

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
March 19, 2012

Immediately Following Planning, Building & Zoning Committee

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 – February 20 and March 5, 2012**

NEW BUSINESS

- 1. Discussion of legislative update.
- 2. Request acceptance of Cable TV Monthly Report (*Deferral requested*).
- 3. 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**

February 20, 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
Gary Skoog, Director of Economic Dev.
Patrick Seger, Dir. of Human Resource Mgmt.
Jeff Jorian, Deputy Fire Chief
Michael Hish, Police Chief
Rachel Musiala, Asst. Director of Finance
Joe Nebel, Director of Public Works
Algean Garner, Dir. of HHS
Mike Hankey, Director of Transportation
Doug Schultz, Community Relations Coord.
Ben Gibbs, GM, Sears Centre Arena
Patty Cross, Asst. Corporation Counsel
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 7:42 p.m.

II. Approval of Minutes

Motion by Trustee Pilafas, seconded by Trustee Stanton, to approve the General Administration & Personnel Committee meeting minutes of January 9, 2012. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval of a resolution supporting the Northwest Municipal Conference 2012 Legislative Program.**

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

Motion by Trustee Pilafas, seconded by Mayor McLeod, to approve a resolution supporting the Northwest Municipal Conference 2012 Legislative Program. Voice vote taken. All ayes. Motion carried.

2. Request approval of the Celtic Fest Commission Business Solicitation Plan.

An item summary from Patrick Seger was presented to Committee.

Motion by Trustee Pilafas, seconded by Mayor McLeod, to approve the Celtic Fest Commission Business Solicitation Plan. Voice vote taken. All ayes. Motion carried.

3. Request approval of the 2012-2013 Village Board Goals.

An item summary from Jim Norris, Emily Kerous and Sarah Kuechler was presented to Committee.

Trustee Kincaid requested that the goals reflect working with the Forest Preserve to use areas.

Motion by Trustee Pilafas, seconded by Mayor McLeod, to approve the 2012-2013 Village Board goals. 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 Pilafas, seconded by Trustee Stanton, 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 Stanton, to adjourn the meeting at 7:48 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

**SPECIAL GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

March 5, 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:**

**Art Janura, Corporation Counsel
Patrick Seger, Dir. of HRM
Robert Gorvett, Fire Chief
Michael Hish, Police Chief
Michael DuCharme, Director of Finance
Joe Nebel, Director of Public Works
Algean Garner, Dir. of HHS**

**Jim Norris, Village Manager
Dan O'Malley, Deputy Village Manager
Patti Cross, Asst. Corporation Counsel
Doug Schultz, Community Relations Coord.
Ben Gibbs, GM, Sears Centre Arena
Bev Romanoff, Village Clerk
Sarah Kuechler, Administrative Intern
Bruce Anderson, CATV Coordinator**

Others in Attendance:

Daily Herald

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

NEW BUSINESS

- 1. Request approval to enter into an agreement with the Northern Illinois Municipal Electric Collaboration for consulting services regarding a Municipal Aggregation of Electricity Program.**

An item summary from Dan O'Malley and Sarah Kuechler was presented to the Committee.

Motion by Trustee Mills, seconded by Trustee Stanton, to enter into an agreement with the Northern Illinois Municipal Electric Collaboration for consulting services regarding a Municipal Aggregation of Electricity Program. Voice vote taken. All ayes. Motion carried.

II. Adjournment

Motion by Mayor McLeod, seconded by Trustee Mills, to adjourn the meeting at 7:12 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: Discussion regarding legislative update

MEETING DATE: March 19, 2012

COMMITTEE: General Administration & Personnel Committee

FROM: Sarah Kuechler, Administrative Intern

PURPOSE: To provide discussion and status of pending legislation that may impact the Village of Hoffman Estates.

DISCUSSION: The following bills have advanced in the 97th Illinois General Assembly and are highlighted in the attached memorandum:

- SB 3256: PSEBA Reform (Support)
- SB 3688: Extension of Enterprise Zones (Support)
- SB 3796: Local Government Indemnity (Oppose)
- HB 6122: Diversion of Law Enforcement Funding (Oppose)
- HB 4687: Meeting Agendas (Oppose)
- SB 3667: Unified Fire Protection Districts (Oppose)

The memo explains the potential impact of the legislation and provides staff's recommendation. With direction from the Board, staff can compose letters as needed to advocate for or against the legislation on behalf of the Village.

The following bills were monitored, but they have not advanced out of committee:

- HB 5847: Cannot Mandate Residential Fire Sprinklers
- SB 3776, HB 4441: No Firefighter Manning in Arbitration
- HB 4011, SB 3363: Local Govt Dist Fund Direct Deposit
- HB 4604: Referendum for Bonds
- HB 3094: Exempt Prevailing Wage for Projects under \$20,000
- HB 3884: Overhead Utility Damage Prevention Act
(NWMC notes HB 3884 has having the potential to reemerge)

ATTACHMENTS: Memorandum – Legislative Update
NWMC Legislative Update
Copies of Legislative Letters

VILLAGE OF HOFFMAN ESTATES

Memo

TO: Jim Norris, Village Manager
FROM: Sarah Kuechler, Administrative Intern
RE: Legislative Update
DATE: March 13, 2012

The following provides a summary of the status of legislation, which may impact the Village of Hoffman Estates. Full text and status of all bills can be found at: <http://www.ilga.gov/> (State).

- **SB 3256: PSEBA REFORM (Support)**
Sponsored By: Sen. William R. Haine

Summary: Amends the Public Safety Employee Benefits Act. Makes a technical change in a Section concerning required health coverage benefits.

Potential Impact on the Village of Hoffman Estates: PSEBA costs are rising and are imposing an increasing financial strain on municipalities, including Hoffman Estates. PSEBA needs to be changed to make sure that it's a safety net for the most severe injuries and not a taxpayer obligation for former municipal workers who are gainfully employed and have other insurance options.

Recommendation: Staff recommends support. IML supports.

- **SB 3688: EXTENSION OF ENTERPRISE ZONES (Support)**
Sponsored By: Sen. Michael W. Frerichs - Pamela J. Althoff - Toi W. Hutchinson - Sue Rezin - David Koehler, Kyle McCarter, Dave Syverson, Shane Cultra and Linda Holmes

Summary: Amends the Illinois Enterprise Zone Act. Provides that an area is qualified to become an enterprise zone if it comprises not more than 18 square miles (now, 12 square miles). Provides that an enterprise zone shall be in effect for 55 years (now, 30 years). Authorizes the Department of Commerce and Economic Opportunity to certify an additional 10 enterprise zones between January 1, 2013 and December 31, 2022. Requires each Zone Administrator to post a copy of the enterprise zone boundaries on its website and to collect and aggregate certain information. Amends the Corporate Accountability for Tax Expenditures Act. Changes the definitions of "full-time, permanent job" and "retained employee". Amends the Illinois Income Tax Act. Eliminates the job tax credit for a taxpayer conducting business operations in an enterprise zone. Eliminates the deduction for dividends that were paid by a corporation which conducts business operations in an enterprise zone. Eliminates the deduction

for interest income from a loan or loans secured by property which is eligible for the Enterprise Zone Investment Credit. Effective immediately.

Impact to the Village of Hoffman Estates: The Enterprise Zone Program is one of the few economic development tools left available to municipalities to attract new development. Hoffman Estates is fortunate to have an Enterprise Zone coterminous with the Prairie Stone Business Park, home of Sears, Roebuck and Co, Bosch Rexroth Corporation, American Honda, GE Commercial Distribution Finance, Liberty Mutual, Leopardo Companies, Mary Kay Cosmetics, Tate & Lyle, Avnet, Serta International and other companies. To date, nearly 5 million square feet has been constructed in the Enterprise Zone with all but one project taking advantage of the sales tax exemption on construction materials. This is the primary benefit of the Enterprise Zone for construction (both new and remodeling or expansions). Other EZ incentives include exemption on State Utility Taxes upon meeting certain criteria, Investment tax credits, Machinery and Equipment Sales Tax Exemption, Jobs Tax Credits and several incentives related to corporate income taxes. There are 200 acres still vacant and ready for new development that can take advantage of the EZ Program.

Recommendation: Staff recommends support. IML supports.

- **SB 3796: LOCAL GOVERNMENT INDEMNITY (Oppose)**
Sponsored By: Sen. Don Harmon

Summary: Amends the Local Governmental and Governmental Employees Tort Immunity Act. Provides that upon the request of an employee, the local public entity shall provide for the indemnification of any judgment in or settlement of a claim or an action associated with the employee's employment, to the fullest extent permitted by law, and payment of legal defense costs from such claims and actions brought against the employee, in either an individual or official capacity, provided, however: (i) that the action taken by the employee was on behalf of the local public entity; (ii) that the litigation against the employee was not initiated by the local public entity or State or federal government and does not pertain to a criminal defense; or (iii) that the litigation was not initiated by the employee. Provides that the employee shall have the ability to retain legal representation of his or her own choosing and that the local public entity shall hold the employee harmless from the payment of any and all reasonable attorney's fees and costs associated with the defense in the litigation. Makes other changes. Deletes provisions permitting a local governmental entity to elect to do any one or more of the following: (i) appear and defend against the claim or action; (ii) indemnify the employee or former employee for his court costs or reasonable attorney's fees, or both, incurred in the defense of such claim or action; (iii) pay, or indemnify the employee or former employee for a judgment based on such claim or action; or (iv) pay, or indemnify the employee or former employee for, a compromise or settlement of such a claim or action.

Potential Impact on the Village of Hoffman Estates: The proposed amendment would more than double the litigation costs of local public entities (and, necessarily, their self-insured risk management pools or insurers) in civil cases where both the public entity and one or more of its employees have been named as defendants. This would lead to higher costs to the Village to defend itself and to also be a member of an intergovernmental risk pool.

Recommendation: Staff recommends opposition. NWMC recommends opposition. IML opposes.

- **HB 6122: LAW ENFORCEMENT FUNDING (Oppose)**

Sponsored by: Rep. Michael J. Madigan - Luis Arroyo

Summary: Makes appropriations for the ordinary and contingent expenses of the Department of State Police for the fiscal year beginning July 1, 2012, as follows: General Funds \$250,500,000; Other State Funds \$117,595,300; Federal Funds \$20,100,000; Total \$388,195,300.

Potential Impact on the Village of Hoffman Estates: The funds, which are presently used by the Illinois Law Enforcement Training and Standards Board to train local police officers, would instead be diverted to subsidize the Department of State Police. The proposed sweep for FY2013 is just over \$6.2 million. The total sweep, however, exceeds \$11 million when added to the \$5 million that was swept as part of the FY2012 state budget and that is being carried over to FY2013. This diversion would take important training funds away from thousands of local law enforcement personnel to benefit a far smaller number of state police personnel.

Recommendation: Staff recommends opposition. IML opposes. Illinois Association of Chiefs of Police (ILACP) opposes.

- **HB 4687: MEETING AGENDAS (Oppose)**

Sponsored By: Rep. Pihos, R-Downers Grove

Summary: Amends the Open Meetings Act. Provides that any required agenda must be sufficiently descriptive to give the public reasonable notice of the items that will be considered or will be the subject of final action at the meeting. Requires the public body conducting a public meeting to ensure that at least one copy of any requested notice and agenda for the meeting is continuously available for public review during the entire 48-hour period preceding the meeting.

Potential Impact on the Village of Hoffman Estates: This legislation requires that meeting agendas be "sufficiently descriptive." This language is ambiguous and could lead to lawsuits as interpretations of "sufficiently descriptive" differ.

Recommendation: Staff recommends opposition. NWMC recommends opposition. IML opposes.

- **SB 3667: UNIFIED FIRE PROTECTION DISTRICTS (Oppose)**

Sponsored By: Sen. Terry Link

Summary: Amends the Fire Protection District Act. Provides for the creation of unified fire protection districts by contiguous units of local government (municipalities, counties, fire protection districts, and townships) to reduce the costs of providing fire protection and emergency medical services. Provides that unified fire protection districts may be created by an intergovernmental agreement. Sets forth the requirements for the petition and intergovernmental agreement, including referendum approval of the agreement. Sets forth the process for referendum approval. Contains other provisions. Effective immediately.

Potential Impact on the Village of Hoffman Estates: This legislation would introduce a convoluted and difficult process for local leaders trying to increase service delivery efficiency

through consolidation and intergovernmental cooperation. Should the Village ever find it beneficial to do so, this process set forth would make it extremely complicated and it would likely discourage the consolidation of fire services.

Recommendation: Staff recommends opposition. NWMC recommends opposition. IML opposes.

Bills that have not advanced:

- **HB 5847: CANNOT MANDATE RESIDENTIAL FIRE SPRINKLERS**

Sponsored By: Rep. Michael Unes

Summary: Amends the Fire Sprinkler Contractor Licensing Act. Provides that a municipality, county, or township may not mandate that a fire sprinkler systems is installed in any newly constructed single-family residence. Provides that a municipality, county, or township shall mandate that a residential home builder must offer to each of the residential home builder's clients the option to install a fire sprinkler system in the newly constructed single-family residence. Pre-empts home rule.

Potential Impact on the Village of Hoffman Estates: Hoffman Estates requires by ordinance that structures greater than 1,000 square feet, including newly constructed residential structures, to have a fire sprinkler system installed. Fire sprinkler systems reduce the severity and damage of fires, which also protects the health and well-being of residents and firefighters.

- **SB 3776, HB 4441: NO FIREFIGHTER MANNING IN ARBITRATION**

Sponsored By: Sen. Matt Murphy (SB 3776); Rep. Chris Nybo (HB 4441)

Summary: Amends the Illinois Public Labor Relations Act. Provides that employers shall not be required to bargain over manning levels. In arbitration decisions affecting fire fighters, and fire department or fire district paramedic matters, prohibits the consideration of manning levels in arbitration decisions.

Potential Impact on the Village of Hoffman Estates: Management needs the ability to change manning levels to effectively manage, and consequently afford, our public safety operations. The result of a forced manning level and lack of flexibility ties management's hands and therefore could lead to increased taxation, disproportionate staff reductions across other municipal departments, or cuts to critical community services.

- **HB 4011, SB 3363: LOCAL GOVT DIST FUND DIRECT DEPOSIT**

Sponsored By: Rep. Anthony DeLuca - Sidney H. Mathias (HB 4011)

Summary: Amends the State Revenue Sharing Act and the Illinois Income Tax Act. Provides that, from each income tax payment that the Department of Revenue receives, the Department must deposit certain amounts directly into the Local Government Distributive Fund (currently, the Department deposits the tax payment into the General Revenue Fund and the Treasurer then

transfers a percentage of the net revenue to the Local Government Distributive Fund). Effective immediately.

Potential Impact on the Village of Hoffman Estates: State disbursements of local government share of income tax have been consistently late in the last couple years. The Village of Hoffman Estates has received payments on an average 3 to 6 months late since 2008. This delay places a strain on local government cash flow. Direct deposit into the Local Government Distributive Fund would help to ensure prompt payment to local governments.

- **HB 4604: REFERENDUM FOR BONDS**

Sponsored By: Rep. Rita Mayfield

Summary: Amends the Illinois Municipal Code. Provides that in municipalities with a population of less than 2,000,000 inhabitants, bonds shall not be issued until the proposition to issue the bonds has been submitted to and approved by a majority of the voters of the municipality voting upon the proposition at a regular election. Sets forth requirements concerning the notice and form of the proposition.

Potential Impact on the Village of Hoffman Estates: Requiring bonds to be submitted and approved by a majority of the voters at a regular election will significantly slow the process and reduce the ability of local governments to plan and execute bonds as needed for vital capital improvements in the community.

- **HB 3884: OVERHEAD UTILITY DAMAGE PREVENTION ACT**

Sponsored By: Rep. Jack D. Franks

Summary: Creates the Overhead Utility Facilities Damage Prevention Act. Provides that it shall be unlawful for any person to plant restricted vegetation within 20 feet of an electric utility pole or overhead electrical conductor located within the State. Provides that any restricted vegetation planted, whether by a person or by natural means, within 20 feet of an electric utility pole or overhead electrical conductor located within the State shall be subject to removal. Provides that any person who sells restricted vegetation within this State shall affix a label to each piece of restricted vegetation identifying it as restricted vegetation. Permits the Illinois Commerce Commission to adopt rules concerning the removal of restricted vegetation. Provides that it shall be unlawful for any person to interfere with an electric utility while performing vegetation management and removal activities. Also creates provisions concerning findings, definitions, and Commission enforcement. Effective immediately.

Potential Impact on the Village of Hoffman Estates: It may help to reduce future power outages; however, there are some concerns with this bill from a forestry perspective as well as the impact it would have on residents.



March 9, 2012

Conference Members Make Voices Heard in Capitol

With a pending deadline to advance bills out of committee, twenty-five local government officials representing thirteen Conference members hit the Capitol to influence the legislative process during Legislative Days this week. Those in attendance split their time between advocating the Conference's legislative agenda during meetings with key legislators and attending committee hearings.

During the legislator meetings, attendees focused upon protecting local government revenues, further reforms to police and fire pension systems, reforms to the Public Safety Employees Benefits Act and avoiding placing additional costs on local governments. Feedback from legislators to these messages was overall very positive.

Several attendees had the opportunity to testify on specific bills. *NWMC and Wilmette President Chris Canning* and *Mount Prospect President Irvana Wilks* testified in favor of exempting tree trimming work from the prevailing wage law (House Bill 5038). *Barrington President Karen Darch* testified against the fire department consolidation bill (Senate Bill 3667 - see article below). *Mount Prospect Assistant Manager Dave Strahl* testified against exempting public safety employees for charity solicitation on public roads regulations (Senate Bill 3518).

More Opportunities in Springfield

With several major issues emerging in the General Assembly this session, maintaining a strong presence in Springfield will be vital. The Conference expects to return to the Capitol during key times throughout the session. Notice will be sent as to when you can play a critical role in influencing the legislative process.

The Illinois Municipal League has scheduled their Lobby Day for Wednesday, April 25. Please let NWMC staff know if you will be attending by contacting Marina Durso at mdurso@nwmc-cog.org.

The informal dinner with our legislators on Tuesday evening was well attended with Senators Pam Althoff, Terry Link, Mike Noland and Suzi Schmidt and Representatives David Harris, Sid Mathias, Tom Morrison and Elaine Nekritz joining for dinner and numerous others stopping by to greet our members.

The Conference wishes to sincerely thank the following people for taking the time to join us and make the 2012 Legislative Days a success: *NWMC and Wilmette President Chris Canning; Barrington President Karen Darch; Cary Administrator Chris Clark; Evanston Mayor Elizabeth Tisdahl, Aldermen Jane Grover and Coleen Burrus and Manager Wally Bobkiewicz; Highland Park Councilman Paul Frank and Acting City Manager Patrick Brennan; Hoffman Estates Mayor Bill McLeod, Trustee Gary Stanton and Manager Jim Norris; Lake Forest Manager Bob Kiely; Lincolnwood Mayor Jerry Turry; Morton Grove Assistant to the Village Manager Peter Falcone; Mount Prospect Mayor Irvana Wilks and Assistant Manager Dave Strahl; Northbrook President Sandy Frum; Vernon Hills President Roger Byrne and Manager Mike Allison; and*

Winnetka President Jessica Tucker, Trustees Jeni Spinney, Bill Johnson and Arthur Braun, and Manager Rob Bahan.

Fire Department Consolidation Restriction Bill Advances to Second Reading

At a time when local governments are cooperatively working to find innovative ways to maintain excellent public services while decreasing costs for taxpayers, a bill that would make the potential consolidation of fire services virtually impossible advanced out of committee. **Senate Bill 3667 (Sen. Terry Link)** would require a convoluted process that would include firefighter bargaining units as equals of municipal officials in crafting and approving intergovernmental agreements to consolidate multi-jurisdictional fire operations. The bill would also prevent the loss of any rank and file positions and require that half of any savings derived from consolidation be designated for firefighter benefits. While advancing the bill out of the Senate Local Government Committee on Wednesday, Senator Link promised to hold the bill on second reading until an agreement between all parties could be negotiated. During the hearing, *Barrington President Karen Darch* provided testimony identifying the significant flaws in the bill as drafted and pointing out the work of the Metropolitan Mayors Caucus Service Delivery Task Force and various localized efforts to consolidate fire departments as the correct path to follow.

Bills That Advanced Out of Committee

The expiration date, otherwise known as the committee deadline, arrived today for many of the bills that we have been tracking this session. Moving forward, we will be focusing upon only those bills that are currently advancing through the legislative process. The NWMC Board will meet on Wednesday, March 14 to take action on the recommended actions outlined below.

House Bills

HOUSE BILL 3972 – STATEWIDE ELECTRONIC COMMUNICATION DEVICE CODE

Rep. John D'Amico

Amends the Illinois Vehicle Code. Provides that a person may not operate a motor vehicle on a roadway while using an electronic communication device (rather than only prohibiting the composing, sending, or reading of electronic messages while operating a vehicle) unless the electronic communication device is used in hands-free or voice-activated mode or one of 5 other limited exceptions apply. Adds several definitions and conditions. Provides that a person who violates the Section concerning electronic communication devices shall be fined a maximum of \$75 for a first offense, \$100 for a second offense, \$125 for a third offense, and \$150 for a fourth or subsequent offense.

Approved by House 62-53-1 on 3/8/12

Recommended action: NO POSITION

HOUSE BILL 4434 – PREVAILING WAGE EXPANSION

Speaker Madigan – Rep Jehan Gordon

Amendment to this bill expands Prevailing Wage Act by adding laborers, workers, and mechanics employed by contractors and subcontractors engaged in construction work at one or more other locations that are necessary in the execution of the contract or subcontract of construction of the public work.

House Second Reading – Amendment Tabled

Recommended action: OPPOSE

HOUSE BILL 4687 - OPEN MEETINGS AGENDAS/NOTICES

Rep. Sandra M. Pihos

Amends the Open Meetings Act. Provides that any required agenda must be sufficiently descriptive to give the public reasonable notice of the items that will be considered or will be the subject of final action at the meeting. Requires the public body conducting a public meeting to ensure that at least one copy of any requested notice and agenda for the meeting is continuously available for public review during the entire 48-hour period preceding the meeting.

Approved by House 104-10 on 3/8/12

Recommended action: OPPOSE

HOUSE BILL 5078 - BUDGET OFFICER

Rep. Sidney H. Mathias

Amends the Illinois Municipal Code. Provides that a mayor, president, alderman, trustee, clerk, or treasurer may, during the term of that office, also hold the office of budget officer. Effective immediately.

Approved by House 61-47-1 on 3/8/12

Recommended action: SUPPORT

HOUSE BILL 5101 - CDL TEXTING & CELL USE

Rep. John D'Amico

Amends the Illinois Vehicle Code. Provides that a driver may not use a hand-held mobile telephone or engage in texting while driving a commercial motor vehicle. Provides exceptions. To the definition of "serious traffic violation", adds violations concerning texting or using a hand-held mobile telephone while driving. Defines other terms.

House Third Reading

Recommended action: NO POSITION

Senate Bills

SENATE BILL 3314 – PTELL EQUALIZATION FACTOR

Sen. Don Harmon

Amends the Property Tax Extension Limitation Law in the Property Tax Code. Provides that the approximate amount of the tax extendable, as stated on the referendum question submitted to impose a new or increased limiting rate or increase the extension limitation, shall be calculated (i) without regard to any property tax exemptions and (ii) using an equalized assessed value calculated by multiplying the percentage level of assessment prescribed for such property by statute or by ordinance of the county board by the most recent final equalization factor certified to the county clerk by the Department of Revenue at the time the taxing district initiates the submission of the proposition to the electors. Effective immediately.

Senate Third Reading

Recommended action: MONITOR

SENATE BILL 3396 – POLICE/FF PENSION BOARD TRAINING

Sen. Michael Noland

Amends the Open Meetings Act. Authorizes an elected or appointed member of a downstate police or downstate firefighter pension fund to satisfy the Act's training requirements by participating in a course of training sponsored or conducted by the Illinois Public Pension Fund Association. Sets forth requirements for the course of training. Effective January 1, 2013.

Senate Third Reading

Recommended action: OPPOSE

SENATE BILL 3508 - AUDIT REPORTS

Sen. Pamela J. Althoff

Amends the Governmental Account Audit Act, Counties Code, and Illinois Municipal Code. Provides that all specified governmental units, counties, and municipalities must submit specified reports with the Comptroller electronically, and the Comptroller must post the reports on the internet no later than 45 days after they are received. Provides that the county board of any county (now, counties having a population of over 10,000 but less than 500,000) shall be required to perform an annual audit on funds and accounts of the county, which shall be filed with the Office of the Comptroller. Provides that the requirement concerning electronic filing may be waived if sufficient evidence is provided to the Comptroller that the report cannot be filed electronically. Sets forth posting requirements and penalties for delinquent reports. Limits the concurrent exercise of home rule units. Effective immediately.

Senate Second Reading

Recommended action: FURTHER DISCUSSION

SENATE BILL 3518 – CHARITY SOLICITATION

Sen. John G. Mulroe

Amends the Counties Code and the Illinois Municipal Code. Provides that no county or municipality may prohibit a charitable organization from soliciting for charitable purposes, including solicitations taking place on public roadways from passing motorists, if certain requirements are met. Sets forth the requirements concerning the solicitation regarding the groups involved, application requirements, and liability insurance. Defines "local agency" to mean a municipality, county, special district, fire district, joint powers of authority, or other political subdivision of the State of Illinois. Limits the concurrent exercise of home rule powers. Effective immediately.

Senate Third Reading

Recommended action: OPPOSE

SENATE BILL 3667 - UNIFIED FIRE PROTECTION DISTRICTS

Sen. Terry Link

Amends the Fire Protection District Act. Provides for the creation of unified fire protection districts by contiguous units of local government (municipalities, counties, fire protection districts, and townships) to reduce the costs of providing fire protection and emergency medical services. Provides that unified fire protection districts may be created by an intergovernmental agreement. Sets forth the requirements for the petition and intergovernmental agreement, including referendum approval of the agreement. Sets forth the process for referendum approval. Contains other provisions. Effective immediately.

Senate Second Reading

Recommended action: OPPOSE

SENATE BILL 3796 - LOCAL GOVERNMENT INDEMNITY

Sen. Don Harmon

Amends the Local Governmental and Governmental Employees Tort Immunity Act. Provides that upon the request of an employee, the local public entity shall provide for the indemnification of any judgment in or settlement of a claim or an action associated with the employee's employment, to the fullest extent permitted by law, and payment of legal defense costs from such claims and actions brought against the employee, in either an individual or official capacity, provided, however: (i) that the action taken by the employee was on behalf of the local public entity; (ii) that the litigation against the employee was not initiated by the local public entity or State or federal government and does not pertain to a criminal defense; or (iii) that the litigation was not initiated by the employee. Provides that the employee shall have the ability to retain legal

representation of his or her own choosing and that the local public entity shall hold the employee harmless from the payment of any and all reasonable attorney's fees and costs associated with the defense in the litigation. Makes other changes. Deletes provisions permitting a local governmental entity to elect to do any one or more of the following: (i) appear and defend against the claim or action; (ii) indemnify the employee or former employee for his court costs or reasonable attorney's fees, or both, incurred in the defense of such claim or action; (iii) pay, or indemnify the employee or former employee for a judgment based on such claim or action; or (iv) pay, or indemnify the employee or former employee for, a compromise or settlement of such a claim or action.

Senate Third Reading

Recommended action: OPPOSE

Bills That Did NOT Advance Out of Committee

Below is a list of the bills that did not advance out of committee. For all intents and purposes that bill is officially dead as a legislative vehicle. However, the legislative process could allow some of these to reemerge during this session. A bill could be granted a special extended committee deadline. In a small number of cases, the underlying intent of the bill may emerge later in the session as an amendment to another bill. We will alert you if any of these reenter the process at a later time.

HOUSE BILL 3094 - EXEMPT PREVAIL WAGE FOR PROJECTS UNDER \$20,000

Rep. Michael W. Tryon

Recommended action: SUPPORT

HOUSE BILL 3850 - REBATE AGREEMENTS SUBJECT TO FOIA

Rep. Carol A. Sente

Recommended action: SUPPORT

HOUSE BILL 3884 – OVERHEAD UTILITY DAMAGE PREVENTION ACT

Rep. Jack D. Franks

***Note: This bill has the potential to reemerge.

Recommended action: OPPOSE

HOUSE BILL 3909 - CATASTROPHIC INJURY DEFINED IN PSEBA

Rep. Dwight Kay

Recommended action: SUPPORT

HOUSE BILL 3936 - PENSION ON PROPERTY TAX BILLS

Rep. Michael W. Tryon

Recommended action: NO POSITION

HOUSE BILL 4011 - LOCAL GOVERNMENT DISTRIBUTIVE FUND DIRECT DEPOSIT

Rep. Anthony DeLuca

Recommended action: SUPPORT

HOUSE BILL 4012 - LIQUOR-SMOKING LICENSE

Rep. Anthony DeLuca

Recommended action: OPPOSE

HOUSE BILL 4021 - PROPERTY TAX - RECAPTURE LEVY

Rep. Elaine Nekritz

Recommended action: SUPPORT

HOUSE BILL 4115 - PROPERTY TAX – REIMBURSE LIENS

Rep. Robert Rita

Recommended action: SUPPORT

HOUSE BILL 4441 – NO FIREFIGHTER MANNING IN ARBITRATION

Rep. Chris Nybo

Recommended action: SUPPORT

HOUSE BILL 4462 - CHARITABLE SPENDING

Rep. Anthony DeLuca

Recommended action: OPPOSE

HOUSE BILL 4503 – FIREFIGHTER PENSION RECIPROCITY

Rep. Edward J. Acevedo

Recommended action: FURTHER DISCUSSION

HOUSE BILL 4547 – ARBITRATION REVIEW COSTS

Rep. Brandon W. Phelps

Recommended action: OPPOSE

HOUSE BILL 4604 - REFERENDUM FOR BONDS

Rep. Rita Mayfield

Recommended action: OPPOSE

HOUSE BILL 4632 – EXTEND WIRELESS EMERGENCY PHONE SUNSET

Rep. Darlene J. Senger

Recommended action: SUPPORT

HOUSE BILL 4648 - LOCAL OFFICIAL RECALL

Rep. Kay Hatcher

Recommended action: OPPOSE

HOUSE BILL 4975 – MAYOR RESPONSE TO MOB ACTION

Rep. Rosemary Mulligan

Recommended action: SUPPORT

HOUSE BILL 5044 - AUDIT REPORTS

Rep. Jack D. Franks

Recommended action: OPPOSE

HOUSE BILL 5102 – PTELL - EXEMPT PENSION LEVIES

Rep. Angelo Saviano

Recommended action: OPPOSE

HOUSE BILL 5103 – PTELL - UNFUNDED MANDATES

Rep. Angelo Saviano

Recommended action: OPPOSE

HOUSE BILL 5188 – ANNEXATION PETITIONS

Rep. Rita Mayfield

Recommended action: OPPOSE

HOUSE BILL 5205 - LOCAL GOVERNMENT DEBT FINDING

Rep. Mike Fortner

Recommended action: NO POSITION

HOUSE BILL 5282 – RETIRED FIREFIGHTER PENSION RECALCULATION

Rep. Donald L. Moffitt

Recommended action: OPPOSE

HOUSE BILL 5362 – NON-HOME RULE USE OF TAX PROCEEDS

Rep. Mike Fortner

Recommended action: SUPPORT

HOUSE BILL 5366 - PREVAILING WAGE-CONSERVATION PROJECTS

Rep. David Reis

Recommended action: SUPPORT

HOUSE BILL 5372 - PREVAILING WAGE - SNOW PLOW PAY

Rep. Brandon W. Phelps

Recommended action: OPPOSE

HOUSE BILL 5457 - TIF ADMINISTRATORS

Rep. John E. Bradley

Recommended action: MONITOR

HOUSE BILL 5500 - CHARITABLE SPENDING

Rep. Anthony DeLuca

Recommended action: OPPOSE

HOUSE BILL 5526 - RESIDENT FIRMS PREFERENCE

Rep. Rita Mayfield

Recommended action: OPPOSE

HOUSE BILL 5532 - WORKERS COMPENSATION FIREFIGHTER-EMT

Rep. Dwight Kay

Recommended action: FURTHER DISCUSSION

HOUSE BILL 5541 - WIRELESS 911-SURCHARGE

Rep. Donald L. Moffitt

Recommended action: NO POSITION

HOUSE BILL 5644 - POLICE/FIRE PENSION AMORTIZATION

Rep. David R. Leitch

Recommended action: SUPPORT

HOUSE BILL 5657 - PROJECT LABOR AGREEMENTS REQUIRED FOR STATE FUNDS

Rep. John E. Bradley

Recommended action: OPPOSE

HOUSE BILL 5666 - IMRF SELF MANAGED PLAN

Rep. Mike Fortner

Recommended action: SUPPORT

HOUSE BILL - 5667 MULTI-FAMILY UNITS LICENSE FEES

Rep. Kelly Burke

Recommended action: OPPOSE

HOUSE BILL 5764 - LGDF RESTORED IF INCOME TAX RATE REDUCED

Rep. Sidney H. Mathias

Recommended action: SUPPORT

HOUSE BILL 5847 - CANNOT MANDATE RESIDENTIAL FIRE SPRINKLERS

Rep. Michael Unes

Recommended action: OPPOSE

HOUSE BILL 5900 - COUNTY STORMWATER MANAGEMENT

Rep. Mike Fortner

Recommended action: MONITOR

SENATE BILL 2514 - NO TRANSFERS FROM ROAD FUND

Sen. Pamela J. Althoff

Recommended action: SUPPORT

SENATE BILL 2521 - WORKERS COMPENSATION INJURY

Sen. Kyle McCarter

Recommended action: SUPPORT

SENATE BILL 2551 - PREVAILING WAGE – SALES TAX REBATE PROJECTS

Sen. Ron Sandack

Recommended action: SUPPORT

SENATE BILL 2566 – REGIONAL OFFICES OF EDUCATION REPORT

Sen. John M. Sullivan / Rep. Roger L. Eddy

Recommended action: SUPPORT

SENATE BILL 2862 – PTELL - EXTENSION LIMITATION

Sen. Martin A. Sandoval

Recommended action: OPPOSE

SENATE BILL 2863 – NO AUTOMATED RED LIGHT ENFORCEMENT

Sen. Dan Duffy

Recommended action: OPPOSE

SENATE BILL 2874 - DISCONTINUE EVANSTON TOWNSHIP

Sen. Jeffrey M. Schoenberg

Recommended action: SUPPORT

SENATE BILL 3185 - LOCAL GOVERNMENT DEBT FINDING

Sen. Ron Sandack

Recommended action: NO POSITION

SENATE BILL 3198 - MUTUAL AID IMMUNITY

Sen. Pamela J. Althoff

Recommended action: SUPPORT

SENATE BILL 3220 – FF WORKERS OCCUPATIONAL DISEASES - PARKINSON'S

Sen. Linda Holmes

Recommended action: OPPOSE

SENATE BILL 3236 - MOTOR FUEL TAX ANNUAL ADJUSTMENTS

Sen. Martin A. Sandoval

Recommended action: SUPPORT

SENATE BILL 3285 - GAS TAX SUNSET

Sen. James F. Clayborne, Jr.

Recommended action: OPPOSE

SENATE BILL 3293 - TOBACCO PRODUCTS TAX

Sen. Dan Kotowski

Recommended action: SUPPORT

SENATE BILL 3323 - AUDIT REPORTS

Sen. Tim Bivins

Recommended action: SUPPORT

SENATE BILL 3363 - LGDF DIRECT DEPOSIT

Sen. Toi W. Hutchinson

Recommended action: SUPPORT

SENATE BILL 3392 - LOCAL GOVERNMENT RECORDS POSTING

Sen. Dan Duffy

Recommended action: OPPOSE

SENATE BILL 3520 - PUBLIC SAFETY UNEMPLOYMENT INSURANCE

Sen. Pamela J. Althoff

Recommended action: SUPPORT

SENATE BILL 3539 - GARBAGE CONTRACTS

Sen. John J. Millner

Recommended action: OPPOSE

SENATE BILL 3569 - NO SICK/VACATION SALARY FOR PENSION CALCULATION

Sen. Matt Murphy

Recommended action: SUPPORT

SENATE BILL 3639 - PREVAILING WAGE SNOW PLOW PAY

Sen. Gary Forby

Recommended action: OPPOSE

SENATE BILL 3679 - MUNICIPAL BANKRUPTCY PETITION

Sen. Kimberly A. Lightford

Recommended action: SUPPORT

SENATE BILL 3717 - PREPAID WIRELESS 911 FUND

Sen. Don Harmon

Recommended action: SUPPORT

SENATE BILL 3721 - NO EMERGENCY SERVICES FEES

Sen. Larry K. Bomke

Recommended action: OPPOSE

SENATE BILL 3776 - NO FIREFIGHTER MANNING IN ARBITRATION

Sen. Matt Murphy

Recommended action: SUPPORT



HOFFMAN ESTATES

OFFICE OF THE MAYOR

William D. McLeod
MAYOR

January 30, 2012

President Toni Preckwinkle
Cook County Board
118 N. Clark Street Room 537
Chicago, IL 60602

RE: Support for Services at Suburban Courthouses on Weekends

Dear President Preckwinkle:

As Mayor of the Village of Hoffman Estates, I ask you to reconsider the closing of suburban courthouses on weekends and pass the proposed resolution sponsored by Commissioner Silvestri which identifies possible solutions to providing court services on the weekends in suburban areas.

The closure of all suburban courthouses on weekends as scheduled will have a detrimental impact to our community. Detainees would need to be transferred to the Criminal Courts Building on the near southwest side of Chicago, which is much further away from the Village of Hoffman Estates. The longer travel will temporarily reduce the number of patrol officers or add overtime costs.

Please pass the resolution and adopt a solution that will allow the suburban bond courts to still be open on weekends. Thank you for your continued service to the residents of Cook County, and particularly the residents and businesses of the Village of Hoffman Estates.

Sincerely,

William D. McLeod
Mayor

CC: Cook County Board Commissioners

WDM/enk



HOFFMAN ESTATES

OFFICE OF THE MAYOR

William D. McLeod
MAYOR

January 24, 2012

Hon. Robert Dold
U.S. House of Representatives
212 Cannon House Office Building
Washington, DC 20510

Re: Reconsideration of the Northeastern Illinois Air Quality Attainment Status

Dear Representative Dold:

As Mayor of the Village of Hoffman Estates, I ask you to please encourage the U.S. Environmental Protection Agency (EPA) to reconsider its "in attainment" air quality status for the region of northeastern Illinois based on 2008 to 2010 data. The 2011 air monitoring data should be included in the review as it paints a truer picture - that the region clearly does not meet the 2008 ozone standard.

U.S. EPA would be mistaken to consider our region "in attainment" based on the older data. First, this opens the door to undoing the very controls that have helped improve our region's air quality; the finding of attainment could wrongly prompt some to urge withdrawal of current controls.

Second, the state and region will lose substantial federal transportation funds for the next several years through the Congestion Mitigation and Air Quality Improvement (CMAQ) Program if the region is designated as in attainment. The consequences for our region's transportation system will be profoundly negative - CMAQ funds already allocated could be lost and all future CMAQ funds would be cut off, which is estimated at \$90 million per year.

Attached is a copy of a comment letter sent to the U.S. EPA. For the health of the residents of the Village, and all northeastern Illinois residents, please encourage the U.S. EPA to consider the certified 2011 ozone monitoring data when designating non-attainment areas. Thank you for your continued service to the citizens of the State of Illinois, and, particularly, the residents and businesses of the Village of Hoffman Estates.

Sincerely,

William D. McLeod
Mayor

WDM/ds
Attachment



HOFFMAN ESTATES

OFFICE OF THE MAYOR

William D. McLeod
MAYOR

January 23, 2012

Air Docket
Attn: EPA-HQ-OAR-2008-0476
Environmental Protection Agency
6102T
1200 Pennsylvania Ave. NW.
Washington, DC 20460

RE: Comments on EPA-HQ-OAR-2008-0476

To Whom it May Concern:

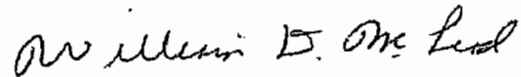
As Mayor of the Village of Hoffman Estates, in northeastern Illinois, I thank you for the opportunity to comment on the possible attainment designation for northeastern Illinois for the 2008 ozone standard. I strongly urge you to consider the certified 2011 air monitoring data in your decision. Although the 2008 – 2010 data used in your preliminary determination appears to indicate the region was in attainment, incorporating the 2011 data paints a truer picture – that the region clearly does not meet the 2008 ozone standard.

U.S. EPA would be mistaken to consider our region “in attainment” based on the older data. First, this opens the door to undoing the very controls that have helped improve our region’s air quality; the finding of attainment could wrongly prompt some to urge withdrawal of current controls. Illinois’ controls are in fact essential to improving the air quality that determines the health of residents, notably children, the elderly, and people with respiratory illness. If U.S. EPA takes the 2011 data into consideration, it will be clear that Illinois’ regulations are still needed because our region is not actually in attainment.

In 2010, northeastern Illinois adopted GO TO 2040, its first comprehensive regional plan in more than a century. GO TO 2040 calls for sustainable growth in the region, including actions to support improved air quality. CMAQ funds are being marshaled to implement these actions. One notable example is Pace’s \$38.4 million project to enhance express bus service along the Jane Addams Tollway as part of its upcoming reconstruction. The project, specifically identified as a high priority of GO TO 2040, is being implemented entirely with CMAQ funds and would be extremely beneficial to our community and the sustainability of our region. If the region is placed in attainment, then implementation of this and other important projects will be significantly disrupted until the next designation takes place, harming air quality and increasing congestion.

For the health of the residents of the Village, and all northeastern Illinois residents, I urge the EPA to consider the certified 2011 ozone monitoring data when designating nonattainment areas within the new few months.

Sincerely,

A handwritten signature in cursive script that reads "William D. McLeod".

William D. McLeod
Mayor

WDM/sk



HOFFMAN ESTATES

OFFICE OF THE MAYOR

William D. McLeod
MAYOR

February 21, 2012

Honorable Matt Murphy
State Senator – 27th District
M103-E Capitol Building
Springfield, IL 62706

RE: Oppose Senate Bill 2073 – House Amendment #6

Dear Senator Murphy:

As Mayor of the Village of Hoffman Estates and Co-Chair of the 2012 Northwest Municipal Conference Legislative Committee, I strongly oppose House Amendment #6 to Senate Bill 2073 which would have a devastating impact on non-home rule municipalities.

Amendment #6 would limit non-home rule governments' property tax levy extension under PTELL when there is a decrease in EAV, thereby reducing their property tax revenues. This would make it extremely difficult for non-home rule municipalities, schools and other governments to maintain basic services if property values decline or large numbers of properties are reassessed to lower values.

The Northwest Municipal Conference has strongly opposed similar bills in the past and strongly opposes this amendment. This is another attempt to intrude upon local government revenues and would be devastating to the financial stability of non-home rule municipalities. Thank you for your continued service to the citizens of the state of Illinois, and particularly the residents and the businesses of the Village of Hoffman Estates.

Sincerely,

William D. McLeod
Mayor
Co-Chair of the NWMC Legislative Committee



HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

February 2012

Staffing Activity

New Starts: 0

Separations: 2 – PT Customer Service Rep
Administrative Staff Asst. - PD

Transfers: 0

Retirees: 0

Promotions: 0

Reclassifications: 1 – Maintenance I/HEO to Maintenance II/HEO

Change in Status: 0

Staffing:	Full Time Employees	329 budgeted	325 current
	Part Time Employees	53 budgeted	47 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
2 Separations with	2 for year
0 Retirements with	1 for year
0 Transfer with	1 for year

Recruitment Activity

Recruitment:

PT Customer Service Rep – Finance/Code

Internal and external posting. 122 applications received by 02/17/2012 deadline. Applications were reviewed by the interview team and eight (8) candidates were chosen for skills testing and interview. Skills testing is scheduled from 2/29/2012 - 3/2/2012, with interviews to be scheduled 3/5/2012 - 3/7/2012.

Administrative Staff Assistant – Police

Internal only posting. Three (3) applications received by 02/27/2012 deadline. Skills testing scheduled through 3/2/2012, with interviews to be scheduled 3/5/2012 and 3/6/2012.

Transportation and Engineering Intern (2) – Dev. Services

Internship posted on the Village website and with eleven universities. 84 applications received by 2/29/2012. Applications are being reviewed by the Transportation and Engineering interview team. One intern from last summer selected to return.

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 in 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).

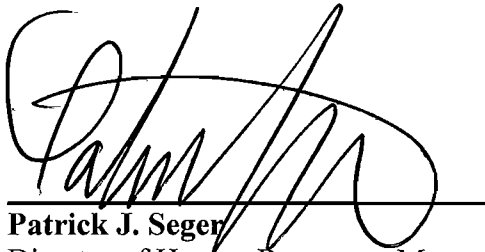
Personnel/Benefits/Employee Services

- Director of HRM attended the Mayor's Update Breakfast at the Sears Centre.
- As IPELRA Chairperson, Director of HRM attended the IPELRA Board meeting.
- Director of HRM participated in the Management Team meetings.
- Risk Manager and Director of HRM met with Assistant Corporation Counsel to discuss vendor indemnification.
- Director of HRM participated in several meetings and conference calls for the Celtic Fest Commission and for the Cultural Awareness Commission.
- Director of HRM participated in mediation preparation meetings and collective bargaining mediation with the Fire union.
- Director of HRM attended the IPBC Growth & Governance meeting via conference call.
- Director of HRM and Deputy Village Manager attended the IPELRA Labor Law Seminar in February.
- The Risk Manager and Director of HRM participated in a personnel discussion with the Director of Public Works.

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 a representative from the Village's insurance broker. Discussed and reviewed the policy forms for 2012 to ensure they were in order.
- Met with the Public Works Director to discuss issues related to a light duty assignment.
- Filed appropriate Medicare forms that ensure the Village is in compliance with their reporting requirements.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.
- Met with staff to discuss various issues related to the provision of benefits through PSEBA.

- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Met with a representative from the Village's third party claims administrator to discuss the new claims management software available to the Risk Manager. The software will enable the Risk Manager to monitor claims administration on a real time basis.
- 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.
- Met with the HRM Director and Assistant Corporation Counsel to discuss issues related to indemnification.

A handwritten signature in black ink, appearing to read 'Patrick J. Seger', is written over a horizontal line. The signature is stylized and cursive.

Patrick J. Seger
Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT

MONTHLY STAFFING REPORT

February 2012

RECRUITMENTS

POSITION TITLE: PT Customer Service Rep/Front Desk (Internal & External)
DEPARTMENT: Finance/Code
DATE POSTED: 02/02/2012
AD DEADLINE: 02/09/2012 – Internal Candidates
02/17/2012 – External Candidates
APPLICATIONS REC'D: 122 applications received
STATUS: Applications reviewed by the interview team. Eight candidates chosen for skills testing and interview. Skills testing being scheduled through 3/02/2012 with interviews to be scheduled 3/5/2012 - 3/7/2012.

POSITION TITLE: Administrative Staff Assistant (Internal Only)
DEPARTMENT: Police
DATE POSTED: 02/21/2012
AD DEADLINE: 02/27/2012
APPLICATIONS REC'D: 3 applications received
STATUS: Skills testing scheduled through 3/02/2012 with interviews scheduled 3/5/2012 and 3/6/2012.

POSITION TITLE: Transportation and Engineering Intern - 2
DEPARTMENT: Development Services
DATE POSTED: 2/9/2012
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 84 applications received by 2/29/2012.
STATUS: Internship posted on Village website, Village social media and at eleven universities. Applications are being reviewed by Transportation and Engineering. One intern from last summer selected to return.

NEW STARTS

N/A

**SUMMARY OF EMPLOYMENT ACTIVITY
February 2012**

	<u>Total Number</u>	<u>Position</u>
New Starts	0	
Separations	2	Customer Service Rep – Front Desk Administrative Staff Assistant - PD
Promotions	0	
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	0	
Reclassifications	1	Maint. I / HEO to Maint. II / HEO

SUMMARY OF SEASONAL/UNPAID INTERNS/ADDITIONAL ACTIVITY

1 Unpaid Cable TV Intern began internship on 2/6/2012.

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	1	PT Customer Service Rep
Separations	1	PT Staff Assistant - PD
Promotions	1	Staff Assistant to Admin Staff Asst.
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	325
PART TIME EMPLOYEES	53	47
TEMPORARY EMPLOYEES	1	1
SEASONAL EMPLOYEES	10	0
INTERNS (PAID)	5	3
TOTAL	398	376

Total Vacancies:

Full Time

Budgeted – Posted	1	Administrative Staff Assistant - PD
Budgeted - Not Posted	3	Police Sergeant Police Officer Firefighter
TOTAL FULL TIME	4	

Part Time

Budgeted – Posted	1	Customer Service Rep
Budgeted-Not Posted	5	PT Data Processor (FIN) - 2 PT Staff Assistant (PD) Clinic Nurse (HHS) - 2
TOTAL PART TIME	6	

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	3	3
Part Time – Response to Recruitments	122	122
Seasonal Applicants	84	84
Unsolicited Applications/Walk-Ins	5	20
TOTAL	214	229

HUMAN RESOURCES MANAGEMENT EMPLOYMENT ACTIVITY FEBRUARY 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>
Jody Conidi	02/03/2012	Customer Service Rep	Resigned
Candace Nykiel	02/24/2012	Admin Staff Assistant	Resigned

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>
N/A			

RECLASSIFICATIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Bryan Schwichtenberg	02/19/2012	Maint. I/HEO	Maint. II/HEO

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>
Alex Kleinwachter	Cable TV Intern (unpaid) began on 02/06/2012.

ADDITIONAL MONTHLY REPORT INFORMATION
February 2012

# Anniversaries	<u>5</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: 02/29/2012

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 Servic	(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%
		<u>Totals for 2000 Claims:</u>		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: 02/29/2012

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 Servic	(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	550,473.26		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 Servic	(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	41.6%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1999 Through: 02/29/2012

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
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 Servic	(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 Servic	(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: 02/29/2012

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 Servic	(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: 02/29/2012

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 Servic (Dept)		14	25.0%	7	3	4	29%	0	14	39,335.55	550,697.76		550,697.76	50.8%
06	3	Fire (Sub-Loc)		23	41.1%	12	5	6	26%	0	23	38,824.44	892,962.02		892,962.02	82.3%
06	700	Patrol (Dept)		17	30.4%	11	3	3	18%	0	17	3,949.26	67,137.34		67,137.34	6.2%
06	701	Investigations (Dept)		1	1.8%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
06	703	Tactical (Dept)		4	7.1%	3	1	0	0%	0	4	2,311.32	9,245.26		9,245.26	0.9%
06	704	Traffic (Dept)		2	3.6%	2	0	0	0%	0	2	3,850.97	7,701.94		7,701.94	0.7%
06	707	Records (Dept)		1	1.8%	0	0	1	100%	0	1	25,046.89	25,046.89		25,046.89	2.3%
06	7	Police (Sub-Loc)		25	44.6%	17	4	4	16%	0	25	4,365.26	109,131.43		109,131.43	10.1%
06	800	Streets (Dept)		1	1.8%	1	0	0	0%	0	1	4,201.51	4,201.51		4,201.51	0.4%
06	801	Water & Sewer (Dept)		2	3.6%	1	1	0	0%	0	2	112.50	225.00		225.00	0.0%
06	802	Building & Grounds (Dept)		1	1.8%	0	1	0	0%	0	1	70,689.99	70,689.99		70,689.99	6.5%
06	804	Forestry (Dept)		3	5.4%	3	0	0	0%	0	3	2,038.90	6,116.71		6,116.71	0.6%
06	8	Public Works (Sub-Loc)		7	12.5%	5	2	0	0%	0	7	11,604.74	81,233.21		81,233.21	7.5%
06	01	Village of Hoffman Estates (Loc)		56	100.0%	34	12	10	18%	0	56	19,372.39	1,084,854.03		1,084,854.03	100.0%
Totals for 2006 Claims:				56	100.0%	34	12	10	18%	0	56	19,372.39	1,084,854.03		1,084,854.03	100.0%
07	301	Fire Suppression (Dept)		9	18.8%	7	0	2	22%	2	7	40,911.58	298,910.23	69,293.96	368,204.19	59.5%
07	303	Emergency Medical Servic (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: 02/29/2012

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 Servic	(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	93,938.41		93,938.41	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: 02/29/2012

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	9.2%
09	303	Emergency Medical Servic	(Dept)	20	37.7%	13	4	3	15%	2	18	18,304.15	351,039.98	15,042.96	366,082.94	52.0%
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	63.0%
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	21.1%
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	21.4%
09	800	Streets	(Dept)	1	1.9%	0	0	1	100%	1	0	81,423.08	81,025.58	397.50	81,423.08	11.6%
09	801	Water & Sewer	(Dept)	2	3.8%	2	0	0	0%	0	2	592.65	1,185.30		1,185.30	0.2%
09	803	Equipment & Supply	(Dept)	1	1.9%	0	1	0	0%	0	1	4,634.90	4,634.90		4,634.90	0.7%
09	804	Forestry	(Dept)	2	3.8%	2	0	0	0%	0	2	551.70	1,103.40		1,103.40	0.2%
09	8	Public Works	(Sub-Loc)	6	11.3%	4	1	1	17%	1	5	14,724.45	87,949.18	397.50	88,346.68	12.5%
09	01	Village of Hoffman Estates	(Loc)	53	100.0%	33	11	9	17%	5	48	13,289.55	671,539.84	32,806.27	704,346.11	100.0%
Totals for 2009 Claims:				53	100.0%	33	11	9	17%	5	48	13,289.55	671,539.84	32,806.27	704,346.11	100.0%
10	200	Accounting	(Dept)	2	5.0%	0	1	1	50%	1	1	23,277.16	32,468.16	14,086.15	46,554.31	8.1%
10	2	Finance	(Sub-Loc)	2	5.0%	0	1	1	50%	1	1	23,277.16	32,468.16	14,086.15	46,554.31	8.1%
10	250	PPO Payments	(Dept)	1	2.5%	1	0	0	0%	1	0	25,802.19	25,802.19		25,802.19	4.5%
10	25	PPO Payments	(Sub-Loc)	1	2.5%	1	0	0	0%	1	0	25,802.19	25,802.19		25,802.19	4.5%
10	301	Fire Suppression	(Dept)	8	20.0%	3	5	0	0%	0	8	3,252.66	26,021.31		26,021.31	4.5%
10	303	Emergency Medical Servic	(Dept)	7	17.5%	4	0	3	43%	2	5	27,411.34	148,598.50	43,280.85	191,879.35	33.5%
10	3	Fire	(Sub-Loc)	15	37.5%	7	5	3	20%	2	13	14,526.71	174,619.81	43,280.85	217,900.66	38.0%
10	700	Patrol	(Dept)	14	35.0%	7	4	3	21%	4	10	18,396.39	232,224.60	25,324.87	257,549.47	44.9%
10	7	Police	(Sub-Loc)	14	35.0%	7	4	3	21%	4	10	18,396.39	232,224.60	25,324.87	257,549.47	44.9%
10	800	Streets	(Dept)	3	7.5%	2	1	0	0%	0	3	251.71	755.12		755.12	0.1%
10	801	Water & Sewer	(Dept)	3	7.5%	3	0	0	0%	0	3	2,277.32	6,831.97		6,831.97	1.2%
10	802	Building & Grounds	(Dept)	1	2.5%	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: 02/29/2012

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	2.5%	0	1	0	0%	0	1	17,684.94	17,684.94		17,684.94	3.1%
10	8	Public Works	(Sub-Loc)	8	20.0%	6	2	0	0%	0	8	3,226.63	25,813.03		25,813.03	4.5%
10	01	Village of Hoffman Estates	(Loc)	40	100.0%	21	12	7	18%	8	32	14,340.49	490,927.79	82,691.87	573,619.66	100.0%
Totals for 2010 Claims:				40	100.0%	21	12	7	18%	8	32	14,340.49	490,927.79	82,691.87	573,619.66	100.0%
11	200	Accounting	(Dept)	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	2	Finance	(Sub-Loc)	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	250	PPO Payments	(Dept)	1	3.2%	1	0	0	0%	0	1	20,457.16	20,457.16		20,457.16	4.7%
11	25	PPO Payments	(Sub-Loc)	1	3.2%	1	0	0	0%	0	1	20,457.16	20,457.16		20,457.16	4.7%
11	301	Fire Suppression	(Dept)	4	12.9%	2	2	0	0%	3	1	18,993.19	29,762.79	46,209.96	75,972.75	17.4%
11	303	Emergency Medical Servic	(Dept)	11	35.5%	9	0	2	18%	3	8	15,928.57	31,993.76	143,220.54	175,214.30	40.1%
11	3	Fire	(Sub-Loc)	15	48.4%	11	2	2	13%	6	9	16,745.80	61,756.55	189,430.50	251,187.05	57.5%
11	700	Patrol	(Dept)	10	32.3%	7	0	3	30%	4	6	15,580.68	57,064.99	98,741.78	155,806.77	35.7%
11	703	Tactical	(Dept)	1	3.2%	0	1	0	0%	0	1	6,447.68	6,447.68		6,447.68	1.5%
11	7	Police	(Sub-Loc)	11	35.5%	7	1	3	27%	4	7	14,750.40	63,512.67	98,741.78	162,254.45	37.1%
11	801	Water & Sewer	(Dept)	1	3.2%	1	0	0	0%	0	1	489.57	489.57		489.57	0.1%
11	804	Forestry	(Dept)	1	3.2%	1	0	0	0%	0	1	2,629.72	2,629.72		2,629.72	0.6%
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	0.7%
11	01	Village of Hoffman Estates	(Loc)	31	100.0%	21	5	5	16%	11	20	14,097.35	148,845.67	288,172.28	437,017.95	100.0%
Totals for 2011 Claims:				31	100.0%	21	5	5	16%	11	20	14,097.35	148,845.67	288,172.28	437,017.95	100.0%
12	250	PPO Payments	(Dept)	1	100.0%	1	0	0	0%	1	0	0.00	0.00		0.00	
12	25	PPO Payments	(Sub-Loc)	1	100.0%	1	0	0	0%	1	0	0.00	0.00		0.00	
12	01	Village of Hoffman Estates	(Loc)	1	100.0%	1	0	0	0%	1	0	0.00	0.00		0.00	
Totals for 2012 Claims:				1	100.0%	1	0	0	0%	1	0	0.00	0.00		0.00	
250	Village of Hoffman Estates			588		379	104	105		29	559	13,548.25	7,456,751.75	509,621.53	7,966,373.28	

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