

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
JULY 22, 2013

7:00 p.m. – Council Chambers

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

I. Roll Call

II. Approval of Minutes – June 10, 2013

NEW BUSINESS

1. Discussion regarding Legislative Update.
2. Request approval to dispose of Village records that have exceeded their State-required retention period.
3. Request by Sister Cities Commission for allocation of revenue generated by French Evening to support additional culinary exchanges.
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

VI. Adjournment

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

June 10, 2013

I. Roll Call

Members in Attendance:

**Gayle Vandenberg, Chairperson
Gary Stanton, Vice Chairperson
Karen Mills, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
Michael Gaeta, Trustee
Mayor William D. McLeod**

**Management Team Members
in Attendance:**

**Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Peter Gugliotta, Director of Planning
Mike Hankey, Director of Transportation
Patrick Seger, Director of Human Resources
Bruce Anderson, Cable TV Coordinator
Tia Messino, Administrative Intern
Ashley Monroe, Management Analyst**

The General Administration & Personnel Committee meeting was called to order at 7:47 p.m.

II. Approval of Minutes

Motion by Trustee Mills, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of May 28, 2013. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Discussion regarding Legislative Update.

An item summary from Tia Messino was presented to the Committee.

Ms. Messino provided additional details regarding the Legislative Update, highlighting the State of Illinois Budget issues as well as pension reform concerns.

Motion by Trustee Mills, seconded by Trustee Pilafas, to send a letter to the State of Illinois stating that the Village does not support the state funding an additional arena. Voice vote taken. All ayes. Motion carried.

Mayor McLeod, Trustee Pilafas and Trustee Mills discussed that Rosemont was also looking for funding for their arena from the State of Illinois.

2. Request approval of an ordinance authorizing the sale of personal property owned by the Village of Hoffman Estates (online auction).

An agenda item summary from Tia Messino was presented to Committee.

Motion by Trustee Mills, seconded by Mayor McLeod, to approve of an ordinance authorizing the sale of personal property owned by the Village of Hoffman Estates (online auction). Voice vote taken. All ayes. Motion carried.

3. Request acceptance of Cable TV Monthly Report.

The Cable TV Monthly Report was submitted to the Committee.

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

4. Request acceptance of Human Resources Management Monthly Report.

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

Motion by Trustee Mills, seconded by Mayor McLeod, 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 Stanton, seconded by Trustee Pilafas to adjourn the meeting at 7:51 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Emily Kerous, Dir. of Operations/Outreach -
Office of the Mayor & Board

Date

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Discussion regarding legislative update

MEETING DATE: July 22, 2013

COMMITTEE: General Administration & Personnel Committee

FROM: Tia Messino, Administrative Intern

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

DISCUSSION: FEDERAL LEGISLATION

A. S. 743: MARKETPLACE FAIRNESS ACT:

Sponsor: Sen. Enzi

Passed Senate

The United States Senate approved the "Marketplace Fairness Act" which closes the loophole for internet sales tax. This will allow brick and mortar businesses to compete on a level playing field with online companies. The Act will require some states to simplify their sales tax structure to assist in implementation. The Act, now in the House of Representatives, will need a majority vote to pass. In the House it has 29 co-sponsors but must move out of the House Judiciary committee before it can be placed for a vote.

Staff recommends support, letter sent

STATE LEGISLATION

The session closed without passing meaningful pension reform. The Governor called a special session to address pension reform that began June 19 and had a deadline of July 9. After the deadline passed without visible progress, the Governor suspended Legislator pay until the issue is resolved. Staff will continue to monitor.

The General Assembly overrode Governor Quinn's amendatory veto of House Bill 183, which allows for concealed carry of firearms in Illinois. This provision preempts home rule authority. The bill offers restrictions on concealed carry in public buildings, schools, and parks.

BILLS AWAITING SIGNATURE

A. HB 1375: PEN CD-DNST FIRE-CHILD PENSION

Sponsor: Rep. Beiser

Sent to the Governor

Amends the downstate and suburban firefighter pension statute to increase the survivor benefit for children being taken care of by a guardian. The benefit would increase from 12% of the firefighter's monthly salary to 20% of the monthly salary. This bill is expected to have a very small cost impact for those municipalities with eligible recipients.

B. HB 58: MUNI CD- CONTRACTS

Sponsor: Rep. Joe Sosnowski

Sent to the Governor

Amends a prohibition on certain officers and employees of a municipality from having an interest in contracts to apply only to an officer or employee who is a member of the board of an investor-owned public service corporation.

IML SUPPORTS

C. SB 1691: WATER RECLAM DIST EXPANSION

Sponsor: Sen. Murphy

Sent to the Governor

Amends the Metropolitan Water Reclamation District Act. Expands the corporate limits of the District.

D. HB 1: MEDICAL CANNABIS

Sponsor: Rep. Lang

Passed Both Houses 05/17/13

Allows for the use and distribution of medical marijuana. HB 1 would be the most restrictive allowance of medical marijuana in the country and is designed to avoid many of the abuses and problems that emerged in other states.

E. SB 1245: PUB SAFETY-CATASTROPHIC INJURY

Sponsor: Sen. Radogno

Sent to the Governor

This legislation, as amended, would alter PSEBA with the following provisions: (1) a list of conditions that would be considered catastrophic injuries; (2) language exempting Social Security/Medicare recipients from being eligible for PSEBA; (2) a 5-year period where an individual injured while responding to an emergency will have 50% of their health insurance premium covered even if they don't fall under one of the "catastrophic injury" conditions; (3) employer and employee reporting requirements to ensure an accurate compilation of information about PSEBA recipients and cost; and (4) instances where an employer can cancel PSEBA benefits (household income exceeds 800% of poverty level, insurance from another source was rejected, individual enrolled in insurance elsewhere, and failure of a beneficiary to file the required annual report). These provisions would reduce costs for local budgets and taxpayers.

IML & NWMC SUPPORT

F. SB 2339: JOINT SELF-INSURANCE POOLS

Sponsor: Sen. Mulroe

Sent to the Governor

Provides that if a joint insurance pool requires written notice in order for a member to withdraw, then the period in which the member must provide the written notice cannot exceed 90 days. Also requires joint insurance pools to annually file with the Director of Insurance that the pool's reserves are in accordance with sound loss-reserving standards and adequate for the payment of claims and authorizes the Director of Insurance to examine the affairs, transactions, accounts, records, and assets and liabilities of each joint insurance pool.

IML & NWMC OPPOSE

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Disposal of Village Departmental Records

MEETING DATE: July 22, 2013

COMMITTEE: General Administration & Personnel Committee

FROM: Rachel Musiala, Director of Finance

PURPOSE: To request approval to dispose of Village records that have exceeded their State-required retention period.

BACKGROUND: Early in 2005, the Village formed a Records Retention Committee. The purpose of this committee was to:

1. Review the current application and update it, Village-wide [Completed].
2. Submit disposal approval forms for all items currently within the Village that have exceeded the retention dates [Completed].
3. Oversee the annual disposal process after approval from State and Village Board [Completed].
4. Continue to dispose of documents through the proper procedures (annually).
5. Analyze what documents could be kept electronically to decrease paper records and reduce the boxes of documents currently in storage [Ongoing].

The Village has done annual disposals of approved records each year since this process started, and is continuing with the current disposal request.

DISCUSSION: The attached list shows all of the items that we are currently able to dispose of. All documents approved for disposal, including those that are of a confidential nature (i.e. containing social security numbers, etc) will be physically destroyed.

It should be noted that only documents that are not required to be retained permanently are part of this disposal listing. Upon Village Board approval, this application will be sent to the Secretary of States Office – Local Records Unit for approval. The items will not be disposed of until after November 1, 2013 which meets the State's 60-day requirement (60 days after final Village Board approval).

It is our intent to continue to annually submit applications for disposal to the State and bring those items before the Village Board for approval.

RECOMMENDATION:

To request approval to dispose of Village records that have exceeded their State-required retention period.

ATTACHMENT

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 10:024C

To: Local Records Commission
 Illinois State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

COUNTY: Cook

FROM: Village of Hoffman Estates
 Agency Division

ADDRESS: 1900 Hassell Road
 Street, P.O. Box

Hoffman Estates, IL 60169
 City, Zip Code

TELEPHONE: (847) 843-4805


Directions:

1. Fill in all blanks and columns.
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2	Accounts Payable & Receivable (Includes Check Copies, Delivery Tickets, Etc.)	2005	12
3	Administrative Correspondence	2011	10
4	Alarm Logs from the Pumping Station	2009	.5
6	Annual Budget for Village	2005	.5
7	Annual Water Use Audit	2002	.5
8	Application for Pet License	2010	.5
9	Appraisals	2009	.5
10	Auction Records	2005	.5
12	Backflow Prevention Records	2009	.5
13	Bid Records	2002	1
17	Business Licenses	2010	1
18	Cable Television Records	2009	.5
19	Cancelled Bonds and Coupons	2010	.5
20	Cancelled Checks, Bank Statements, and Deposit Records	2005	.5
21	Cash Receipts	2010	4
22	Cash Register Tapes	2010	1
25	Certificates of Publication, Newspaper Clippings, Notices of Hearings, Etc.	2011	.5
27	Client Counseling and Group Therapy Case Files	2007	1.5
28	Code Enforcement Complaints	2009	.5
29	Code Enforcement Complaint Logs	2010	.5
30	Collection Agency Records	2005	.5
31	Collective Bargaining Records	1997	.5
32	Community Development Block Grant Records for Residential Improvements/Repairs	2002	2
34	Confined Space Entry Permits	2007	.5
35	Construction Project Files	2002	1
36	Contractor's Bonds and Licenses	2008	.5

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after November 1, 2013

 7/18/2013
 Signature Date

Bev Romanoff, Village Clerk

Please print name and title on the line above

(Signature required only if records have been microfilmed or digitized.)

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
38	Contracts, Leases and Agreements	2002	.5
39	Customer Mail-In Meter Cards (Self Reading)	2011	.5
40	Daily Inspection Schedules	2010	.5
41	Delinquent Account Files	2005	.5
44	Election Records	2011	.5
45	Elevator Inspections	2007	.5
47	Employment Applications and Supporting Documents	2010	3
48	Employment Eligibility Verification Form I-9	2009	.5
49	Engineering Studies/Traffic	2005	.5
50	E.E.O.C. Reports	2007	1
52	Food and Beverage Sales Tax Records	2005	.5
53	Foreclosure Notices	2011	1
54	Freedom of Information Act Requests and Denials	2010	.5
55	Gas/Fuel Tickets	2009	.5
56	Grant Records	2009	.5
57	Health Department Inspection	2010	.5
58	Home Town Awards	2011	.5
59	Hydrant and Valve Records	2009	.5
60	I.E.P.A. Operating Permits	2007	1
62	Immunization Charts and Consent Records	2007	1
63	Insurance Policies and Claims	2005	.5
64	Insurance Records	2009	.5
65	Inventories of Equipment	2010	.5
66	Investment Records	2005	.5
67	Job Descriptions	2007	2
68	Journal Entries	2005	1
69	J.U.L.I.E. Records	2011	.5
70	Kid Care and Family Care Records	2007	.5
71	Ledgers and Journals (all types)	2005	.5

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72	Legal Case Files/Lawsuits	2009	.5
75	Liquor License Records	2010	.5
76	List of Counseling Cases	2010	.5
78	Material Safety Data Sheets	2002	.5
79	Medicare/Medicaid Public Aid Recipient Records (Invoices and Correspondence)	2011	.5
80	Metropolitan Sanitary District Records	2002	.5
82	Monthly, Annual, Year-to-Date Reports (Monthly Reports)	2010	3
82	Monthly, Annual, Year-to-Date Reports (Annual Reports)	2005	1
83	Motor Fuel Tax Records	2002	.5
85	O.S.H.A. Logs	2007	.5
86	Official's Oaths of Office	2010	.5
88	Parade Applications	2011	.5
89	Parking Tickets	2011	2
91	Permits to Use Public Right-of-Way	2010	.5
92	Personnel Action Notices/Payroll Change Notices	2010	.5
98	Project Development Files	2002	2
99	Pumpage Records (Annual)	2002	.5
100	Purchase Orders	2010	1
102	Real Estate Transfer Tax Declarations	2005	2
103	Request for Verification of Employment	2011	.5
104	Sewer and Water Pressure Test Results	2007	.5
105	Sick and Vacation Accrual Records	2010	.5
106	Sidewalk Relocation Records	2002	.5
107	Snow Plowing Records	2010	.5
108	Special Assessment Records	2005	.5
109	Special Event Applications and Certificates of Insurance	2009	.5
110	Staff Daily Work Schedules	2010	.5

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
111	State and Federal Tax Statements and Reports (W-2's, W-3's, W-4's, IL-941's, IL-1099's, Etc.)	2005	.5
112	Statement of Economic Interest Lists	2010	.5
114	Tax Levy Records	2005	.5
115	Time Sheets (Includes Sick, Vacation, Holiday, Overtime Comp, etc.)	2010	2
116	Tree Planting Records	2010	.5
117	Tree Spraying Logs	2010	.5
121	Vehicle License Applications (Only for Trucks)	2010	.5
122	Vendor Lists	2011	.5
123	Vehicle and Equipment Maintenance Logs	2011	.5
124	Videos, CD's, DVD's, Etc. of Meetings	2011	.5
125	Village Meeting Packets (All Areas)	2011	1
127	Village Surveys	2011	1
128	Volunteer and Intern Records	2007	.5
129	Wage Surveys	2011	.5
130	Water Bill Paid Stubs	2011	24
131	Water Billing Customer Account Records	2005	.5
132	Water Billing Reports	2010	.5
134	Water Level Reports	2009	.5
135	Water Meter Billing Repair Orders and Trouble Reports (Also Electronic)	2011	4
136	Water Meter Readings	2010	.5
137	Work Sheets/Papers	2010	1
138	Workers' Compensation Records	2005	2

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COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

SUBJECT: Approval of Sister Cities Commission Chef Exchanges and Allocation of Revenue

MEETING DATE: July 22, 2013

COMMITTEE: General Administration & Personnel

FROM: Lillian Mosier, Chair, Sister Cities Commission

PURPOSE: Approval of Sister Cities Commission chef exchanges and allocation of revenue.

DISCUSSION: The Sister Cities Commission is proposing the following:

This year, the Sister Cities Commission sponsored the 16th Annual French Evening on April 18, 2013. The financial report for this event is as follows:

- Revenue before expenses = \$12,071 from ticket sales and the silent auction
- Expenses = \$7,243 in wine and food costs for the dinner from the Stonegate
- Actual revenue = \$4,817

As you can see by these figures, we generated over \$4,800 in revenue. Last year, the Commission requested the GAP Committee to allocate the revenue generated from our French Dinner to support our culinary projects that are not currently funded through the budget process. We would like to do the same this year with your support.

With this in mind, on behalf of the Sister Cities Commission, we would like to request an allocation of the additional revenue that was generated by our French Evening to support our two culinary exchanges, November 2013 and March 2014, and the Taste of Hoffman Estates on October 29, 2013.

The two exchanges are:

1. American chef(s) to Angouleme for American Week and the Gastronomades – late November 2013.

2. A chef to accompany culinary students from Harper and ECC to train side by side with students at L'Amandier Culinary School and the French chef who will instruct both groups – March 2014 with costs to be paid in fall 2013. In addition, our students and chef will do demonstrations and prepare an American dinner for one of the evenings in Angouleme.

The event on October 29, 2013, *Think Global, Eat Local: An International Taste of Hoffman Estates:*

3. In keeping with the international flavor of this event, Chef Patrick Guat from L' Amandier will prepare a French tasting menu and conduct a food demonstration for the guests at this event. We are hopeful we will sell 400 tickets for this event. Our current budget does not reflect sufficient funds to support the costs to pay for the food for the French tasting and demo.

We would like to request an allocation of \$4,800 from the revenue we generated for these projects. The breakdown is as follows:

1. \$2500 – American chef(s) to Angouleme – Nov. 2013
2. \$1250 – American chef to Angouleme – March 2014
3. \$1050 – Taste of Hoffman Estates – Oct. 2013

It is not our intention to ask the Village to fund these events out of dollars coming from new money from the Village. We understand that any revenue generated from Commissions goes into the General Fund and is not earmarked for a specific Commission. Nonetheless, we are hopeful that our efforts to support our projects are acknowledged and a serious consideration could be given to allocating revenue to support our three culinary projects.

It goes without saying that our group of volunteers is truly devoted to the work they do for the Commission and the Village. As with other Commissions, they do this work without needing specific recognition or acknowledgement for what they accomplish. We sincerely hope that you will consider our request and allow us to continue our projects with our Sister City on behalf of the Village.

RECOMMENDATION: The Sister Cities Commission respectfully requests approval of the chef exchanges and allocation of revenue in the total amount of \$4,800.

VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
From: Bruce Anderson
Regarding: Cable TV Report
Date: July 17, 2013

Citizen Segments

The Citizen covers: Fourth of July, Township Food Pantry, Green Award, CAC Walk, Fishing Derby, Bundo Reception and Health & Human Services Activities.

Citizen Segments and Programs in development:

Minute Man Press
Fitness for America
Arts & Crafts Fair
Jr. Police Academy
Relay for Life
Fire Day-In-The-Life

Concerts

We will be taping and airing Summer Sounds concerts this summer

Celtic Fest

Began airing in mid-June and will run through July

Police Day-In-The-Life

Began airing in late June and will run through July

Fourth of July Parade

The Parade started airing July 5 and will run most of July.

Complaints/Inquiries

This month there were two inquiries regarding cable burial and one is yet to be resolved.



HOFFMAN ESTATES

NB5

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

June 2013

Staffing Activity

New Starts: 1 – Administrative Analyst (Temporary)

Separations: 2 – Police Officer
PW Seasonal

Transfers: 0

Retirees: 1 – Fire Chief

Promotions: 1 – Data Processor to ASO II Evidence Tech

Reclassifications: 1 – Admin. Staff Asst/Water Billing Clerk to Admin. Staff Asst.

Change in Status: 0

Staffing:	Full Time Employees	332 budgeted	327 current
	Part Time Employees	52 budgeted	48 current
	Temporary Employees	1 budgeted	2 current
	Seasonal Employees	10 budgeted	9 current
	Paid Interns	5 budgeted	5 current

Month & Year-to-Date Activity:

0 Seasonals with	10 for year
1 Promotions with	9 for year
2 Separations with	5 for year
1 Retirements with	4 for year
0 Transfer with	1 for year

Recruitment Activity

- Recruitment:**
- Maintenance III – Public Works**
Internal Posting. The position was posted on 4/08/2013. Six applications were received. Applications were forwarded to the Public Works Director on 4/16/2013. Public Works has temporarily put the recruitment on hold.
- Water Billing Customer Service Rep – Finance**
The temporary, part-time position was posted on the Village website and social media sites. Deadline to apply was 6/24/2013. The applications were sent to the Department Director for review on 6/27/2013.
- Economic Development Director – Development Svcs.**
The position was posted on the Village website on 6/26/2013 and will also run on the International Economic Development Council website starting July 1st. Five applications received to date. As applications are received they are sent to the Assistant Village Manager for Development Services and the Village Manager for review.

Labor/Management Relations

- Contract Status:**
- Police** (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2008 - December 31, 2012). Village and MAP 96 currently negotiating successor contract.
- Fire** (International Association of Firefighters - Local 2061) – Contract (January 1, 2009 – December 31, 2011). Village and Local 2061 arbitration award under appeal process.
- Public Works** (International Brotherhood of Teamsters, Local 714) – Contract (Jan. 1, 2013 – Dec. 31, 2015).
- Police Sergeants** (Metropolitan Alliance of Police – MAP-97) Contract (Jan. 1, 2009 – December 31, 2013).
- Grievances:** Two (2) grievances filed by the International Association of Firefighters Local 2061 against the Village. One grievance expected to be scheduled for grievance arbitration. The other grievance has completed step two (2) hearing.

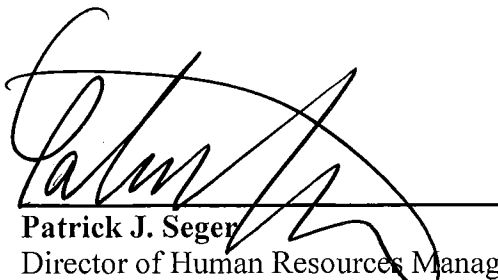
Personnel/Benefits/Employee Services

- Director of HRM met with the Health & Human Services Director to discuss diversity training.
- HR Coordinator attended Village FOIA training.

- Director of HRM participated in the Management Team meetings.
- HR Coordinator organized the retirement luncheon for Fire Chief Bob Gorvett.
- As IPBC Vice Chair, Director of HRM attended the IPBC Finance & Operations, Membership Development and Executive Committee meetings.
- Director of HRM participated in the Clean Sweep event.
- HRM Staff met with Deputy Village Manager and Administrative Intern to continue review of the personnel policy manual.
- Director of HRM participated in a review of MAP 96 CBA proposal.
- As IPELRA past President, Director of HRM attended the IPELRA Training Committee and Board meetings.
- Director of HRM and HR Coordinator met Police Admin regarding department performance evaluations.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims. Two (2) third party claims administrators are currently being used to administer the Village's workers' compensation claims.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Met with staff to discuss various risk management issues related to the 4th of July Festival.
- 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
JUNE 2013**

RECRUITMENTS

POSITION TITLE: Maintenance III (internal recruitment)
DEPARTMENT: Public Works
DATE POSTED: 4/8/2013
AD DEADLINE: 4/12/2013
APPLICATIONS REC'D: 6 applications received.
STATUS: The position was posted internally. Applications were forwarded to the Public Works Director on 4/16/2013. Public Works has temporarily put the recruitment on hold.

POSITION TITLE: Water Billing Customer Service Rep (Part-time, Temporary)
DEPARTMENT: Finance
DATE POSTED: 6/10/2013
AD DEADLINE: 6/24/2013
APPLICATIONS REC'D: 33
STATUS: Position posted and thirty-three applications received. The applications were sent to the department director for on 6/27/2013.

POSITION TITLE: Economic Development Director
DEPARTMENT: Development Services
DATE POSTED: 6/26/2013
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 5 applications received to date
STATUS: Position posted on the Village website and will also run on the International Economic Development Council website starting July 1st. As applications are received they are sent to the Assistant Village Manager for Development Services and the Village Manager for review.

NEW STARTS

POSITION TITLE: Administrative Analyst (Temporary)
DEPARTMENT: Development Services
DATE POSTED: N/A
AD DEADLINE: N/A
APPLICATIONS REC'D: N/A
STATUS: Candidate started on June 17, 2013

**SUMMARY OF EMPLOYMENT ACTIVITY
JUNE 2013**

	<u>Total Number</u>	<u>Position</u>
New Starts	1	Administrative Analyst (Temporary)
Separations	2	Police Officer PW Seasonal
Promotions	1	Data Processor to ASO II
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	1	Fire Chief
Reclassifications	1	FT Admin Staff Asst/Water Billing CSR to PT Admin Staff Asst.

SUMMARY OF SEASONAL/UNPAID INTERNS/ADDITIONAL ACTIVITY

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	1	Police Officer
Separations	0	
Promotions	0	
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	1	Director of Economic Development
New Positions	0	
Eliminated Positions	0	

2013 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	332	327
PART TIME EMPLOYEES	52	48
TEMPORARY EMPLOYEES	1	2
SEASONAL EMPLOYEES	10	9
INTERNS (PAID)	5	5
 TOTAL	 400	 391

Total Vacancies:

Full Time

Budgeted – Posted	1	Economic Development Director
Budgeted - Not Posted	5	Director of Code Data Processor Fire Chief Police Officer Firefighter/Paramedic
 TOTAL FULL TIME	 6	

Part Time

Budgeted – Posted	0	
Budgeted-Not Posted	4	Staff Assistant (PD) -2 Clinic Nurse (HHS) - 2
 TOTAL PART TIME	 4	

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	5	5
Part Time – Response to Recruitments	33	212
Seasonal Applicants	0	101
Unsolicited Applications/Walk-Ins	2	33
 TOTAL	 40	 352

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
JUNE 2013**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Annie Tierney	6/17/2013	Admin Analyst	N/A

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Dave Eggers	6/14/2013	Police Officer	Resigned
Robert Gorvett	6/28/2013	Fire Chief	Retired

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Stacey Kenost	6/10/2013	Data Processor	ASO II – Evidence Tech

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>
Kerin Browne	6/3/2013	Admin Staff Asst/ Water Billing Clk (FT)	Admin Staff Asst (PT)

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>Effective Date</u>	<u>Position</u>	<u>Reason</u>
Joseph Jennings	6/20/2013	PW Seasonal	Resigned

**ADDITIONAL MONTHLY REPORT INFORMATION
JUNE 2013**

# Anniversaries	<u>3</u>
# Interviews conducted during month	<u>0</u>
#Orientations conducted during month	<u>1</u>

EMPLOYER'S CLAIM SERVICE, INC.
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 06/30/2013

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
97	804	Forestry	(Dept)	1	100.0%	0	0	1	100%	1	0	91,566.30	48,091.97	43,474.33	91,566.30	100.0%
97	8	Public Works	(Sub-Loc)	1	100.0%	0	0	1	100%	1	0	91,566.30	48,091.97	43,474.33	91,566.30	100.0%
97	01	Village of Hoffman Estates	(Loc)	1	100.0%	0	0	1	100%	1	0	91,566.30	48,091.97	43,474.33	91,566.30	100.0%
Totals for 1997 Claims:				1	100.0%	0	0	1	100%	1	0	91,566.30	48,091.97	43,474.33	91,566.30	100.0%
00	102	Planning	(Dept)	1	1.8%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
00	1	Community Development	(Sub-Loc)	1	1.8%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
00	206	Customer Service	(Dept)	1	1.8%	0	0	1	100%	0	1	3,974.20	3,974.20		3,974.20	1.3%
00	2	Finance	(Sub-Loc)	1	1.8%	0	0	1	100%	0	1	3,974.20	3,974.20		3,974.20	1.3%
00	250	PPO Payments	(Dept)	1	1.8%	1	0	0	0%	0	1	152,127.86	152,127.86		152,127.86	49.1%
00	25	PPO Payments	(Sub-Loc)	1	1.8%	1	0	0	0%	0	1	152,127.86	152,127.86		152,127.86	49.1%
00	300	Administration	(Dept)	1	1.8%	0	1	0	0%	0	1	193.50	193.50		193.50	0.1%
00	301	Fire Suppression	(Dept)	12	21.4%	6	3	3	25%	0	12	7,922.89	95,074.64		95,074.64	30.7%
00	303	Emergency Medical Service	(Dept)	7	12.5%	5	1	1	14%	0	7	2,302.35	16,116.43		16,116.43	5.2%
00	3	Fire	(Sub-Loc)	20	35.7%	11	5	4	20%	0	20	5,569.23	111,384.57		111,384.57	36.0%
00	400	Manager's Office	(Dept)	1	1.8%	0	1	0	0%	0	1	4,452.45	4,452.45		4,452.45	1.4%
00	401	Cable TV	(Dept)	1	1.8%	1	0	0	0%	0	1	260.40	260.40		260.40	0.1%
00	402	Boards & Commissions	(Dept)	1	1.8%	1	0	0	0%	0	1	413.43	413.43		413.43	0.1%
00	4	General Government	(Sub-Loc)	3	5.4%	2	1	0	0%	0	3	1,708.76	5,126.28		5,126.28	1.7%
00	600	Administration	(Dept)	1	1.8%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
00	6	Human Resources Manage	(Sub-Loc)	1	1.8%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
00	700	Patrol	(Dept)	16	28.6%	13	1	2	13%	0	16	1,761.71	28,187.36		28,187.36	9.1%
00	704	Traffic	(Dept)	1	1.8%	1	0	0	0%	0	1	1,159.40	1,159.40		1,159.40	0.4%
00	7	Police	(Sub-Loc)	17	30.4%	14	1	2	12%	0	17	1,726.28	29,346.76		29,346.76	9.5%
00	801	Water & Sewer	(Dept)	4	7.1%	2	2	0	0%	0	4	733.76	2,935.02		2,935.02	0.9%
00	802	Building & Grounds	(Dept)	1	1.8%	0	1	0	0%	0	1	1,411.10	1,411.10		1,411.10	0.5%
00	804	Forestry	(Dept)	5	8.9%	5	0	0	0%	0	5	565.72	2,828.60		2,828.60	0.9%
00	805	Clerical	(Dept)	1	1.8%	1	0	0	0%	0	1	452.50	452.50		452.50	0.1%
00	8	Public Works	(Sub-Loc)	11	19.6%	8	3	0	0%	0	11	693.38	7,627.22		7,627.22	2.5%
00	9	Information Systems	(Sub-Loc)	1	1.8%	1	0	0	0%	0	1	168.50	168.50		168.50	0.1%

EMPLOYER'S CLAIM SERVICE, INC.
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 06/30/2013

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

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 06/30/2013

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
02	306	Technical Rescue	(Dept)	1	2.6%	0	1	0	0%	0	1	5,830.00	5,830.00		5,830.00	0.8%
02	3	Fire	(Sub-Loc)	14	36.8%	5	6	3	21%	0	14	8,716.91	122,036.76		122,036.76	16.3%
02	700	Patrol	(Dept)	11	28.9%	5	0	6	55%	0	11	24,662.45	271,286.95		271,286.95	36.3%
02	704	Traffic	(Dept)	1	2.6%	0	0	1	100%	0	1	310,828.16	310,828.16		310,828.16	41.6%
02	706	Communication	(Dept)	1	2.6%	1	0	0	0%	0	1	1,777.50	1,777.50		1,777.50	0.2%
02	7	Police	(Sub-Loc)	13	34.2%	6	0	7	54%	0	13	44,914.82	583,892.61		583,892.61	78.2%
02	800	Streets	(Dept)	5	13.2%	4	1	0	0%	0	5	1,511.20	7,556.00		7,556.00	1.0%
02	801	Water & Sewer	(Dept)	2	5.3%	0	2	0	0%	0	2	1,227.90	2,455.80		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%

EMPLOYER'S CLAIM SERVICE, INC.
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 06/30/2013

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
04	301	Fire Suppression	(Dept)	10	20.8%	6	2	2	20%	0	10	4,666.25	46,662.48		46,662.48	4.4%
04	303	Emergency Medical Service	(Dept)	11	22.9%	7	4	0	0%	0	11	12,225.62	134,481.79		134,481.79	12.7%
04	3	Fire	(Sub-Loc)	21	43.8%	13	6	2	10%	0	21	8,625.92	181,144.27		181,144.27	17.1%
04	504	Health Screening	(Dept)	1	2.1%	1	0	0	0%	0	1	405.00	405.00		405.00	0.0%
04	5	Health & Human Services	(Sub-Loc)	1	2.1%	1	0	0	0%	0	1	405.00	405.00		405.00	0.0%
04	600	Administration	(Dept)	1	2.1%	1	0	0	0%	0	1	248.68	248.68		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	2.0%
05	303	Emergency Medical Service	(Dept)	20	37.7%	12	5	3	15%	0	20	12,979.04	259,580.79		259,580.79	83.9%
05	3	Fire	(Sub-Loc)	26	49.1%	16	7	3	12%	0	26	10,217.60	265,657.56		265,657.56	85.9%
05	504	Health Screening	(Dept)	1	1.9%	1	0	0	0%	0	1	184.50	184.50		184.50	0.1%
05	5	Health & Human Services	(Sub-Loc)	1	1.9%	1	0	0	0%	0	1	184.50	184.50		184.50	0.1%
05	700	Patrol	(Dept)	7	13.2%	5	1	1	14%	0	7	3,015.10	21,105.71		21,105.71	6.8%
05	701	Investigations	(Dept)	1	1.9%	1	0	0	0%	0	1	297.00	297.00		297.00	0.1%
05	704	Traffic	(Dept)	1	1.9%	1	0	0	0%	0	1	1,186.85	1,186.85		1,186.85	0.4%
05	707	Records	(Dept)	1	1.9%	0	0	1	100%	0	1	10,253.45	10,253.45		10,253.45	3.3%
05	7	Police	(Sub-Loc)	10	18.9%	7	1	2	20%	0	10	3,284.30	32,843.01		32,843.01	10.6%
05	800	Streets	(Dept)	4	7.5%	4	0	0	0%	0	4	627.99	2,511.94		2,511.94	0.8%
05	801	Water & Sewer	(Dept)	5	9.4%	5	0	0	0%	0	5	1,066.50	5,332.50		5,332.50	1.7%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 06/30/2013

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
05	802	Building & Grounds	(Dept)	1	1.9%	1	0	0	0%	0	1	437.00	437.00		437.00	0.1%
05	803	Equipment & Supply	(Dept)	2	3.8%	2	0	0	0%	0	2	697.05	1,394.10		1,394.10	0.5%
05	804	Forestry	(Dept)	4	7.5%	3	1	0	0%	0	4	259.88	1,039.50		1,039.50	0.3%
05	8	Public Works	(Sub-Loc)	16	30.2%	15	1	0	0%	0	16	669.69	10,715.04		10,715.04	3.5%
05	01	Village of Hoffman Estates	(Loc)	53	100.0%	39	9	5	9%	0	53	5,837.74	309,400.11		309,400.11	100.0%
Totals for 2005 Claims:				53	100.0%	39	9	5	9%	0	53	5,837.74	309,400.11		309,400.11	100.0%
06	201	Water Billing	(Dept)	1	1.8%	0	1	0	0%	0	1	1,527.37	1,527.37		1,527.37	0.1%
06	2	Finance	(Sub-Loc)	1	1.8%	0	1	0	0%	0	1	1,527.37	1,527.37		1,527.37	0.1%
06	301	Fire Suppression	(Dept)	9	16.1%	5	2	2	22%	0	9	38,029.36	342,264.26		342,264.26	31.5%
06	303	Emergency Medical Service	(Dept)	14	25.0%	7	3	4	29%	0	14	39,335.55	550,697.76		550,697.76	50.8%
06	3	Fire	(Sub-Loc)	23	41.1%	12	5	6	26%	0	23	38,824.44	892,962.02		892,962.02	82.3%
06	700	Patrol	(Dept)	17	30.4%	11	3	3	18%	0	17	3,949.26	67,137.34		67,137.34	6.2%
06	701	Investigations	(Dept)	1	1.8%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
06	703	Tactical	(Dept)	4	7.1%	3	1	0	0%	0	4	2,311.32	9,245.26		9,245.26	0.9%
06	704	Traffic	(Dept)	2	3.6%	2	0	0	0%	0	2	3,850.97	7,701.94		7,701.94	0.7%
06	707	Records	(Dept)	1	1.8%	0	0	1	100%	0	1	25,046.89	25,046.89		25,046.89	2.3%
06	7	Police	(Sub-Loc)	25	44.6%	17	4	4	16%	0	25	4,365.26	109,131.43		109,131.43	10.1%
06	800	Streets	(Dept)	1	1.8%	1	0	0	0%	0	1	4,201.51	4,201.51		4,201.51	0.4%
06	801	Water & Sewer	(Dept)	2	3.6%	1	1	0	0%	0	2	112.50	225.00		225.00	0.0%
06	802	Building & Grounds	(Dept)	1	1.8%	0	1	0	0%	0	1	70,689.99	70,689.99		70,689.99	6.5%
06	804	Forestry	(Dept)	3	5.4%	3	0	0	0%	0	3	2,038.90	6,116.71		6,116.71	0.6%
06	8	Public Works	(Sub-Loc)	7	12.5%	5	2	0	0%	0	7	11,604.74	81,233.21		81,233.21	7.5%
06	01	Village of Hoffman Estates	(Loc)	56	100.0%	34	12	10	18%	0	56	19,372.39	1,084,854.03		1,084,854.03	100.0%
Totals for 2006 Claims:				56	100.0%	34	12	10	18%	0	56	19,372.39	1,084,854.03		1,084,854.03	100.0%
07	301	Fire Suppression	(Dept)	9	18.8%	7	0	2	22%	0	9	42,805.36	385,248.23		385,248.23	50.7%
07	303	Emergency Medical Service	(Dept)	7	14.6%	6	0	1	14%	0	7	2,644.72	18,513.01		18,513.01	2.4%
07	3	Fire	(Sub-Loc)	16	33.3%	13	0	3	19%	0	16	25,235.08	403,761.24		403,761.24	53.2%
07	600	Administration	(Dept)	1	2.1%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
07	6	Human Resources Manage	(Sub-Loc)	1	2.1%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%

EMPLOYER'S CLAIM SERVICE, INC.
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 06/30/2013

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
07	700	Patrol	(Dept)	10	20.8%	6	2	2	20%	1	9	17,680.50	172,835.29	3,969.66	176,804.95	23.3%
07	703	Tactical	(Dept)	2	4.2%	2	0	0	0%	0	2	356.16	712.31		712.31	0.1%
07	704	Traffic	(Dept)	4	8.3%	2	1	1	25%	0	4	4,376.80	17,507.19		17,507.19	2.3%
07	7	Police	(Sub-Loc)	16	33.3%	10	3	3	19%	1	15	12,189.03	191,054.79	3,969.66	195,024.45	25.7%
07	800	Streets	(Dept)	3	6.3%	2	0	1	33%	0	3	8,294.56	24,883.69		24,883.69	3.3%
07	801	Water & Sewer	(Dept)	4	8.3%	4	0	0	0%	0	4	1,093.37	4,373.47		4,373.47	0.6%
07	802	Building & Grounds	(Dept)	1	2.1%	1	0	0	0%	0	1	743.84	743.84		743.84	0.1%
07	803	Equipment & Supply	(Dept)	3	6.3%	3	0	0	0%	0	3	1,148.10	3,444.30		3,444.30	0.5%
07	804	Forestry	(Dept)	4	8.3%	3	0	1	25%	0	4	31,828.77	127,315.08		127,315.08	16.8%
07	8	Public Works	(Sub-Loc)	15	31.3%	13	0	2	13%	0	15	10,717.36	160,760.38		160,760.38	21.2%
07	01	Village of Hoffman Estates	(Loc)	48	100.0%	36	4	8	17%	1	47	15,823.88	755,576.41	3,969.66	759,546.07	100.0%
Totals for 2007 Claims:				48	100.0%	36	4	8	17%	1	47	15,823.88	755,576.41	3,969.66	759,546.07	100.0%
08	200	Accounting	(Dept)	1	1.6%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
08	206	Customer Service	(Dept)	1	1.6%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
08	2	Finance	(Sub-Loc)	2	3.1%	1	1	0	0%	0	2	0.00	0.00		0.00	0.0%
08	300	Administration	(Dept)	1	1.6%	1	0	0	0%	0	1	3,466.28	3,466.28		3,466.28	0.7%
08	301	Fire Suppression	(Dept)	14	21.9%	11	2	1	7%	0	14	1,747.67	24,467.38		24,467.38	4.8%
08	303	Emergency Medical Service	(Dept)	22	34.4%	17	2	3	14%	0	22	10,444.02	229,768.34		229,768.34	44.8%
08	3	Fire	(Sub-Loc)	37	57.8%	29	4	4	11%	0	37	6,964.92	257,702.00		257,702.00	50.2%
08	400	Manager's Office	(Dept)	1	1.6%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
08	4	General Government	(Sub-Loc)	1	1.6%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
08	700	Patrol	(Dept)	7	10.9%	4	0	3	43%	0	7	8,533.91	59,737.37		59,737.37	11.6%
08	701	Investigations	(Dept)	1	1.6%	0	0	1	100%	0	1	80,561.35	80,561.35		80,561.35	15.7%
08	703	Tactical	(Dept)	2	3.1%	2	0	0	0%	0	2	953.81	1,907.61		1,907.61	0.4%
08	704	Traffic	(Dept)	1	1.6%	0	1	0	0%	0	1	8,049.19	8,049.19		8,049.19	1.6%
08	705	Canine	(Dept)	1	1.6%	1	0	0	0%	0	1	5,940.13	5,940.13		5,940.13	1.2%
08	7	Police	(Sub-Loc)	12	18.8%	7	1	4	33%	0	12	13,016.30	156,195.65		156,195.65	30.4%
08	800	Streets	(Dept)	5	7.8%	4	1	0	0%	0	5	661.38	3,306.90		3,306.90	0.6%
08	801	Water & Sewer	(Dept)	5	7.8%	4	1	0	0%	0	5	410.40	2,052.00		2,052.00	0.4%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 06/30/2013

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
08	804	Forestry	(Dept)	2	3.1%	1	0	1	50%	0	2	46,969.21	93,938.41		93,938.41	18.3%
08	8	Public Works	(Sub-Loc)	12	18.8%	9	2	1	8%	0	12	8,274.78	99,297.31		99,297.31	19.3%
08	01	Village of Hoffman Estates	(Loc)	64	100.0%	46	9	9	14%	0	64	8,018.67	513,194.96		513,194.96	100.0%
Totals for 2008 Claims:				64	100.0%	46	9	9	14%	0	64	8,018.67	513,194.96		513,194.96	100.0%
09	300	Administration	(Dept)	2	3.8%	1	1	0	0%	1	1	8,782.08	14,525.47	3,038.68	17,564.15	2.5%
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 Service	(Dept)	20	37.7%	13	4	3	15%	0	20	17,948.22	358,964.35		358,964.35	50.9%
09	3	Fire	(Sub-Loc)	36	67.9%	25	8	3	8%	1	35	12,264.60	438,486.81	3,038.68	441,525.49	62.6%
09	600	Administration	(Dept)	1	1.9%	0	0	1	100%	1	0	20,797.08	17,272.10	3,524.98	20,797.08	3.0%
09	6	Human Resources Manage	(Sub-Loc)	1	1.9%	0	0	1	100%	1	0	20,797.08	17,272.10	3,524.98	20,797.08	3.0%
09	700	Patrol	(Dept)	8	15.1%	2	2	4	50%	0	8	18,574.08	148,592.67		148,592.67	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%	0	10	15,105.01	151,050.05		151,050.05	21.4%
09	800	Streets	(Dept)	1	1.9%	0	0	1	100%	0	1	84,584.78	84,584.78		84,584.78	12.0%
09	801	Water & Sewer	(Dept)	2	3.8%	2	0	0	0%	0	2	592.65	1,185.30		1,185.30	0.2%
09	803	Equipment & Supply	(Dept)	1	1.9%	0	1	0	0%	0	1	4,634.90	4,634.90		4,634.90	0.7%
09	804	Forestry	(Dept)	2	3.8%	2	0	0	0%	0	2	551.70	1,103.40		1,103.40	0.2%
09	8	Public Works	(Sub-Loc)	6	11.3%	4	1	1	17%	0	6	15,251.40	91,508.38		91,508.38	13.0%
09	01	Village of Hoffman Estates	(Loc)	53	100.0%	33	11	9	17%	2	51	13,299.64	698,317.34	6,563.66	704,881.00	100.0%
Totals for 2009 Claims:				53	100.0%	33	11	9	17%	2	51	13,299.64	698,317.34	6,563.66	704,881.00	100.0%
10	200	Accounting	(Dept)	2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.4%
10	2	Finance	(Sub-Loc)	2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.4%
10	250	PPO Payments	(Dept)	1	2.4%	1	0	0	0%	0	1	25,802.19	25,802.19		25,802.19	4.3%
10	25	PPO Payments	(Sub-Loc)	1	2.4%	1	0	0	0%	0	1	25,802.19	25,802.19		25,802.19	4.3%
10	301	Fire Suppression	(Dept)	8	19.0%	3	5	0	0%	0	8	3,252.66	26,021.31		26,021.31	4.4%
10	303	Emergency Medical Service	(Dept)	8	19.0%	4	1	3	38%	1	7	22,984.99	169,783.46	14,096.44	183,879.90	31.0%
10	3	Fire	(Sub-Loc)	16	38.1%	7	6	3	19%	1	15	13,118.83	195,804.77	14,096.44	209,901.21	35.3%
10	700	Patrol	(Dept)	15	35.7%	7	4	4	27%	2	13	19,221.99	243,885.98	44,443.88	288,329.86	48.5%

EMPLOYER'S CLAIM SERVICE, INC.
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 06/30/2013

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
10	7	Police	(Sub-Loc)	15	35.7%	7	4	4	27%	2	13	19,221.99	243,885.98	44,443.88	288,329.86	48.5%
10	800	Streets	(Dept)	3	7.1%	2	1	0	0%	0	3	251.71	755.12		755.12	0.1%
10	801	Water & Sewer	(Dept)	3	7.1%	3	0	0	0%	0	3	2,370.53	7,111.59		7,111.59	1.2%
10	802	Building & Grounds	(Dept)	1	2.4%	1	0	0	0%	0	1	541.00	541.00		541.00	0.1%
10	804	Forestry	(Dept)	1	2.4%	0	1	0	0%	0	1	17,684.94	17,684.94		17,684.94	3.0%
10	8	Public Works	(Sub-Loc)	8	19.0%	6	2	0	0%	0	8	3,261.58	26,092.65		26,092.65	4.4%
10	01	Village of Hoffman Estates	(Loc)	42	100.0%	21	13	8	19%	3	39	14,142.77	535,456.20	58,540.32	593,996.52	100.0%
Totals for 2010 Claims:				42	100.0%	21	13	8	19%	3	39	14,142.77	535,456.20	58,540.32	593,996.52	100.0%
11	200	Accounting	(Dept)	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	2	Finance	(Sub-Loc)	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	250	PPO Payments	(Dept)	1	3.2%	1	0	0	0%	0	1	20,457.16	20,457.16		20,457.16	2.8%
11	25	PPO Payments	(Sub-Loc)	1	3.2%	1	0	0	0%	0	1	20,457.16	20,457.16		20,457.16	2.8%
11	301	Fire Suppression	(Dept)	4	12.9%	2	2	0	0%	1	3	54,643.96	134,458.85	84,116.97	218,575.82	30.3%
11	303	Emergency Medical Service	(Dept)	11	35.5%	9	0	2	18%	2	9	22,052.94	97,859.57	144,722.77	242,582.34	33.7%
11	3	Fire	(Sub-Loc)	15	48.4%	11	2	2	13%	3	12	30,743.88	232,318.42	228,839.74	461,158.16	64.0%
11	700	Patrol	(Dept)	10	32.3%	6	1	3	30%	4	6	22,868.18	131,870.03	96,811.72	228,681.75	31.7%
11	703	Tactical	(Dept)	1	3.2%	0	1	0	0%	0	1	6,447.68	6,447.68		6,447.68	0.9%
11	7	Police	(Sub-Loc)	11	35.5%	6	2	3	27%	4	7	21,375.40	138,317.71	96,811.72	235,129.43	32.6%
11	801	Water & Sewer	(Dept)	1	3.2%	1	0	0	0%	0	1	489.57	489.57		489.57	0.1%
11	804	Forestry	(Dept)	1	3.2%	1	0	0	0%	0	1	2,769.16	2,769.16		2,769.16	0.4%
11	805	Clerical	(Dept)	1	3.2%	0	1	0	0%	1	0	434.82	0.00	434.82	434.82	0.1%
11	8	Public Works	(Sub-Loc)	3	9.7%	2	1	0	0%	1	2	1,231.18	3,258.73	434.82	3,693.55	0.5%
11	01	Village of Hoffman Estates	(Loc)	31	100.0%	20	6	5	16%	8	23	23,239.95	394,352.02	326,086.28	720,438.30	100.0%
Totals for 2011 Claims:				31	100.0%	20	6	5	16%	8	23	23,239.95	394,352.02	326,086.28	720,438.30	100.0%
12	101	Engineering/Transportation	(Dept)	1	2.4%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.7%
12	1	Community Development	(Sub-Loc)	1	2.4%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.7%
12	250	PPO Payments	(Dept)	1	2.4%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	21.7%
12	25	PPO Payments	(Sub-Loc)	1	2.4%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	21.7%
12	301	Fire Suppression	(Dept)	12	28.6%	10	1	1	8%	1	11	1,694.43	14,033.77	6,299.35	20,333.12	9.0%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 06/30/2013

Year	Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
12	303	Emergency Medical Service (Dept)	8	19.0%	7	0	1	13%	1	7	8,115.39	11,840.51	53,082.58	64,923.09	28.7%
12	3	Fire (Sub-Loc)	20	47.6%	17	1	2	10%	2	18	4,262.81	25,874.28	59,381.93	85,256.21	37.7%
12	700	Patrol (Dept)	8	19.0%	6	1	1	13%	2	6	7,965.39	44,905.61	18,817.47	63,723.08	28.2%
12	701	Investigations (Dept)	2	4.8%	1	1	0	0%	1	1	350.56	701.11		701.11	0.3%
12	704	Traffic (Dept)	1	2.4%	1	0	0	0%	0	1	4,940.28	4,940.28		4,940.28	2.2%
12	7	Police (Sub-Loc)	11	26.2%	8	2	1	9%	3	8	6,305.86	50,547.00	18,817.47	69,364.47	30.6%
12	800	Streets (Dept)	3	7.1%	2	1	0	0%	0	3	296.81	890.43		890.43	0.4%
12	801	Water & Sewer (Dept)	5	11.9%	4	1	0	0%	1	4	3,980.00	6,859.58	13,040.44	19,900.02	8.8%
12	804	Forestry (Dept)	1	2.4%	1	0	0	0%	0	1	257.70	257.70		257.70	0.1%
12	8	Public Works (Sub-Loc)	9	21.4%	7	2	0	0%	1	8	2,338.68	8,007.71	13,040.44	21,048.15	9.3%
12	01	Village of Hoffman Estates (Loc)	42	100.0%	34	5	3	7%	6	36	5,389.08	135,101.35	91,239.84	226,341.19	100.0%
Totals for 2012 Claims:			42	100.0%	34	5	3	7%	6	36	5,389.08	135,101.35	91,239.84	226,341.19	100.0%
13	102	Planning (Dept)	1	5.3%	0	1	0	0%	1	0	2,148.60	415.37	1,733.23	2,148.60	2.2%
13	1	Community Development (Sub-Loc)	1	5.3%	0	1	0	0%	1	0	2,148.60	415.37	1,733.23	2,148.60	2.2%
13	301	Fire Suppression (Dept)	7	36.8%	6	1	0	0%	3	4	1,503.24	10,522.69		10,522.69	10.9%
13	303	Emergency Medical Service (Dept)	4	21.1%	1	1	2	50%	4	0	19,060.90	40,776.42	35,467.19	76,243.61	78.7%
13	3	Fire (Sub-Loc)	11	57.9%	7	2	2	18%	7	4	7,887.85	51,299.11	35,467.19	86,766.30	89.6%
13	700	Patrol (Dept)	3	15.8%	2	1	0	0%	2	1	1,796.90	40.02	5,350.67	5,390.69	5.6%
13	7	Police (Sub-Loc)	3	15.8%	2	1	0	0%	2	1	1,796.90	40.02	5,350.67	5,390.69	5.6%
13	801	Water & Sewer (Dept)	3	15.8%	3	0	0	0%	2	1	726.81	2,180.44		2,180.44	2.3%
13	804	Forestry (Dept)	1	5.3%	1	0	0	0%	0	1	357.66	357.66		357.66	0.4%
13	8	Public Works (Sub-Loc)	4	21.1%	4	0	0	0%	2	2	634.53	2,538.10		2,538.10	2.6%
13	01	Village of Hoffman Estates (Loc)	19	100.0%	13	4	2	11%	12	7	5,097.04	54,292.60	42,551.09	96,843.69	100.0%
Totals for 2013 Claims:			19	100.0%	13	4	2	11%	12	7	5,097.04	54,292.60	42,551.09	96,843.69	100.0%
250	Village of Hoffman Estates		651		424	115	112		33	618	13,528.67	8,234,739.88	572,425.18	8,807,165.06	

Open Medical: 8
 Open Comp: 9
 Open Legal: 16