2. Request approval of Commission for Disabled Citizens' annual calendar of events.**

An item summary from Michelle Pilafas and Algean Garner was presented to Committee.

Motion by Trustee Mills, seconded by Trustee Pilafas, to approve Commission for Disabled Citizens' annual calendar of events. Voice vote taken. All ayes. Motion carried.

**3. Request approval to disband Tartan Day Commission and create the Celtic Fest Commission.**

An item summary from Patrick Seger was presented to Committee.

Trustee Stanton inquired about combining the Celtic Fest with either the Cultural Awareness or Celebrations Commission. Mayor McLeod stated that this is more of a specialized Commission and did not want to have people work on an event they may not want to and would be better to create a specific commission.

Motion by Trustee Pilafas, seconded by Mayor McLeod, to disband the Tartan Day Commission and create the Celtic Fest Commission. Voice vote taken. All ayes. Motion carried.

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

The Cable TV Monthly Report was submitted to the Committee.

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

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

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

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. Adjournment**

Motion by Trustee Pilafas, seconded by Trustee Mills, to adjourn the meeting at 7:05 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

\_\_\_\_\_  
Debbie Schoop, Executive Assistant

\_\_\_\_\_  
Date

# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Request approval of a resolution supporting the Northwest Municipal Conference 2012 Legislative Program

**MEETING DATE:** February 20, 2012

**COMMITTEE:** General Administration & Personnel Committee

**FROM:** Sarah Kuechler, Administrative Intern

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**PURPOSE:** To request approval of a resolution supporting the Northwest Municipal Conference 2012 Legislative Program.

**DISCUSSION:** The Northwest Municipal Conference's 2012 Legislative Program contains numerous recommendations to both ensure the fiscal stability of struggling communities and address continuously escalating labor costs. Please see the attached 2012 NWMC Legislative Program.

The Northwest Municipal Conference will utilize the Legislative Program to guide their legislative efforts in Washington and Springfield this year.

**RECOMMENDATION:** Staff recommends approving a resolution supporting the Northwest Municipal Conference 2012 Legislative Program.

**ATTACHMENTS:** NWMC Press Release  
2012 NWMC Legislative Program

VILLAGE OF HOFFMAN ESTATES

A RESOLUTION SUPPORTING THE NORTHWEST MUNICIPAL CONFERENCE 2012 LEGISLATIVE PROGRAM

WHEREAS, the Village of Hoffman Estates is a member of the Northwest Municipal Conference; and

WHEREAS, the Northwest Municipal Conference works with its members to develop its annual Legislative Program that serves as a comprehensive platform on legislative issues in order to protect and benefit the interests of its member municipalities, residents, and businesses in our communities and the region; and

WHEREAS, the Northwest Municipal Conference's 2012 Legislative Program focuses on issues vital to the Village of Hoffman Estates, including protecting local government revenues, online sales tax collection and sales tax sourcing rules as well as addressing labor related cost drivers such as pension reform, preventing abuse of the Public Safety Employees Benefit Act and balancing the interest arbitration process; and

WHEREAS, the Northwest Municipal Conference will actively pursue these legislative priorities to the benefit of the Village of Hoffman Estates and all members of the Northwest Municipal Conference.

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: The Village of Hoffman Estates hereby expresses support for the Northwest Municipal Conference's 2012 Legislative Program; and

Section 2: The Village of Hoffman Estates will actively support the 2012 Legislative Program both locally and in our federal and state capitols; and

Section 3: A copy of this Resolution shall be forwarded to the Northwest Municipal Conference, to all state and federal legislators representing the Village of Hoffman Estates, and to the Office of the Governor.

Section 4: This Resolution shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2012

Table with 5 columns: VOTE, AYE, NAY, ABSENT, ABSTAIN. Rows list Trustees: Karen V. Mills, Raymond M. Kincaid, Jacquelyn Green, Anna Newell, Gary J. Pilafas, Gary G. Stanton, and Mayor William D. McLeod.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012

Village President

ATTEST:

Village Clerk

**NORTHWEST MUNICIPAL CONFERENCE**  
1616 East Golf Road  
Des Plaines, Illinois 60016  
(847) 296-9200 • Fax (847) 296-9207  
[www.nwmc-cog.org](http://www.nwmc-cog.org)



*A Regional Association of Illinois  
Municipalities and Townships  
Representing a Population of Over One Million*

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Lake Forest

*Executive Director*

Mark L. Fowler

**FOR IMMEDIATE RELEASE**

**January 30, 2012**

**CONTACT: Mark Fowler, (847) 296-9200 ext 25  
Larry Bury, (847) 296-9200 ext 26**

**NORTHWEST MUNICIPAL CONFERENCE INTRODUCES  
2012 LEGISLATIVE PROGRAM  
Platform to Ensure the Fiscal Stability of Illinois Communities  
and Address Labor Related Cost Drivers**

With a crowd of federal and state legislators and local government officials in attendance on Saturday, January 28, the Northwest Municipal Conference (NWMC) introduced a legislative platform to protect Illinois communities that continue to be battered by the economic downturn. The 2012 NWMC Legislative Program contains numerous recommendations to both ensure the fiscal stability of struggling communities and address continuously escalating labor costs.

“Local governments such as ours have led the way in pursuing and implementing innovative means to reduce the cost of providing services to our residents and businesses. We have reduced our payrolls, reorganized our services and found ways to simply do more with less,” stated NWMC President and Village of Wilmette President Christopher Canning during his opening remarks, “Yet, all of us know that more work needs to be done.”

The 2012 NWMC Legislative Program outlines solutions to the challenges faced by local governments. One primary focus of the Legislative Program highlights the need to ensure the fiscal stability of communities by preventing the loss of local government revenues.

“Our largest concern, especially in light of the lagging rebound in revenues, is the continued threat of cuts to the locally generated share of state collected revenue, such as the recent attempts to divert the Local Government Distributive Fund,” said Evanston Mayor Elizabeth Tisdahl, co-chair of the NWMC Legislative Committee, “Our straightforward message to our state officials is to please work to balance your budget without diverting this or other critical local government revenue sources.”

The Legislative Program also highlights a number of ways the state could help reduce the escalating local government labor costs, including public safety pension reform, preventing abuse in the award of lifetime healthcare benefits to injured workers and changing the interest arbitration process.

“In Hoffman Estates, after making cuts to all non-public safety employees, we had no alternative but to try to work with our police and fire employees to implement similar cuts. The interest arbitration process, which is severely out of balance, made it nearly

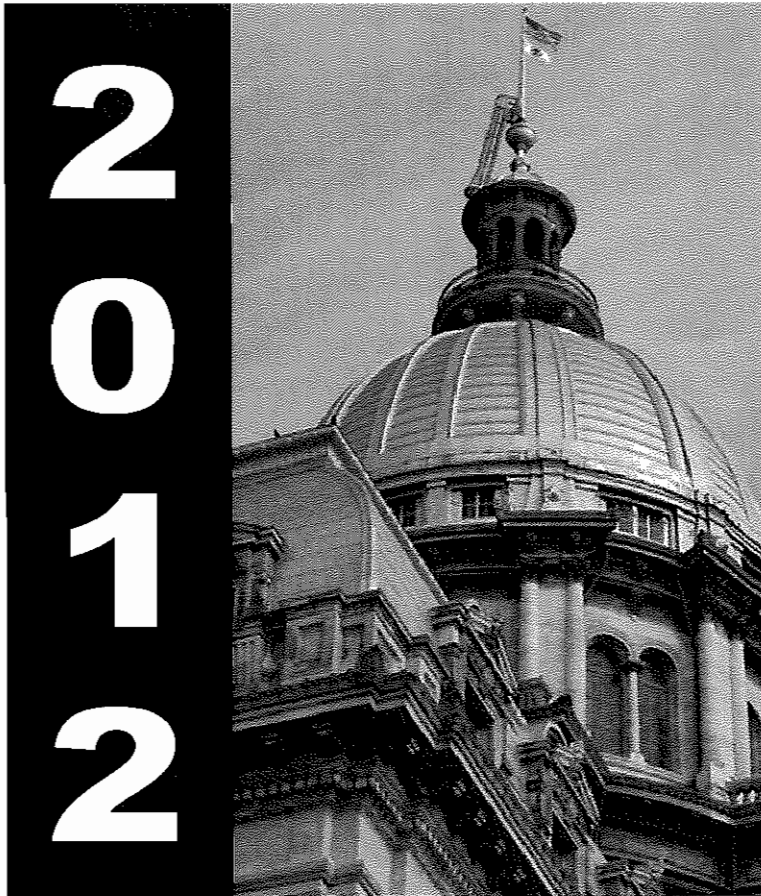
impossible to reach a fair agreement during these negotiations,” pointed out Hoffman Estates Mayor Bill McLeod, co-chair of the NWMC Legislative Committee, “Arbitrators often ignore the municipality’s fiscal conditions and believe that local government should simply raise taxes to afford generous arbitration awards.”

Following the presentation of the Legislative Program, legislators in attendance were invited to address the gathering to share their perspectives on the coming legislative session. Those who spoke to the attendees included: Congresswoman Jan Schakowsky; State Treasurer Dan Rutherford; State Senators Susan Garrett, Terry Link and Matt Murphy; State Representatives Daniel Biss, Robyn Gabel, David Harris, Lou Lang, Michael McAuliffe, Tom Morrison, Michelle Mussman, Elaine Nekritz, Carol Sente and Ed Sullivan; Lake County Board Chairman David Stolman; and Cook County Commissioners Bridget Gainer, Tim Schneider and Larry Suffredin.

The Northwest Municipal Conference will utilize the Legislative Program to guide their legislative efforts in Washington and Springfield this year.

Copies of the 2012 NWMC Legislative Program can be downloaded at:  
<http://www.nwmc-cog.org/Legislation/2012-Legislative-Program.aspx>.

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# **Legislative Program**

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**Northwest Municipal Conference**

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## 2012 NWMC Legislative Committee

**William McLeod, Co-Chair**  
*Mayor, Village of Hoffman Estates*

**Elizabeth Tisdahl, Co-Chair**  
*Mayor, City of Evanston*

**Joe Farwell**  
*Trustee, Village of Arlington Heights*

**Karen Darch**  
*President, Village of Barrington*

**Jeffrey Braiman**  
*President, Village of Buffalo Grove*

**Matt Bogusz**  
*Alderman, City of Des Plaines*

**Nancy Rotering**  
*Mayor, City of Highland Park*

**Jim Norris**  
*Manager, Village of Hoffman Estates*

**Robert Kiely**  
*Manager, City of Lake Forest*

**Gerald Turry**  
*Mayor, Village of Lincolnwood*

**Dave Strahl**  
*Assistant Manager, Village of Mount Prospect*

**Louella Preston**  
*Trustee, Village of Niles*

**Sandy Frum**  
*President, Village of Northbrook*

**Jill Brickman**  
*Supervisor, Northfield Township*

**Fred Gougler**  
*President, Village of Northfield*

**Al Larson**  
*President, Village of Schaumburg*

**George Van Dusen**  
*Mayor, Village of Skokie*

**Jessica Tucker**  
*President, Village of Winnetka*

Dear Friend of the Northwest Municipal Conference:

I am honored to present you with the Northwest Municipal Conference's 2012 Legislative Program.

The members of the Northwest Municipal Conference stand as one in order to protect and strengthen our individual communities. From legislative initiatives designed to reduce the cost that taxpayers must pay in support of local government to staunchly defending local revenues from unwarranted diversions, we recognize the importance of taking an active role in the legislative process.

Over the past several years, we have engaged in a practical, data driven approach toward developing legislative solutions. This approach has assisted legislators to better understand the impact of various bills on local taxpayers and make informed decisions that produce positive outcomes.

My pledge as NWMC President is that we will continue our progressive approach for the 2012 legislative session. With the ongoing fiscal challenges faced by local governments, we look forward to working with you as partners in the legislative process to produce results that serve to benefit our mutual constituents.

Very truly yours,

A handwritten signature in black ink, appearing to read "Christopher S. Canning". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Christopher S. Canning  
President, Northwest Municipal Conference and  
President, Village of Wilmette

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**Introduction:**  
**Local Government Still Face Fiscal Challenges**

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Despite optimism that 2011 would bring a much needed upswing to the economy, a lack of dramatic economic improvement left local governments facing continuously challenging circumstances that impact the ability to provide the high level of public services that our constituents expect and demand. Local budgets have been strained to the breaking point by shrinking revenues as a result of the recession as well as ongoing fiscal mandates. Although some signs indicate the recession has ended, revenue recovery still appears to be distant. Local leaders must continue to manage prolonged periods of reduced services, job reductions, salary freezes, deferred infrastructure maintenance and other widely utilized cost cutting strategies.

Opportunities to improve local revenues have not materialized. When the state increased the personal and corporate income tax rates early in 2011, state leaders captured all of the increase for the state and did not adhere to the 42 year agreement with local governments to distribute their appropriate share.

At the same time, state leaders eyed local government revenues to further fill the state's budget deficit. Proposals to reduce the Local Government Distributive Fund (a fund that has already been greatly reduced by falling income tax receipts) by \$300 million forced local government leaders to vigorously defend this vital source of revenue. When the Governor vetoed funding from regional school superintendents, his proposal to pay the superintendents from Personal Property Replacement Tax revenues was adopted over the strong objections of local governments.

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**Introduction:**  
**Local Government Still Face Fiscal Challenges**

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(continued)

Meanwhile, local government proposals to address several major cost drivers that continuously increase at a time when revenues are declining were unable to garner enough legislative support to overcome the opposition.

In short, the optimism that 2011 would be a year where state and local leaders worked cooperatively to ensure that our mutual constituents are provided the local services they rely upon was lost.

We state the above to reinforce the context of the Northwest Municipal Conference's 2012 Legislative Program. The new year provides all of us another opportunity to address the problems and concerns that have been impacting local governments' ability to provide for our constituents. We understand that the primary focus in Springfield was rightly on attempting to get the state's fiscal house in order.

However, we cannot lose sight of the fact that strong local communities are the bedrock upon which our state rests. Delaying necessary fiscal fixes vital to ensure local government stability is an unacceptable outcome. We need actions so that local leaders can begin to rebuild the long term fiscal stability of their communities.

We renew our optimism as we call on our state leaders to work cooperatively to ensure strong communities for our mutual constituents. Here are our legislative recommendations for 2012.

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## Ensure the Fiscal Stability of Illinois Communities

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### ***Protect Local Government Revenues***

Revenues are the lifeblood of stable communities, enabling local governments to provide for the needs of residents and businesses. Communities that are able to support these needs are attractive places for economic development. Local government revenues must not be viewed as an alternative source of revenue for the state but as the long standing commitment to ensuring healthy and strong communities upon which to base the state's economy. We offer four recommendations vital to protecting local government revenues.

#### **1. Prevent any diversions of the Local Government Distributive Fund (LGDF)**

The LGDF, which was instituted in 1969 in exchange for municipalities not imposing their own income tax, is a significant source of operating revenue. The threatened loss of this vital revenue would lead to additional cutbacks in critical services, including public safety.

***We recommend that the LGDF remain intact and local governments share in any natural increases in income tax revenues. We further recommend that any reductions in the corporate income tax require an appropriate adjustment to the LGDF formula to keep local governments whole.***

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## Ensure the Fiscal Stability of Illinois Communities

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(continued)

### **2. Ensure prompt payment of LGDF to local governments**

Although the state income tax increase slightly improved the timeliness of LDGF payments to local governments, the payment cycle still runs several months in arrears. This delay places a strain on local government cash flow.

***We recommend legislation to require the direct deposit of LGDF to local governments.***

### **3. Restore the diversion of Personal Property Replacement Tax (PPRT) funds**

Although the amount of PPRT funds diverted to pay for a state obligation (regional school superintendents) was approximately 1% of the total distributions, this practice sets a disturbing precedence that must not only be avoided but reversed. Unless action is taken to completely restore the diverted funds, this move will long be remembered as the beginning of "death by a thousand cuts".

***We recommend restoring the previous funds in the FY 2013 budget and protecting this fund from future diversions.***

### **4. Promote ability to reduce the cost of local government while avoiding increased taxpayer burdens**

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## Ensure the Fiscal Stability of Illinois Communities

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(continued)

Local government leaders are actively rising to the fiscal challenges we face by exploring innovative ways to reduce the cost of local government. Several groups are currently studying various methods to share local services which could increase service delivery efficiencies and create economies of scale that would greatly benefit taxpayers. Some of these efforts may require legislative actions to facilitate these innovations, providing our legislative leaders with the opportunity to not only protect local government revenues but also reduce expenses.

At the same time we pursue innovation, we strongly oppose any attempts to irresponsibly place additional burdens on local taxpayers through unfunded mandates. Oftentimes, the state's desire to address a situation or provide a benefit comes at the direct expense of fiscally strapped local governments and their taxpayers. These stealth tax increases significantly raise the costs of operating local governments. Unfunded mandates combined with the state diverting revenues from local governments are a recipe for disaster that must be avoided at all costs.

***We recommend that legislators work with local governments to facilitate cost saving innovations while avoiding the temptation to pass unfunded mandates on to the backs of local taxpayers.***



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## **Ensure the Fiscal Stability of Illinois Communities**

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(continued)

### **Exercise Caution While Addressing Sales Tax Sourcing Issues**

Municipal leaders make decisions with long term implications to ensure sufficient revenues for their communities. One major decision is to dedicate land use within the municipality for intensive retail development in order to capture sales tax revenues. Planning for economic development of this nature requires each community's leaders to achieve a balance of the infrastructure and public services investments to support this growth, the revenue streams anticipated from the expected growth and the requirements to protect nearby residents impacted by the resulting retail center environment.

In short, municipalities that have attracted significant levels of sales tax generating development have done so after fully considering the tradeoffs needed to ensure it is the proper fit for that community. Lower local property and other taxes for residents is often the benefit that mitigates the external impacts.

Two potential legislative actions in 2012 could produce unintended consequences for local government revenues. Both have the potential to require changes in the sales tax sourcing rules that determine where the revenues generated from a taxable sale are distributed. Even a seemingly minor change in the sourcing statutes could have a major impact upon the fiscal position of those municipalities that have made the long term decision to pursue retail development.

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## Ensure the Fiscal Stability of Illinois Communities

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In Congress, the Marketplace Fairness Act has been introduced to allow states to enforce and collect local sales and use taxes on transactions conducted online. Currently, many online retailers utilize the “nexus” argument to avoid collecting and remitting the same taxes that would be collected on a transaction conducted in a “bricks and mortar” location. Unlike previous versions of legislation to authorize the collection of sales taxes from online transactions, the Marketplace Fairness Act (as introduced) would not require changes to state sales tax sourcing laws.

***We support legislation to authorize the collection of sales taxes on all online transactions but our support is conditional as to whether the legislation will require any changes to sourcing rules.***

In Illinois, several municipalities outside the Regional Transportation Authority’s (RTA) service area have reached sales tax rebate agreements with companies to funnel the paperwork from their transactions through small offices to avoid collection of higher sales tax rates within the Chicago region. This arrangement allows these companies to charge a lower tax rate, giving them an unfair competitive advantage, and diverts sales taxes revenues away from the rightful local government where the actual transaction transpires.

***We support eliminating these sales tax diversions to ensure that revenues are distributed to the rightful local governments but express opposition to any legislation that undermines current sales tax sourcing rules to divert revenues away from the physical location of the transaction.***

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**Ensure the Fiscal Stability of Illinois Communities**

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**Place Municipalities in Primary Position  
on Liens During Foreclosure Sales**

One of the biggest impacts of the recession has been the extraordinary volume of residential buildings that have foreclosed upon by the lenders. During far too many cases, these properties become abandoned leaving no one to maintain them during the foreclosure process. Left untended, these abandoned houses quickly deteriorate and become a blight upon the surrounding neighborhood, depressing nearby home values.

In order to avoid this result, municipalities step up to maintain these properties when the lender or former owners fail to do so. Maintaining these abandoned properties requires the expenditure of municipal funds to secure the structure, mow grass, remove dangerous trees and turn off water or provide heat during cold weather to avoid damages from bursting pipes.

These municipal costs are not always reimbursed when the foreclosure sale is concluded. Currently, municipal liens get in line with other creditors, leaving taxpayers at risk of not recouping the expenditures if sufficient proceeds are not generated from the sale.

***We recommend legislation to place municipal liens in a primary position during foreclosure sales.***

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## Address Labor Related Cost Drivers

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### Complete Comprehensive Public Safety Pension Reforms

Public safety pension reforms adopted in 2010 were a significant first step toward getting this exponentially growing cost driver under control. Extending the amortization deadline for funding the pension funds and adjusting the benefits for newly hired employees has mitigated some of the upward pressure these pensions placed upon local budgets.

However, the work of public safety pension reform is not complete. The Pension Fairness for Illinois Communities Coalition, which spearheads this effort, presented a five part platform for comprehensively addressing the problem. It is time to revisit the three unresolved planks in that platform to complete this vital work. In addition, the 2010 reforms changed the actuarial methodology in a manner that may produce unintended consequences.

**1. Require a more equitable employee contribution toward the cost of the pension**

Currently, public safety employees contribute approximately one-third toward the cost of their pensions while taxpayers contribute the remaining two-thirds. For the long term stability of any pension fund, the ratio of employer to employee contribution to the normal cost of the pension should be one-to-one. On top of the two-thirds contribution, taxpayers are also responsible for funding any unfunded liabilities, including those resulting from underperforming investment returns managed by the individual employee-controlled

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## Address Labor Related Cost Drivers

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(continued)

pension boards. Legislation in the form of Senate Bill 512 is under consideration for employees in state pension funds. Senate Bill 512 provides employees three options: 1) require a higher employee contribution toward their current pension, 2) maintain their current contribution level with the pension benefits going forward matching those of newly hired employees, or 3) allow the employee to opt into a defined contribution plan.

***We recommend expanding Senate Bill 512 to require similar changes for public safety pensions.***

### **2. Consolidate existing individual police and fire pension funds into an IMRF-type system**

With over 650 individual public safety pension funds, the current system fails to take advantage of potential economies of scale to produce higher investment returns with lower operating costs. Currently, the Commission on Government Forecasting and Accountability (COGFA) is charged with producing recommendations as to how to best consolidate these funds into a better system. There is a perfect model for multiple employer public pension systems - the Illinois Municipal Retirement Fund (IMRF).

***We recommend consolidating the individual public safety pension funds into a single IMRF-type system.***

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## Address Labor Related Cost Drivers

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(continued)

**3. Require a supermajority to approve any future pension benefit enhancements**

Setting a higher threshold for adopting future pension benefit enhancements would make it more difficult to undo the reforms proposed and enacted. Speaker Madigan has introduced HJRCA 5, which requires a three-fifths majority for pension benefit enhancements.

***We recommend the passage of HJRCA 5.***

**4. Restore the Entry Age Normal Funding Method**

A change made to public safety pensions in Public Act 96-1495 changed the actuarial method for calculating required pension contributions from the previous Entry Age Normal (EAN) to a Projected Unit Credit (PUC) method. Although this change brings public safety pensions in line with the method used for state pension funds, PUC allows for lower initial contributions than EAN that will result in much higher pension contributions as governments get closer to the 2041 amortization deadline.

***We recommend returning public safety pensions to the Entry Age Normal method.***

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## Address Labor Related Cost Drivers

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(continued)

### ***Prevent Abuse Through PSEBA Reforms***

The Public Safety Employee Benefits Act (PSEBA) provides lifetime health insurance benefits to police and fire personnel (and their families) who suffer a catastrophic injury on the job. Providing PSEBA insurance benefits to those who are permanently injured while engaged in actively protecting the public and are no longer capable of supporting themselves and their family is not the issue we seek to address.

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”. The Illinois version of PSEBA omits this definition. Illinois courts have equated the award of a duty disability pension to a catastrophic injury, leaving determination of lifetime healthcare benefits to the discretion of local pension boards (governed by a majority consisting of current and former employees).

There are numerous existing cases where the injury suffered, while significant enough to prevent the employee from returning to active duty as a firefighter or police officer, does not preclude the employee from obtaining other gainful employment. In fact, the very nature of PSEBA provides a perverse incentive, especially in cases where the employee is closer to retirement and facing the reality of paying for future healthcare insurance, to exploit a relatively minor injury into a condition that prevents the return to active duty.

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### **Address Labor Related Cost Drivers**

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(continued)

The cost of allowing these former employees who are otherwise gainfully employed to collect lifetime healthcare 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 even while the former employee begins a second career.

***We recommend amending PSEBA to bring the term catastrophic injury in line with the federal definition. We also recommend that current PSEBA beneficiaries who are eligible to enroll in other healthcare coverage to both report this eligibility and enroll in the alternative coverage.***

### ***Balance the Interest Arbitration Process***

Police and fire employees' salaries and benefits have been escalating at rates that far exceed those of other municipal employees. While other employees have agreed to salary freezes and other measures to control costs during the current economic downturn, the interest arbitration process has made it extremely difficult to negotiate reasonable contracts for public safety employees that reflect the community's ability to afford. It becomes very challenging to manage municipal staffing when one class of employees is sacrificing to balance the budget while those in public safety enjoy multi-year increases in salary and benefits.



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## Address Labor Related Cost Drivers

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(continued)

The current system is out of balance. Arbitrators determining police and fire contracts routinely review both the union and municipal offers and award salary and benefits based upon either one or the other with little attempt to reach a middle ground. Too often this ends up being the union offer with virtually no regard as to the ability of the taxpayers to afford the final total compensation package. While the interest arbitration system provides a means to work out labor-management differences while avoiding public safety workers going on strike, the reality is that the rules are skewed toward the labor side of the equation.

Compounding this imbalance are efforts to include management decisions such as determining manning levels in the arbitration process. Without some corrective steps, the interest arbitration process is eroding the ability for municipal leaders to effectively manage, and consequently afford, their public safety operations.

***We recommend requiring arbitrators to take into account economic factors such as the budgetary constraints facing local governments when determining the total compensation packages awarded through the interest arbitration process. We further recommend that manning levels and other management decisions be excluded from the process.***

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## NWMC Contact Information

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The Northwest Municipal Conference is committed to working with our State and Federal elected officials to advance legislation that supports local government. Please feel free to contact us to further discuss the initiatives contained in our 2012 Legislative Program or any other issues that are of importance to local governments.

**Christopher S. Canning**

NWMC President  
President, Village of Wilmette

**Bill McLeod**

NWMC Vice-President  
Co-Chair, NWMC Legislative Committee  
Mayor, Village of Hoffman Estates

**Elizabeth Tisdahl**

Co-Chair, NWMC Legislative Committee  
Mayor, City of Evanston

**Mark L. Fowler**

NWMC Executive Director

**Larry Widmer, CPPB**

NWMC Deputy Director

**Larry Bury**

NWMC Policy Director

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## State Elected Officers

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**Patrick Quinn**  
*Governor*

**Sheila Simon**  
*Lieutenant Governor*

**Lisa Madigan**  
*Attorney General*

**Jesse White**  
*Secretary of State*

**Dan Rutherford**  
*Treasurer*

**Judy Baar Topinka**  
*Comptroller*

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## **Congressional Delegation**

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**Senator Richard Durbin**

**Senator Mark Kirk**

**Representative Peter Roskam**  
*6th Congressional District*

**Representative Joe Walsh**  
*8th Congressional District*

**Representative Jan Schakowsky**  
*9th Congressional District*

**Representative Robert Dold**  
*10th Congressional District*

**Representative Randy Hultgren**  
*14th Congressional District*

**Representative Donald Manzullo**  
*16th Congressional District*

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## State Senators

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**John Cullerton**

*Senate President*

**Christine Radogno**

*Senate Minority Leader*

**Ira Silverstein**

*8th Senate District*

**Jeffrey Schoenberg**

*9th Senate District*

**John Mulroe**

*10th Senate District*

**Michael Noland**

*22nd Senate District*

**Carole Pankau**

*23rd Senate District*

**Chris Lauzen**

*25th Senate District*

**Dan Duffy**

*26th Senate District*

**Matt Murphy**

*27th Senate District*

**John Millner**

*28th Senate District*

**Susan Garrett**

*29th Senate District*

**Terry Link**

*30th Senate District*

**Suzi Schmidt**

*31st Senate District*

**Pamela Althoff**

*32nd Senate District*

**Dan Kotowski**

*33rd Senate District*

**Don Harmon**

*39th Senate District*

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## State Representatives

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**Michael Madigan**  
*Speaker of the House*

**Tom Cross**  
*House Minority Leader*

**John D'Amico**  
*15th House District*

**Lou Lang**  
*16th House District*

**Daniel Biss**  
*17th House District*

**Robyn Gabel**  
*18th House District*

**Joseph Lyons**  
*19th House District*

**Michael McAuliffe**  
*20th House District*

**Keith Farnham**  
*43rd House District*

**Fred Crespo**  
*44th House District*

**Franco Coladipietro**  
*45th House District*

**Dennis Reboletti**  
*46th House District*

**Tim Schmitz**  
*49th House District*

**Ed Sullivan, Jr.**  
*51st House District*

**Kenton Gaffney**  
*52nd House District*

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## State Representatives

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**Sidney Mathias**

*53rd House District*

**Thomas Morrison**

*54th House District*

**Randy Ramey, Jr.**

*55th House District*

**Michelle Mussman**

*56th House District*

**Elaine Nekritz**

*57th House District*

**Karen May**

*58th House District*

**Carol Sente**

*59th House District*

**JoAnn Osmond**

*61st House District*

**Sandy Cole**

*62nd House District*

**Jack Franks**

*63rd House District*

**Michael Tryon**

*64th House District*

**Rosemary Mulligan**

*65th House District*

**David Harris**

*66th House District*

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## About NWMC

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The Northwest Municipal Conference, founded in 1958, serves to strengthen communities and foster intergovernmental cooperation throughout the north and northwest suburbs of Chicago. Our membership of forty-one municipalities and one township represents over 1.3 million residents and covers over 300 square miles in Cook, DuPage, Kane, Lake and McHenry counties.

Our organization provides numerous services to our membership with a primary focus on three areas: legislative advocacy; transportation and environmental planning; and, operation of the Suburban Purchasing Cooperative (SPC).

The NWMC is registered as a 501(c)(3) not-for-profit organization and is primarily supported through membership dues, planning grants and SPC administrative fees.

### **Northwest Municipal Conference**

1616 East Golf Road

Des Plaines, IL 60016

Phone: (847) 296-9200

Fax: (847) 296-9207

[www.nwmc-cog.org](http://www.nwmc-cog.org)

Printed in-house at NWMC





<b>Antioch</b>	<b>Lake Zurich</b>
<b>Arlington Heights</b>	<b>Libertyville</b>
<b>Barrington</b>	<b>Lincolnshire</b>
<b>Bartlett</b>	<b>Lincolnwood</b>
<b>Buffalo Grove</b>	<b>Morton Grove</b>
<b>Carpentersville</b>	<b>Mount Prospect</b>
<b>Cary</b>	<b>Niles</b>
<b>Crystal Lake</b>	<b>Northbrook</b>
<b>Deerfield</b>	<b>Northfield</b>
<b>Des Plaines</b>	<b>Northfield Township</b>
<b>Elk Grove Village</b>	<b>Palatine</b>
<b>Evanston</b>	<b>Park Ridge</b>
<b>Fox River Grove</b>	<b>Prospect Heights</b>
<b>Glencoe</b>	<b>Rolling Meadows</b>
<b>Glenview</b>	<b>Schaumburg</b>
<b>Grayslake</b>	<b>Skokie</b>
<b>Hanover Park</b>	<b>Streamwood</b>
<b>Highland Park</b>	<b>Vernon Hills</b>
<b>Hoffman Estates</b>	<b>Wheeling</b>
<b>Kenilworth</b>	<b>Wilmette</b>
<b>Lake Forest</b>	<b>Winnetka</b>

# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Celtic Fest Commission Solicitation Plan

**MEETING DATE:** February 20, 2012

**COMMITTEE:** General Administration and Personnel

**FROM:** Patrick J. Seger, Human Resources Management Director

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**PURPOSE:** To request approval of the Celtic Fest Commission's (formerly Tartan Day Commission) business solicitation plan for 2012

**BACKGROUND:** The Village of Hoffman Estates Celtic Fest Commission is hosting an inaugural 2012 Hoffman Estates Celtic Festival on Saturday, April 28, 2012, at the Sears Centre Arena. The event is planned to pull together the Village community in celebration of the Celtic heritage. Entrance and parking to this indoor event is FREE to all our festival guests.

**DISCUSSION:** The Celtic Fest Commissions plans to structure its solicitation plan to reach and appeal to organizations that will identify with a Celtic day event and or the programs that are planned. These methods include the following;

- 1) A general appeals letter – outlining varying degrees of recognition/advertising based on a donation level associated with particular activity or program. For example, The Mid-West Pipe Band Association Mini-Band Competition sponsorship of \$1,000.
- 2) In-kind service - donated services and products such as; personnel, equipment or product that will either off set or cover the cost of certain activities. For example, personnel, expertise and equipment needed to facilitate golf clinic.

The Celtic Festival Commission has a tentative Day-Of Event Schedule;

Soccer Tournament (Floor)  
Soccer Clinic (Floor)  
Golf Clinic (Floor)  
Celtic Entertainment (Concourse Stage)  
Climbing Wall (Concourse or Floor)  
Various Children's Games (Concourse)  
Food Concessions (Concourse)  
Market Exhibitors (Concourse)  
Scotch & Beer Tasting (Clubhouse)  
Mid-West Pipe Band Association Mini-Band Competition (Floor)

The Village's Celtic Fest Commission receives funding from the general fund and plans to offset the cost of the program with both in kind and cash sponsorships.

**FISCAL IMPACT:** Being that this is the inaugural year, the expectation of donations received will be primarily in-kind to offset the overall budget of the event with optimism that organizations will realize the benefit of cash sponsorship and participate because it make good business to do so. The Celtic Fest commission will remain within the budget amount of \$8,700 and both in-kind and cash donations will off-set or assist in the commission in meeting program expectations within the approved budget

**RECOMMENDATION:** Request approval of the business solicitation plan per the attachment and authorization and authority to continue the solicitation of business as follows:

- A. General appeals letter
- B. Sponsorship donations levels
- C. List of business and agencies that will be solicited

## Hoffman Estates Celtic Festival Sponsorships & Donations

Event Date: 4/28/12, 11 a.m. to 6 p.m.

Location: Sears Centre Arena (5333 Hoffman Blvd., Hoffman Estates, IL 60192)

Contact: Beth Raffety, Chair of Celtic Festival Commission ([braffety@sbcglobal.net](mailto:braffety@sbcglobal.net))

### Sponsorship Packages

*All sponsors will receive a post-buy summary within 30 days of the event. Sponsors will have first right of refusal for the 2013 Hoffman Estates Celtic Festival.*

#### **Mini Bands Sponsor - \$1,000**

- Interstate 90 Sears Centre Arena marquee signage for two (2) weeks leading up event
  - Average Daily Traffic is approximately 150,000 vehicles
  - Estimated value of media placement is \$1,000
- Ribbon Board signage during Mini-Bands Competition
- Public Address (PA) mention at beginning of the Mini-Bands Competition
- Sponsorship logo on Email Blast
  - Estimated distribution list includes 90,000+ subscribers
- Name on Awards
- Program Mention
- Website mention with link to Sponsor Website
- Concourse signage (two posters)
- Display table in concourse
- Mention in the *Citizen Newsletter* (Distributed to 15,000 homes and businesses)

#### **Climbing Wall Sponsor - \$750**

- Poster sized sponsorship signage at the climbing wall
- Program mention
- Website mention with link to Sponsor Website
- Ribbon Board signage
- Public Address (PA) mentions throughout event
- Display table in concourse

#### **Soccer Tournament Sponsor - \$750**

- Ribbon Board signage during tournament
- Tee-shirt sponsors for one team
- Public Address (PA) mentions before each game
- Program mention
- Website mention with link to Sponsor Website
- Display table in concourse

#### **Concourse Stage Sponsor - \$750**

- Ribbon Board signage

- Two (2) poster-sized sponsorship signage at the concourse stage
- Public Address (PA) mentions before each Performance
- Program mention
- Website mention with link to Sponsor Website
- Display table in concourse

**Golf Sponsor - \$500**

- Two (2) posters at the entrance to the Golf Area
- Program mention
- Website mention with link to Sponsor Website

**Kids Games Sponsor - \$500**

- Two (2) posters at the entrance to the Kids Games
- Program mention
- Website mention with link to Sponsor Website

**Donor Package**

**Donor Package (for in-kind donations)**

- Program Mention
- Website mention with link to Donor Website
- Ribbon Board signage

Business

ACORN TIRE  
ADAMS SCHOOL OF DRIVING INC  
ADP DEALER SERVICES  
ADVANCE PRESCHOOL INC  
AIRLINE CATERING  
ALDI INC  
AMBRIA COLLEGE OF NURSING  
AMCOL INTERNATIONAL CORPORATION  
AMERICAN HONDA MOTOR COMPANY INC  
AMERICAN MATTRESS  
Archon (owns Target Crossing)  
ARNSTEIN & LEHR LLP  
BOSCH REXROTH CORPORATION  
BOULDER GOLF RANGE  
BRIDGES OF POPLAR CREEK CC  
CABELA'S RETAIL IL INC  
CARIBOU COFFEE # 717  
CARIBOU COFFEE # 796  
CHICAGO SLAUGHTER  
CHIRO ONE WELLNESS CENTER  
CONGO RIVER GOLF & EXPLORATION  
DANIA FURNITURE  
FOREST VIEW ANIMAL HOSPITAL  
GRAND SPORTS ARENA LLC  
GREAT CLIPS  
HAVERFORD PLACE  
HEALING TOUCH CHIROPRACTIC  
HIGH VOLTAGE SOFTWARE  
ILLINOIS FOOT AND ANKLE CLINIC  
JCL BIOASSAY USA INC  
JF MCKINNEY & ASSOCIATES  
JIFFY LUBE  
KUMON LEARNING CENTER  
LAND ROVER OF HOFFMAN ESTATES  
LANE BRYANT #6704 LLC  
LIFESOURCE BLOOD SERVICE  
MACK EYE CENTER  
MARY KAY INC  
MCCLLOUD SERVICES  
MCCULLOUGH ROSSI & CO LTD  
MOORE WALLACE RR DONNELLEY CO  
NATIONAL BEDDING COMPANY/SERTA  
NATIONAL TIRE & BATTERY  
PARTY CITY  
PRAIRIE STONE ELEMENTS SPA  
PUTTING EDGE XII

SILESIA FLAVORS INC  
SPORTCLIPS  
SULLIVAN OSTOICH EYE CENTER  
Tate & Lyle  
VALEO ACADEMY  
VISIONWORKS #820  
WALGREENS #6760  
WOODFIELD MOTOR SPORTS

Date

«Title» «FirstName» «LastName»  
«JobTitle»  
«Company»  
«Address1»  
«City», «State» «PostalCode»

Dear «Title» «LastName»:

The Village is pleased to announce our inaugural Hoffman Estates Celtic Festival scheduled to take place on Saturday, April 28, 2012 from 11 a.m. to 6 p.m. at the Sears Centre Arena. From a high-energy indoor soccer tournament to the Midwest Pipeband Association mini-band competition, the day is sure to be a favorite for the families in our community. In addition to the soccer tournament and the mini-band competition, Hoffman Estates Celtic Fest will include a whiskey and scotch tasting, climbing wall, soccer clinic, golf clinic, children's games and a variety of Celtic entertainers on our concourse stage.

The Village, along with the Celtic Festival Commission, would love to have your organization involved in our inaugural event as a sponsor. With sponsorship opportunities ranging from \$500 to \$1,000, there are many affordable ways to engage the guests of the Celtic Festival with your brand. All sponsors will receive a detailed post-event report showcasing how their organization was featured during Celtic Fest, event-day attendance information and, for participating in our 2012 event, inaugural Sponsors will receive first rights of refusal for the 2013 Celtic Fest.

Our ability to produce the high quality events our residents and guests have come to expect from the Village depends largely on the financial support of our area businesses. In return, we are committed to delivering an excellent sponsorship opportunity that will place your business in front of an engaged and enthusiastic audience in the heart of one of the most affluent communities in the Northwest Suburbs.

Attached is a listing of available sponsorship packages as well as all of the elements of the sponsorship. We hope that you will strongly consider sponsoring a component of the Hoffman Estates Celtic Festival. For more information, please do not hesitate to contact Beth Raffety at [Braffety@sbcglobal.net](mailto:Braffety@sbcglobal.net) or visit our website at [www.hoffmanestates.org/celtic](http://www.hoffmanestates.org/celtic).

Sincerely,

William D. McLeod  
Mayor

Beth Raffety, Chairperson  
Celtic Fest Commission

# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Request approval of the 2012-2013 Village Board Goals.

**MEETING DATE:** February 20, 2012

**COMMITTEE:** General Administration & Personnel Committee

**FROM:** Jim Norris, Village Manager  
Emily Kerous, Director of Operations for the Mayor & Board  
Sarah Kuechler, Administrative Intern

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**PURPOSE:** Request approval of the 2012-2013 Village Board Goals.

**DISCUSSION:** A Special Village Board meeting was held on November 5, 2011 for the Board to meet and discuss new goals. Staff reviewed the minutes and notes from this retreat and categorized thoughts and topics of discussion together.

The Village Manager, Department Directors, and other key staff held group sessions to review the notes. The departments provided input and insight into how the referenced areas from the notes matched with current and future projects and programs. As a collaborative effort, staff merged and combined areas to draft goals that reflected the priorities of the Board. For example, sustainability was referenced frequently by the Board during the retreat. As a reappearing theme of discussion, staff drafted both a short-term and on-going sustainability goal as well as intertwined sustainability into the content of other goals.

Progress updates on the goals will be given periodically. The updates will advise on the status of the goal and detail any actions or steps taken towards accomplishing the goal.

The existing Mission Statement should also be re-approved to endorse the organization's mission, vision, and organizational principles.

**RECOMMENDATION:** Staff recommends approval of the 2012-2013 Village Board Goals and adoption of the Mission Statement.

**ATTACHMENTS:** Draft of 2012 – 2013 Village Board Goals  
Village of Hoffman Estates Mission Statement



## 2012-2013 Village Board Goals

### Short-term

1. Build upon recent environmental recognition, including Platinum Clean Air Counts status and the Illinois Governor's Sustainability Award, by researching and drafting a Sustainability Plan with assistance from Boards and Commissions and other environmental partners.
2. Through cooperation with the Illinois Department of Transportation (IDOT) and the Illinois State Toll Highway Authority (ISTHA), work toward completion of Phase I engineering for the Barrington Road full interchange project.
3. Reconstruct Hassell Road and complete the Palatine Road project utilizing federal Surface Transportation Program (STP) funds.
4. Address the Emerald Ash Borer (EAB) infestation and its numerous impacts on the Village's public tree population, and be a resource for residents and businesses for private infestation.
5. Maintain existing public safety programs, including school outreach, public education, citizen academies and neighborhood watch programs, that promote the safety of individuals, neighborhoods and the Village as a whole.
6. Explore grants, alternative service delivery methods and innovative practices to augment the Village's financial resources. Provide savings to residents and businesses through municipal electricity aggregation.
7. Continually improve the Sears Centre Arena's performance by increasing events, paid attendance, concession commissions and sponsorship/premium seating revenue across all areas.
8. Revitalize aging shopping centers through innovative redevelopment strategies, including public-private partnerships impacting Barrington Square, Hoffman Village, the Roselle Road Business District and other centers.
9. Evaluate and implement new avenues of communication, such as a Village Mobile Application, creating electronic forms available on the website and enhanced use of social media outlets.

### On-going

1. Explore and implement sustainable programs and practices as outlined in the Sustainability Plan by applying for grant opportunities, and integrate sustainability into Village operations where feasible.
2. Cooperate with local, regional, state and national agencies to identify and implement initiatives to improve all modes of public transit, including vehicle, bicycle and pedestrian travel, throughout the Village.
3. Maintain and improve the Village's infrastructure, including designing, funding and implementation of a comprehensive and continuing revitalization program for Village streets, sidewalks and stormwater management projects.
4. Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable health and wellness services.
5. Provide municipal services in a fiscally sustainable manner given current economic conditions, and continue to be a leader in legislative advocacy to protect local government revenue streams and oppose unfunded mandates.
6. Create a thriving and vital local economy with a strong blend of retail, office, clean-industrial, commercial and residential properties.
7. Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability and increase accessibility and convenience to residents and businesses.
8. Enhance the Village's operations through employee development and training in customer service, leadership and other core skill sets that will develop our employees and create a cadre of future leaders for the organization.

## **Mission Statement**

The mission of the Village of Hoffman Estates is to continually improve the quality of life for our residents and business community by providing responsive and efficient municipal services

## **Organizational Principles**

**We believe that the municipal government** exists to serve the residents and business community.

**We believe that continuous improvement** in the quality and methods of services is essential to maintain a standard of excellence in municipal government.

**We believe that the Village Board provides the leadership** and guidance to meet the needs of our community.

**We believe that our employees are a valuable resource** to our community and through their personal and professional growth enhance the quality of services.

**We believe that encouragement of citizen participation** and community involvement is essential for good government.

**We believe that the Village should continually evaluate** its services in an environment of rapid social, cultural, economic and technological change.

**We believe that the Village should continue to be a leader** in municipal government.

## **Our Vision**

**Excellence** – The Village will be a model of *excellence* in providing municipal services.

**Leadership** – The Village will provide *leadership* to manage change and encourage creativity, productivity, and innovation.

**Commitment** – The Village is *committed* to continually improve the quality of services to our residents and our employees.

**Communication** – The Village will *communicate* openly with honesty and integrity.

**Environment** – The Village will foster good stewardship of our natural *environment* through protection and conservation of natural resources.

**Diversity** – The Village will leverage its strength as a uniquely *diversified* community by developing interactive relationships with all residents in order to enhance the quality of life throughout the Village.

**Resources**- The Village is dedicated to assuring that *resources* are used efficiently and wisely toward the achievement of our mission.

# VILLAGE OF HOFFMAN ESTATES

## Memo

To: Jim Norris  
From: Bruce Anderson  
Regarding: Cable TV Report  
Date: February 16, 2012

### **Citizen Segments**

This month the Citizen covers Shop with a Cop, Bosch Rexroth Awards, CAC Christmas Party, Teddy Bear Tea, CPA Graduation, Poulos Promotion, and the activities of the Department of Health and Human Services.

#### Citizen Segments and Programs in development:

Year-In-Review and State of the Village  
Basketball  
Martin Luther King Celebrations  
Household Energy Audit  
Healthy Cooking

### **Martin Luther King**

We ran two Martin Luther King celebration programs in the last month. First was the annual breakfast, at Village Hall, which was followed by the Dinner held later at the Stonegate.

### **Concerts**

We are running a series of concerts with HEHS hosting District 54 schools. The first was an orchestra concert, followed by a band concert, with a choral concerts up next.

### **Sports**

Basketball is coming to an end, with the MSL championship game Feb. 24. Spring sports will start up the third week of March.

### **U-Verse**

HETV is now available on U-Verse channel 99, under the Hoffman Estates tab. The channel has been available since Feb. 7, and looks pretty good.

**News Ticker**

We had trouble interfacing the unit with the server. Further instructions have been received from the manufacturers and the unit should be installed after completion of the year-in-review video.

**Channel 6 Maintenance**

Staff worked with Comcast to upgrade the modulation equipment that feeds the channel 6 signal to the head end. This has cleared up much of the interference on the channel. The equipment on the feed line will be swept to address the remaining interference

Comcast was also able to increase the volume of the channel to approximately that of the channels around it. That addressed a long-standing complaint about the channel. The equipment on the feed line will be swept to address the remaining interference

**Complaints/Inquiries**

This month there was one inquiry about getting channel 6 on satellite. I explained that it would be cost prohibitive to distribute the channel in that way.



# HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

## HUMAN RESOURCES MANAGEMENT DEPARTMENT

### Monthly Report

January 2012

#### Staffing Activity

New Starts: 0

Separations: 0

Transfers: 1 – Maint. I (p.m. shift) to Maint. I W/S

Retirees: 1 - Firefighter

Promotions: 0

Reclassifications: 6 – Admin. Staff Asst. to Admin. Asst.  
Admin. Staff Asst. to HR Specialist  
Code Enf. Officer to Code Enf. Officer/Fire Inspector  
Deputy Village Clerk moved to salary range 12  
Planning Services Coordinator moved to salary range 12  
Records Clerk to Admin. Staff Asst.

Change in Status: 0

Staffing:	Full Time Employees	329 budgeted	326 current
	Part Time Employees	53 budgeted	48 current
	Temporary Employees	1 budgeted	1 current
	Seasonal Employees	10 budgeted	0 current
	Paid Interns	5 budgeted	3 current

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

0 Seasonals with	0 for year
0 Promotions with	0 for year
0 Separations with	0 for year
1 Retirements with	1 for year
1 Transfer with	1 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: **Maintenance I W/S – PW**  
 Internal posting only. Five (5) applications received by 08/24/2011 deadline. Interviews took place 10/3/2011. An offer was made to one internal candidate. He accepted and started on 01/20/2012, after his replacement on p.m. shift was trained.

### 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).  
 Village and Local 2061 have agreed to enter mediation.

**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).

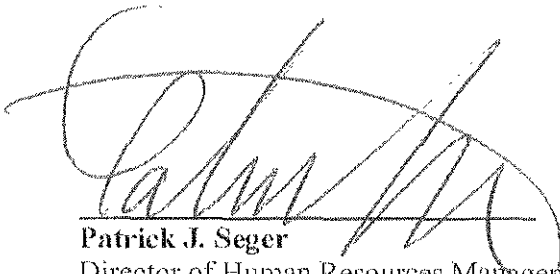
### Personnel/Benefits/Employee Services

- 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.
- As IPELRA Chairperson, Director of HRM attended the IPELRA Board meeting.
- Director of HRM participated in the Management Team meetings.
- Director of HRM and Risk Manager met with Police administration to discuss volunteer policy for the department.
- Director of HRM attended meetings for the Celtic Fest Commission and for the Cultural Awareness Commission.
- Director of HRM participated in mediation meeting for the current collective bargaining negotiations with the Fire union.
- Director of HRM attended the IPBC Growth & Governance meeting and a second meeting regarding membership with Gallagher Benefits staff.

- Director of HRM attended webinar provided by the IS Department on Employee Privacy, Social Networking and the Computer Fraud and Abuse Act.

#### 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.
- Met with Village staff to discuss the return to work of an employee who is suffering a non-duty related illness.
- Met with Police Department staff to discuss the volunteer program.
- Facilitated the compilation of information for response to a FOIA request.
- Completed underwriting applications for the renewal of reinsurance coverage through the Village's excess insurance pool, HELP.
- Met with the Emergency Management Coordinator, Fire Chief and Deputy Village Manager to discuss the Village Emergency Plan.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.
- Completed renewal applications to ensure the Village's compliance with Medicare Section 111 compliance.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Completed and distributed the OSHA mandated 300 Log posting for each department.
- 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.



**Patrick J. Seger**  
Director of Human Resources Management

**HUMAN RESOURCES MANAGEMENT  
MONTHLY STAFFING REPORT  
January 2012**

**RECRUITMENTS**

N/A

**NEW STARTS**

N/A

**SUMMARY OF EMPLOYMENT ACTIVITY  
January 2012**

	<u>Total Number</u>	<u>Position</u>
New Starts	0	
Separations	0	
Promotions	0	
Upgrades	0	
Downgrades	0	
Transfers	1	Maint I (pm) to Main I W/S
Retirements	1	Firefighter
Reclassifications	6	Admin Staff Asst to Admin Asst Admin Staff Asst to HR Specialist Code Enf Officer to Code Enf Officer/Fire Inspector Deputy Village Clerk Records Clk to Admin Staff Asst

**SUMMARY OF SEASONAL/UNPAID INTERNS/ADDITIONAL ACTIVITY**

1 Unpaid Fire Intern began internship on 1/17/2012.  
1 Unpaid Police Intern began internship on 1/17/2012  
1 Unpaid Nursing Intern (H & HS) began internship on 1/18/2012.



ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	0	
Separations	1	PT Customer Service Rep
Promotions	0	
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	0	
New Positions	0	
Eliminated Positions	0	

**2012 EMPLOYEE COUNT**

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	329	326
PART TIME EMPLOYEES	53	48
TEMPORARY EMPLOYEES	1	1
SEASONAL EMPLOYEES	10	0
INTERNS (PAID)	<u>5</u>	<u>3</u>
TOTAL	398	378

Total Vacancies:

Full Time

Budgeted – Posted	0	
Budgeted - Not Posted	3	Police Sergeant Police Officer Firefighter
TOTAL FULL TIME	3	

Part Time

Budgeted – Posted	0	
Budgeted-Not Posted	5	PT Data Processor (FIN) - 2 PT Staff Assistant (PD) Clinic Nurse (HHS) - 2
TOTAL PART TIME	5	

**RECRUITMENT ACTIVITY**

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	0	
Part Time – Response to Recruitments	0	
Seasonal Applicants	0	
Unsolicited Applications/Walk-Ins	16	
TOTAL	16	

**HUMAN RESOURCES MANAGEMENT  
EMPLOYMENT ACTIVITY  
January 2012**

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>
Gerard DuMelle	01/06/2012	Firefighter	Retirement

PROMOTIONS

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

**TRANSFERS**

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Chris Gatts	01/20/2012	Maint. I (p.m. shift)	Maint. I W/S

**RECLASSIFICATIONS**

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
William Chlebik	01/01/2012	Code Enf. Officer	Code Enf. Officer/Fire Inspector
Rose Dyer	01/01/2012	Admin. Staff Asst.	Admin. Assistant
Romy Faehnrich	01/01/2012	Records Clerk	Admin. Staff Asst.
D'Ann Granger	01/01/2012	Admin. Staff Asst.	HR Specialist
Karen Karaffa	01/01/2012	Deputy Village Clk.	Deputy Village Clk. <i>(Position reclassified from Range 10 to 12)</i>
Paula Moore	01/01/2012	Planning Srv. Coord.	Planning Srv. Coord. <i>(Position reclassified from Range 11 to 12)</i>

**CANCELLATIONS**

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

**SEASONAL/UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY**

<u>Name</u>	<u>Position</u>
Julie Johnson	Nursing Intern (unpaid) ended on 01/18/2012.
Michael Vacarello	Fire Service Intern (unpaid) began on 01/17/2012.
Nathan Parks	Police Service Intern (unpaid) began on 01/17/2012.

**ADDITIONAL MONTHLY REPORT INFORMATION  
January 2012**

# Anniversaries	<u>1</u>
# Interviews conducted during month	<u>1</u>

EMPLOYER'S CLAIM SERVICE, INC.  
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
 From: 12/31/1999 Through: 01/31/2012

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
00	102	Planning	(Dept)	1	1.8%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
00	1	Community Development	(Sub-Loc)	1	1.8%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
00	206	Customer Service	(Dept)	1	1.8%	0	0	1	100%	0	1	3,974.20	3,974.20		3,974.20	1.3%
00	2	Finance	(Sub-Loc)	1	1.8%	0	0	1	100%	0	1	3,974.20	3,974.20		3,974.20	1.3%
00	250	PPO Payments	(Dept)	1	1.8%	1	0	0	0%	0	1	152,127.86	152,127.86		152,127.86	49.1%
00	25	PPO Payments	(Sub-Loc)	1	1.8%	1	0	0	0%	0	1	152,127.86	152,127.86		152,127.86	49.1%
00	300	Administration	(Dept)	1	1.8%	0	1	0	0%	0	1	193.50	193.50		193.50	0.1%
00	301	Fire Suppression	(Dept)	12	21.4%	6	3	3	25%	0	12	7,922.89	95,074.64		95,074.64	30.7%
00	303	Emergency Medical Service	(Dept)	7	12.5%	5	1	1	14%	0	7	2,302.35	16,116.43		16,116.43	5.2%
00	3	Fire	(Sub-Loc)	20	35.7%	11	5	4	20%	0	20	5,569.23	111,384.57		111,384.57	36.0%
00	400	Manager's Office	(Dept)	1	1.8%	0	1	0	0%	0	1	4,452.45	4,452.45		4,452.45	1.4%
00	401	Cable TV	(Dept)	1	1.8%	1	0	0	0%	0	1	260.40	260.40		260.40	0.1%
00	402	Boards & Commissions	(Dept)	1	1.8%	1	0	0	0%	0	1	413.43	413.43		413.43	0.1%
00	4	General Government	(Sub-Loc)	3	5.4%	2	1	0	0%	0	3	1,708.76	5,126.28		5,126.28	1.7%
00	600	Administration	(Dept)	1	1.8%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
00	6	Human Resources Manage	(Sub-Loc)	1	1.8%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
00	700	Patrol	(Dept)	16	28.6%	13	1	2	13%	0	16	1,761.71	28,187.36		28,187.36	9.1%
00	704	Traffic	(Dept)	1	1.8%	1	0	0	0%	0	1	1,159.40	1,159.40		1,159.40	0.4%
00	7	Police	(Sub-Loc)	17	30.4%	14	1	2	12%	0	17	1,726.28	29,346.76		29,346.76	9.5%
00	801	Water & Sewer	(Dept)	4	7.1%	2	2	0	0%	0	4	733.76	2,935.02		2,935.02	0.9%
00	802	Building & Grounds	(Dept)	1	1.8%	0	1	0	0%	0	1	1,411.10	1,411.10		1,411.10	0.5%
00	804	Forestry	(Dept)	5	8.9%	5	0	0	0%	0	5	565.72	2,828.60		2,828.60	0.9%
00	805	Clerical	(Dept)	1	1.8%	1	0	0	0%	0	1	452.50	452.50		452.50	0.1%
00	8	Public Works	(Sub-Loc)	11	19.6%	8	3	0	0%	0	11	693.38	7,627.22		7,627.22	2.5%
00	9	Information Systems	(Sub-Loc)	1	1.8%	1	0	0	0%	0	1	168.50	168.50		168.50	0.1%
00	01	Village of Hoffman Estates	(Loc)	56	100.0%	38	11	7	13%	0	56	5,531.35	309,755.39		309,755.39	100.0%
Totals for 2000 Claims:				56	100.0%	38	11	7	13%	0	56	5,531.35	309,755.39		309,755.39	100.0%
01	300	Administration	(Dept)	2	3.1%	1	1	0	0%	0	2	538.72	1,077.44		1,077.44	0.1%
01	301	Fire Suppression	(Dept)	8	12.3%	3	3	2	25%	0	8	35,004.93	280,039.41		280,039.41	23.6%

EMPLOYER'S CLAIM SERVICE, INC.  
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
 From: 12/31/1999 Through: 01/31/2012

Year	Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
01	303	Emergency Medical Service (Dept)	7	10.8%	2	1	4	57%	0	7	38,418.72	268,931.02		268,931.02	22.7%
01	304	ESDA (Dept)	1	1.5%	1	0	0	0%	0	1	425.39	425.39		425.39	0.0%
01	3	Fire (Sub-Loc)	18	27.7%	7	5	6	33%	0	18	30,581.85	650,473.26		550,473.26	46.5%
01	400	Manager's Office (Dept)	1	1.5%	1	0	0	0%	0	1	4,374.81	4,374.81		4,374.81	0.4%
01	4	General Government (Sub-Loc)	1	1.5%	1	0	0	0%	0	1	4,374.81	4,374.81		4,374.81	0.4%
01	505	Immunization (Dept)	1	1.5%	1	0	0	0%	0	1	391.50	391.50		391.50	0.0%
01	5	Health & Human Services (Sub-Loc)	1	1.5%	1	0	0	0%	0	1	391.50	391.50		391.50	0.0%
01	700	Patrol (Dept)	20	30.8%	11	2	7	35%	0	20	10,615.24	212,304.82		212,304.82	17.9%
01	702	Crime Prevention (Dept)	1	1.5%	1	0	0	0%	0	1	5,663.17	5,663.17		5,663.17	0.5%
01	704	Traffic (Dept)	3	4.6%	1	0	2	67%	0	3	2,887.00	8,660.99		8,660.99	0.7%
01	707	Records (Dept)	4	6.2%	1	0	3	75%	0	4	14,372.31	57,489.25		57,489.25	4.9%
01	7	Police (Sub-Loc)	28	43.1%	14	2	12	43%	0	28	10,147.08	284,118.23		284,118.23	24.0%
01	800	Streets (Dept)	5	7.7%	3	1	1	20%	0	5	48,719.89	243,599.47		243,599.47	20.6%
01	801	Water & Sewer (Dept)	4	6.2%	2	1	1	25%	0	4	24,096.40	96,385.58		96,385.58	8.1%
01	802	Building & Grounds (Dept)	3	4.6%	3	0	0	0%	0	3	422.63	1,267.88		1,267.88	0.1%
01	803	Equipment & Supply (Dept)	1	1.5%	1	0	0	0%	0	1	210.60	210.60		210.60	0.0%
01	804	Forestry (Dept)	3	4.6%	2	1	0	0%	0	3	1,150.17	3,450.50		3,450.50	0.3%
01	8	Public Works (Sub-Loc)	16	24.6%	11	3	2	13%	0	16	21,557.13	344,914.03		344,914.03	29.1%
01	9	Information Systems (Sub-Loc)	1	1.5%	1	0	0	0%	0	1	301.50	301.50		301.50	0.0%
01	01	Village of Hoffman Estates (Loc)	65	100.0%	35	10	20	31%	0	65	18,224.21	1,184,573.33		1,184,573.33	100.0%
Totals for 2001 Claims:			65	100.0%	35	10	20	31%	0	65	18,224.21	1,184,573.33		1,184,573.33	100.0%
02	102	Planning (Dept)	1	2.6%	0	1	0	0%	0	1	28,933.52	28,933.52		28,933.52	3.9%
02	1	Community Development (Sub-Loc)	1	2.6%	0	1	0	0%	0	1	28,933.52	28,933.52		28,933.52	3.9%
02	301	Fire Suppression (Dept)	5	13.2%	1	2	2	40%	0	5	11,335.45	56,677.26		56,677.26	7.6%
02	303	Emergency Medical Service (Dept)	8	21.1%	4	3	1	13%	0	8	7,441.19	59,529.50		59,529.50	8.0%
02	306	Technical Rescue (Dept)	1	2.6%	0	1	0	0%	0	1	5,830.00	5,830.00		5,830.00	0.8%
02	3	Fire (Sub-Loc)	14	36.8%	5	6	3	21%	0	14	8,716.91	122,036.76		122,036.76	16.3%
02	700	Patrol (Dept)	11	28.9%	5	0	6	55%	0	11	24,662.45	271,286.95		271,286.95	36.3%
02	704	Traffic (Dept)	1	2.6%	0	0	1	100%	0	1	310,828.16	310,828.16		310,828.16	41.5%

EMPLOYER'S CLAIM SERVICE, INC.  
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
 From: 12/31/1999 Through: 01/31/2012

Year Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgt	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
02	706	Communication (Dept)	1	2.6%	1	0	0	0%	0	1	1,777.50	1,777.50		1,777.50	0.2%
02	7	Police (Sub-Loc)	13	34.2%	6	0	7	54%	0	13	44,914.82	583,892.61		583,892.61	78.2%
02	800	Streets (Dept)	5	13.2%	4	1	0	0%	0	5	1,511.20	7,556.00		7,556.00	1.0%
02	801	Water & Sewer (Dept)	2	5.3%	0	2	0	0%	0	2	1,227.90	2,455.80		2,455.80	0.3%
02	803	Equipment & Supply (Dept)	1	2.6%	1	0	0	0%	0	1	281.70	281.70		281.70	0.0%
02	804	Forestry (Dept)	2	5.3%	2	0	0	0%	0	2	642.60	1,285.20		1,285.20	0.2%
02	8	Public Works (Sub-Loc)	10	26.3%	7	3	0	0%	0	10	1,157.87	11,578.70		11,578.70	1.6%
02	01	Village of Hoffman Estates (Loc)	38	100.0%	18	10	10	26%	0	38	19,643.20	746,441.59		746,441.59	100.0%
Totals for 2002 Claims:			38	100.0%	18	10	10	26%	0	38	19,643.20	746,441.59		746,441.59	100.0%
03	301	Fire Suppression (Dept)	5	14.3%	2	1	2	40%	0	5	25,542.01	127,710.07		127,710.07	31.2%
03	303	Emergency Medical Service (Dept)	12	34.3%	9	1	2	17%	0	12	15,553.15	186,637.80		186,637.80	45.7%
03	305	Underwater Rescue (Dept)	1	2.9%	1	0	0	0%	0	1	785.49	785.49		785.49	0.2%
03	3	Fire (Sub-Loc)	18	51.4%	12	2	4	22%	0	18	17,507.41	315,133.36		315,133.36	77.1%
03	700	Patrol (Dept)	7	20.0%	5	1	1	14%	0	7	1,467.76	10,274.35		10,274.35	2.5%
03	701	Investigations (Dept)	1	2.9%	0	0	1	100%	0	1	79,722.54	79,722.54		79,722.54	19.5%
03	704	Traffic (Dept)	3	8.6%	1	2	0	0%	0	3	88.33	265.00		265.00	0.1%
03	7	Police (Sub-Loc)	11	31.4%	6	3	2	18%	0	11	8,205.63	90,261.89		90,261.89	22.1%
03	801	Water & Sewer (Dept)	3	8.6%	3	0	0	0%	0	3	699.33	2,098.00		2,098.00	0.5%
03	802	Building & Grounds (Dept)	2	5.7%	2	0	0	0%	0	2	477.00	954.00		954.00	0.2%
03	803	Equipment & Supply (Dept)	1	2.9%	1	0	0	0%	0	1	310.50	310.50		310.50	0.1%
03	8	Public Works (Sub-Loc)	6	17.1%	6	0	0	0%	0	6	560.42	3,362.50		3,362.50	0.8%
03	01	Village of Hoffman Estates (Loc)	35	100.0%	24	5	6	17%	0	35	11,678.79	408,757.75		408,757.75	100.0%
Totals for 2003 Claims:			35	100.0%	24	5	6	17%	0	35	11,678.79	408,757.75		408,757.75	100.0%
04	201	Water Billing (Dept)	1	2.1%	1	0	0	0%	0	1	1,295.10	1,295.10		1,295.10	0.1%
04	2	Finance (Sub-Loc)	1	2.1%	1	0	0	0%	0	1	1,295.10	1,295.10		1,295.10	0.1%
04	301	Fire Suppression (Dept)	10	20.8%	6	2	2	20%	0	10	4,666.25	46,662.48		46,662.48	4.4%
04	303	Emergency Medical Service (Dept)	11	22.9%	7	4	0	0%	0	11	12,225.62	134,481.79		134,481.79	12.7%
04	3	Fire (Sub-Loc)	21	43.8%	13	6	2	10%	0	21	8,625.92	181,144.27		181,144.27	17.1%
04	504	Health Screening (Dept)	1	2.1%	1	0	0	0%	0	1	405.00	405.00		405.00	0.0%

EMPLOYER'S CLAIM SERVICE, INC.  
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
From: 12/31/1999 Through: 01/31/2012

Year Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
04	5	Health & Human Services (Sub-Loc)	1	2.1%	1	0	0	0%	0	1	405.00	405.00		405.00	0.0%
04	600	Administration (Dept)	1	2.1%	1	0	0	0%	0	1	248.68	248.68		248.68	0.0%
04	6	Human Resources Manage (Sub-Loc)	1	2.1%	1	0	0	0%	0	1	248.68	248.68		248.68	0.0%
04	700	Patrol (Dept)	16	33.3%	12	0	4	25%	0	16	41,219.86	659,517.75		659,517.75	62.4%
04	703	Tactical (Dept)	2	4.2%	2	0	0	0%	0	2	137.84	275.68		275.68	0.0%
04	7	Police (Sub-Loc)	18	37.5%	14	0	4	22%	0	18	36,655.19	659,793.43		659,793.43	62.5%
04	800	Streets (Dept)	3	6.3%	1	0	2	67%	0	3	43,878.25	131,634.74		131,634.74	12.5%
04	801	Water & Sewer (Dept)	1	2.1%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
04	803	Equipment & Supply (Dept)	1	2.1%	0	0	1	100%	0	1	81,422.11	81,422.11		81,422.11	7.7%
04	804	Forestry (Dept)	1	2.1%	1	0	0	0%	0	1	481.50	481.50		481.50	0.0%
04	8	Public Works (Sub-Loc)	6	12.5%	3	0	3	50%	0	6	35,589.73	213,538.35		213,538.35	20.2%
04	01	Village of Hoffman Estates (Loc)	48	100.0%	33	6	9	19%	0	48	22,008.85	1,056,424.83		1,056,424.83	100.0%
Totals for 2004 Claims:			48	100.0%	33	6	9	19%	0	48	22,008.85	1,056,424.83		1,056,424.83	100.0%
05	301	Fire Suppression (Dept)	6	11.3%	4	2	0	0%	0	6	1,012.80	6,076.77		6,076.77	1.9%
05	303	Emergency Medical Service (Dept)	20	37.7%	12	5	3	15%	1	19	13,202.08	247,084.29	16,957.41	264,041.70	84.1%
05	3	Fire (Sub-Loc)	26	49.1%	16	7	3	12%	1	25	10,389.17	253,161.06	16,957.41	270,118.47	86.1%
05	504	Health Screening (Dept)	1	1.9%	1	0	0	0%	0	1	184.50	184.50		184.50	0.1%
05	5	Health & Human Services (Sub-Loc)	1	1.9%	1	0	0	0%	0	1	184.50	184.50		184.50	0.1%
05	700	Patrol (Dept)	7	13.2%	5	1	1	14%	0	7	3,015.10	21,105.71		21,105.71	6.7%
05	701	Investigations (Dept)	1	1.9%	1	0	0	0%	0	1	297.00	297.00		297.00	0.1%
05	704	Traffic (Dept)	1	1.9%	1	0	0	0%	0	1	1,186.85	1,186.85		1,186.85	0.4%
05	707	Records (Dept)	1	1.9%	0	0	1	100%	0	1	10,253.45	10,253.45		10,253.45	3.3%
05	7	Police (Sub-Loc)	10	18.9%	7	1	2	20%	0	10	3,284.30	32,843.01		32,843.01	10.5%
05	800	Streets (Dept)	4	7.5%	4	0	0	0%	0	4	627.99	2,511.94		2,511.94	0.8%
05	801	Water & Sewer (Dept)	5	9.4%	5	0	0	0%	0	5	1,066.50	5,332.50		5,332.50	1.7%
05	802	Building & Grounds (Dept)	1	1.9%	1	0	0	0%	0	1	437.00	437.00		437.00	0.1%
05	803	Equipment & Supply (Dept)	2	3.8%	2	0	0	0%	0	2	697.05	1,394.10		1,394.10	0.4%
05	804	Forestry (Dept)	4	7.5%	3	1	0	0%	0	4	259.88	1,039.50		1,039.50	0.3%
05	8	Public Works (Sub-Loc)	16	30.2%	15	1	0	0%	0	16	669.69	10,715.04		10,715.04	3.4%

EMPLOYER'S CLAIM SERVICE, INC.  
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
 From: 12/31/1999 Through: 01/31/2012

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
05	01	Village of Hoffman Estates (Loc)		53	100.0%	39	9	5	9%	1	52	5,921.91	296,903.61	16,957.41	313,861.02	100.0%
Totals for 2005 Claims:				53	100.0%	39	9	5	9%	1	52	5,921.91	296,903.61	16,957.41	313,861.02	100.0%
06	201	Water Billing (Dept)		1	1.8%	0	1	0	0%	0	1	1,527.37	1,527.37		1,527.37	0.1%
06	2	Finance (Sub-Loc)		1	1.8%	0	1	0	0%	0	1	1,527.37	1,527.37		1,527.37	0.1%
06	301	Fire Suppression (Dept)		9	16.1%	5	2	2	22%	0	9	38,029.36	342,264.26		342,264.26	31.5%
06	303	Emergency Medical Service (Dept)		14	25.0%	7	3	4	29%	0	14	39,335.55	550,697.76		550,697.76	50.8%
06	3	Fire (Sub-Loc)		23	41.1%	12	5	6	26%	0	23	36,824.44	892,962.02		892,962.02	82.3%
06	700	Patrol (Dept)		17	30.4%	11	3	3	18%	0	17	3,949.26	67,137.34		67,137.34	6.2%
06	701	Investigations (Dept)		1	1.8%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
06	703	Tactical (Dept)		4	7.1%	3	1	0	0%	0	4	2,311.32	9,245.26		9,245.26	0.9%
06	704	Traffic (Dept)		2	3.6%	2	0	0	0%	0	2	3,850.97	7,701.94		7,701.94	0.7%
06	707	Records (Dept)		1	1.8%	0	0	1	100%	0	1	25,046.89	25,046.89		25,046.89	2.3%
06	7	Police (Sub-Loc)		25	44.6%	17	4	4	16%	0	25	4,365.26	109,131.43		109,131.43	10.1%
06	800	Streets (Dept)		1	1.8%	1	0	0	0%	0	1	4,201.51	4,201.51		4,201.51	0.4%
06	801	Waier & Sewer (Dept)		2	3.6%	1	1	0	0%	0	2	112.50	225.00		225.00	0.0%
06	802	Building & Grounds (Dept)		1	1.8%	0	1	0	0%	0	1	70,689.99	70,689.99		70,689.99	6.5%
06	804	Forestry (Dept)		3	5.4%	3	0	0	0%	0	3	2,038.90	6,116.71		6,116.71	0.6%
06	8	Public Works (Sub-Loc)		7	12.5%	5	2	0	0%	0	7	11,604.74	81,233.21		81,233.21	7.5%
06	01	Village of Hoffman Estates (Loc)		56	100.0%	34	12	10	18%	0	56	19,372.39	1,084,854.03		1,084,854.03	100.0%
Totals for 2006 Claims:				56	100.0%	34	12	10	18%	0	56	19,372.39	1,084,854.03		1,084,854.03	100.0%
07	301	Fire Suppression (Dept)		9	18.8%	7	0	2	22%	2	7	40,911.58	298,910.23	69,293.96	368,204.19	59.5%
07	303	Emergency Medical Service (Dept)		7	14.6%	6	0	1	14%	0	7	2,644.72	18,513.01		18,513.01	3.0%
07	3	Fire (Sub-Loc)		16	33.3%	13	0	3	19%	2	14	24,169.82	317,423.24	69,293.96	386,717.20	62.5%
07	600	Administration (Dept)		1	2.1%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
07	6	Human Resources Manage (Sub-Loc)		1	2.1%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
07	700	Patrol (Dept)		10	20.8%	6	2	2	20%	0	10	5,390.95	53,909.49		53,909.49	8.7%
07	703	Tactical (Dept)		2	4.2%	2	0	0	0%	0	2	356.16	712.31		712.31	0.1%
07	704	Traffic (Dept)		4	8.3%	2	1	1	25%	0	4	4,376.80	17,507.19		17,507.19	2.8%
07	7	Police (Sub-Loc)		16	33.3%	10	3	3	19%	0	16	4,508.06	72,128.99		72,128.99	11.7%



EMPLOYER'S CLAIM SERVICE, INC.  
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
From: 12/31/1999 Through: 01/31/2012

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
07	800	Streets	(Dept)	3	6.3%	2	0	1	33%	0	3	8,294.56	24,883.69		24,883.69	4.0%
07	801	Water & Sewer	(Dept)	4	8.3%	4	0	0	0%	0	4	1,093.37	4,373.47		4,373.47	0.7%
07	802	Building & Grounds	(Dept)	1	2.1%	1	0	0	0%	0	1	743.84	743.84		743.84	0.1%
07	803	Equipment & Supply	(Dept)	3	6.3%	3	0	0	0%	0	3	1,148.10	3,444.30		3,444.30	0.6%
07	804	Forestry	(Dept)	4	8.3%	3	0	1	25%	0	4	31,633.86	126,535.43		126,535.43	20.4%
07	8	Public Works	(Sub-Loc)	15	31.3%	13	0	2	13%	0	15	10,665.38	159,980.73		159,980.73	25.9%
07	01	Village of Hoffman Estates	(Loc)	48	100.0%	36	4	8	17%	2	46	12,892.23	549,532.96	69,293.96	618,826.92	100.0%
Totals for 2007 Claims:				48	100.0%	36	4	8	17%	2	46	12,892.23	549,532.96	69,293.96	618,826.92	100.0%
08	200	Accounting	(Dept)	1	1.6%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
08	206	Customer Service	(Dept)	1	1.6%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
08	2	Finance	(Sub-Loc)	2	3.1%	1	1	0	0%	0	2	0.00	0.00		0.00	0.0%
08	300	Administration	(Dept)	1	1.6%	1	0	0	0%	0	1	3,466.28	3,466.28		3,466.28	0.7%
08	301	Fire Suppression	(Dept)	14	21.9%	11	2	1	7%	0	14	1,747.67	24,467.38		24,467.38	4.6%
08	303	Emergency Medical Service	(Dept)	22	34.4%	17	2	3	14%	1	21	11,112.19	224,768.34	19,699.75	244,468.09	46.3%
08	3	Fire	(Sub-Loc)	37	57.8%	29	4	4	11%	1	36	7,362.21	252,702.00	19,699.75	272,401.75	51.6%
08	400	Manager's Office	(Dept)	1	1.6%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
08	4	General Government	(Sub-Loc)	1	1.6%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
08	700	Patrol	(Dept)	7	10.9%	4	0	3	43%	0	7	8,533.91	59,737.37		59,737.37	11.3%
08	701	Investigations	(Dept)	1	1.6%	0	0	1	100%	0	1	80,561.35	80,561.35		80,561.35	15.3%
08	703	Tactical	(Dept)	2	3.1%	2	0	0	0%	0	2	953.81	1,907.61		1,907.61	0.4%
08	704	Traffic	(Dept)	1	1.6%	0	1	0	0%	0	1	8,049.19	8,049.19		8,049.19	1.5%
08	705	Canine	(Dept)	1	1.6%	1	0	0	0%	0	1	5,940.13	5,940.13		5,940.13	1.1%
08	7	Police	(Sub-Loc)	12	18.8%	7	1	4	33%	0	12	13,016.30	156,195.65		156,195.65	29.6%
08	800	Streets	(Dept)	5	7.8%	4	1	0	0%	0	5	661.38	3,306.90		3,306.90	0.6%
08	801	Water & Sewer	(Dept)	5	7.8%	4	1	0	0%	0	5	410.40	2,052.00		2,052.00	0.4%
08	804	Forestry	(Dept)	2	3.1%	1	0	1	50%	0	2	46,969.21	93,936.41		93,936.41	17.8%
08	8	Public Works	(Sub-Loc)	12	18.8%	9	2	1	8%	0	12	8,274.78	99,297.31		99,297.31	18.8%
08	01	Village of Hoffman Estates	(Loc)	64	100.0%	46	9	9	14%	1	63	8,248.35	508,194.96	19,699.75	527,894.71	100.0%
Totals for 2008 Claims:				64	100.0%	46	9	9	14%	1	63	8,248.35	508,194.96	19,699.75	527,894.71	100.0%

EMPLOYER'S CLAIM SERVICE, INC.  
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
 From: 12/31/1999 Through: 01/31/2012

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
09	300	Administration (Dept)		2	3.8%	1	1	0	0%	0	2	6,422.74	12,845.47		12,845.47	1.8%
09	301	Fire Suppression (Dept)		14	26.4%	11	3	0	0%	0	14	4,642.64	64,996.99		64,996.99	9.1%
09	303	Emergency Medical Service (Dept)		20	37.7%	13	4	3	15%	2	18	18,304.15	351,039.98	15,042.96	366,082.94	51.2%
09	3	Fire (Sub-Loc)		36	67.9%	25	8	3	8%	2	34	12,331.26	428,882.44	15,042.96	443,925.40	62.1%
09	600	Administration (Dept)		1	1.9%	0	0	1	100%	1	0	21,147.20	6,973.00	14,174.20	21,147.20	3.0%
09	6	Human Resources Manage (Sub-Loc)		1	1.9%	0	0	1	100%	1	0	21,147.20	6,973.00	14,174.20	21,147.20	3.0%
09	700	Patrol (Dept)		8	15.1%	2	2	4	50%	1	7	18,558.68	145,277.84	3,191.61	148,469.45	20.8%
09	704	Traffic (Dept)		1	1.9%	1	0	0	0%	0	1	2,457.38	2,457.38		2,457.38	0.3%
09	707	Records (Dept)		1	1.9%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
09	7	Police (Sub-Loc)		10	18.9%	4	2	4	40%	1	9	15,092.68	147,735.22	3,191.61	150,926.83	21.1%
09	800	Streets (Dept)		1	1.9%	0	0	1	100%	1	0	91,447.31	79,505.58	11,941.73	91,447.31	12.8%
09	801	Water & Sewer (Dept)		2	3.8%	2	0	0	0%	0	2	592.65	1,185.30		1,185.30	0.2%
09	803	Equipment & Supply (Dept)		1	1.9%	0	1	0	0%	0	1	4,634.90	4,634.90		4,634.90	0.6%
09	804	Forestry (Dept)		2	3.8%	2	0	0	0%	0	2	551.70	1,103.40		1,103.40	0.2%
09	8	Public Works (Sub-Loc)		6	11.3%	4	1	1	17%	1	5	16,395.15	86,429.18	11,941.73	98,370.91	13.8%
09	01	Village of Hoffman Estates (Loc)		53	100.0%	33	11	9	17%	5	48	13,478.69	670,019.84	44,350.50	714,370.34	100.0%
Totals for 2009 Claims:				53	100.0%	33	11	9	17%	5	48	13,478.69	670,019.84	44,350.50	714,370.34	100.0%
10	200	Accounting (Dept)		2	5.1%	0	1	1	50%	1	1	19,927.16	31,153.16	8,701.15	39,854.31	7.0%
10	2	Finance (Sub-Loc)		2	5.1%	0	1	1	50%	1	1	19,927.16	31,153.16	8,701.15	39,854.31	7.0%
10	250	PPO Payments (Dept)		1	2.6%	1	0	0	0%	1	0	25,802.19	25,802.19		25,802.19	4.6%
10	25	PPO Payments (Sub-Loc)		1	2.6%	1	0	0	0%	1	0	25,802.19	25,802.19		25,802.19	4.6%
10	301	Fire Suppression (Dept)		8	20.5%	3	5	0	0%	0	8	3,252.66	26,021.31		26,021.31	4.6%
10	303	Emergency Medical Service (Dept)		7	17.9%	4	0	3	43%	2	5	27,411.34	142,562.68	49,316.67	191,879.35	33.9%
10	3	Fire (Sub-Loc)		15	38.5%	7	5	3	20%	2	13	14,526.71	168,583.99	49,316.67	217,900.66	38.5%
10	700	Patrol (Dept)		13	33.3%	6	4	3	23%	3	10	19,717.03	229,322.11	26,999.31	256,321.42	45.3%
10	7	Police (Sub-Loc)		13	33.3%	6	4	3	23%	3	10	19,717.03	229,322.11	26,999.31	256,321.42	45.3%
10	800	Streets (Dept)		3	7.7%	2	1	0	0%	0	3	251.71	755.12		755.12	0.1%
10	801	Water & Sewer (Dept)		3	7.7%	3	0	0	0%	0	3	2,277.32	6,831.97		6,831.97	1.2%
10	802	Building & Grounds (Dept)		1	2.6%	1	0	0	0%	0	1	541.00	541.00		541.00	0.1%

EMPLOYER'S CLAIM SERVICE, INC.  
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
 From: 12/31/1999 Through: 01/31/2012

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
10	804	Forestry	(Dept)	1	2.6%	0	1	0	0%	0	1	17,684.94	17,684.94		17,684.94	3.1%
10	8	Public Works	(Sub-Loc)	8	20.5%	6	2	0	0%	0	8	3,226.63	25,813.03		25,813.03	4.6%
10	01	Village of Hoffman Estates	(Loc)	39	100.0%	20	12	7	18%	7	32	14,504.91	480,674.48	85,017.13	565,691.61	100.0%
Totals for 2010 Claims:				39	100.0%	20	12	7	18%	7	32	14,504.91	480,674.48	85,017.13	565,691.61	100.0%
11	200	Accounting	(Dept)	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	2	Finance	(Sub-Loc)	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	250	PPO Payments	(Dept)	1	3.2%	1	0	0	0%	1	0	20,457.16	20,457.16		20,457.16	6.4%
11	25	PPO Payments	(Sub-Loc)	1	3.2%	1	0	0	0%	1	0	20,457.16	20,457.16		20,457.16	6.4%
11	301	Fire Suppression	(Dept)	4	12.9%	2	2	0	0%	3	1	11,998.98	21,718.67	26,277.23	47,995.90	15.0%
11	303	Emergency Medical Service	(Dept)	11	35.5%	9	0	2	18%	3	8	10,466.49	25,293.74	89,837.60	115,131.34	35.9%
11	3	Fire	(Sub-Loc)	15	48.4%	11	2	2	13%	6	9	10,875.15	47,012.41	116,114.83	163,127.24	50.9%
11	700	Patrol	(Dept)	10	32.3%	7	0	3	30%	5	5	12,738.91	21,508.20	105,880.91	127,389.11	39.7%
11	703	Tactical	(Dept)	1	3.2%	0	1	0	0%	0	1	6,447.68	6,447.68		6,447.68	2.0%
11	7	Police	(Sub-Loc)	11	35.5%	7	1	3	27%	5	6	12,166.98	27,955.88	105,880.91	133,836.79	41.8%
11	801	Water & Sewer	(Dept)	1	3.2%	1	0	0	0%	0	1	489.57	489.57		489.57	0.2%
11	804	Forestry	(Dept)	1	3.2%	1	0	0	0%	0	1	2,629.72	2,629.72		2,629.72	0.8%
11	805	Clerical	(Dept)	1	3.2%	0	1	0	0%	1	0	0.00	0.00		0.00	0.0%
11	8	Public Works	(Sub-Loc)	3	9.7%	2	1	0	0%	1	2	1,039.76	3,119.29		3,119.29	1.0%
11	01	Village of Hoffman Estates	(Loc)	31	100.0%	21	5	5	16%	13	18	10,340.02	98,544.74	221,995.74	320,540.48	100.0%
Totals for 2011 Claims:				31	100.0%	21	5	5	16%	13	18	10,340.02	98,544.74	221,995.74	320,540.48	100.0%
250	Village of Hoffman Estates			586		377	104	105		29	557	13,399.30	7,394,677.51	457,314.48	7,851,991.99	

Open Medical: 6  
 Open Comp: 6  
 Open Legal: 17