

**AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
DECEMBER 9, 2013**

Immediately Following Planning, Building & Zoning Committee

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 – November 11, 2013**

NEW BUSINESS

- 1. Discussion regarding Legislative Update.
- 2. Discussion regarding the 2014 Village Board and Standing Committees meeting schedule.
- 3. Discussion regarding proposed changes to the Village of Hoffman Estates' Employee Anniversary Program.
- 4. Request approval of a resolution to include Health Savings Account (HSA) employee contributions as compensable under IMRF.
- 5. Request authorization to award a contract to increase mobile accessibility, upgrade the content management system and provide a graphic redesign of the Village website to Vision Internet Providers Inc. in an amount not to exceed \$9,000.
- 6. Request acceptance of Cable TV Monthly Report.
- 7. Request acceptance of Human Resources Management Monthly Report.

- III. President's Report**
- IV. Other**
- V. Items in Review**
- VI. Adjournment**

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

November 11, 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:**

**Jim Norris, Village Manager
Dan O'Malley, Deputy Village Manager
Mark Koplun, Asst. Vlg. Mgr., Dev. Services
Peter Gugliotta, Director of Planning
Kevin Kramer, Dir of Economic Development
Mike Hankey, Director of Transportation
Patrick Seger, Human Resource Mgmt Dir.
Jeff Jorian, Fire Chief
Michael Hish, Police Chief
Bev Romanoff, Village Clerk
Patricia Cross, Asst. Corp. Counsel
Bruce Anderson, Cable TV Coordinator**

Others in Attendance:

A reporter from the *Daily Herald*

The General Administration & Personnel Committee meeting was called to order at 7:21 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve the General Administration & Personnel Committee meeting minutes of October 21, 2013. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Request acceptance of Cable TV Monthly Report.

The Cable TV Monthly Report was submitted to the Committee.

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

2. Request acceptance of Human Resources Management Monthly Report.

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

Motion by Mayor McLeod, seconded by Trustee Gaeta, 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 Gaeta, seconded by Mayor McLeod to adjourn the meeting at 7: 22 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: December 9, 2013

COMMITTEE: General Administration & Personnel Committee

FROM: Tia Messino, Administrative Intern

PURPOSE: To provide discussion and status of 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.

The Supreme Court refused to hear the appeal against New York's online sales tax law. This action will allow the state law to stand and online businesses will have to collect sales tax in New York.

Support letter sent

B. MUNICIPAL BONDS THREATENED:

Congress is once again discussing limiting the tax exempt status of municipal bonds. Municipal bonds assist in financing public infrastructure needs, including roads, bridges, schools, hospitals, and other public safety projects such as fire stations, police stations, fire engines and more. Municipal bonds have been in use for over 200 years and limiting the financing options for municipalities by taxing the interest on these bonds could create the need for tax increases at the local level throughout the country.

Opposition letter sent

STATE LEGISLATION

A. SB 1: PEN CD-REFORM STATE SYSTEMS

Sponsor: Rep. Madigan

Passed Both Houses 12/03/13

The bipartisan pension committee approved a plan that is predicted to save the state \$160 billion over thirty years; it passed both Houses on December third. This proposal would increase the retirement age for those 45 years or younger, require the state to make its full annual contribution, adjust the cost of living increase, cap the salary on which a pension is based, removes pensions from collective bargaining, and more. This will affect four of the five pension systems, excluding judges.

Although it does not specifically address IMRF benefits, it does include minor IMRF changes. The legislation prohibits new hires from including vacation and sick time as pensionable salary and prohibits future employees of several local government associations from enrolling in IMRF (including future IML hires).

This legislation fails to address the down state Police and Fire pension systems against the wishes of the IML. Governor Quinn is expected to sign the law and the unions are expected to challenge its constitutionality.

B. HB 924: EMPLOYMENT-TECH (RESPONSIBLE BIDDER)

Sponsor: Rep. Hoffman

Passed Committee

Requires contractors adhere to "responsible bidder" requirements of the Illinois Procurement Code. Eligible bidders would be required to demonstrate participation within a United States Department of Labor approved apprentice and training program. Not all contractors participate in such a program. This bill passed committee with the understanding that it would be revised to be more suitable.

C. The Illinois Municipal League approved Six Policy Resolutions on November 10th, 2013.

- IML opposes further reductions to state-collected local revenues
- Resolution urging the General Assembly and Governor to address the municipal public safety pension funding crisis
- IML opposes allowing Police and Fire pension boards to divert municipal money
- Resolution urging the Illinois Congressional Delegation to support the Marketplace Fairness Act
- Resolution urging the Illinois Congressional Delegation to preserve the municipal bond tax exemption

BILLS RECENTLY SIGNED

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

Sponsor: Rep. Beiser

Public Act 08/16/13

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.

B. **HB 58: MUNI CD- CONTRACTS**

Sponsor: Rep. Joe Sosnowski

Public Act 08/02/13

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

Public Act 08/02/13

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

D. **HB 1: MEDICAL CANNABIS**

Sponsor: Rep. Lang

Public Act 08/01/13

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

Public Act 08/27/13

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

Public Act 08/16/13

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

G. SB 0020: PUBLIC LABOR ENGINEERS

Sponsor: Sen. Hutchinson

Public Act 07/25/13

Creates the South Suburban Brownfields Redevelopment Zone Fund, and provides for transfers from the General Revenue Fund for the funding of eligible projects. Makes changes concerning the terms of certain Enterprise Zone and the reports required to be filed with the Department of Revenue by businesses located in Enterprise Zones. Provides that the distance between the 2 furthest geographic points of any Enterprise Zone may not exceed 20 linear miles. Provides that a business that commits to (i) make a minimum investment of \$500,000,000, which will be placed in service in a qualified property, (ii) create 125 full-time equivalent jobs at a designated location in Illinois, (iii) establish a fertilizer plant at a designated location in Illinois, (iv) comply with certain prevailing wage provisions, and (v) secure general liability insurance coverage may be designated as a high impact business. Provides that the business must apply for the exemption within 60 days after the effective date of the amendatory Act.

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

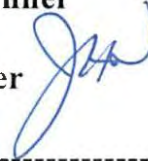
NB2

SUBJECT: Discussion regarding 2014 Village Board and Standing Committees meeting schedule

MEETING DATE: December 9, 2013

COMMITTEE: General Administration & Personnel

FROM: James H. Norris, Village Manager



PURPOSE: To provide discussion regarding the 2014 Village Board and Standing Committees meeting schedule.

DISCUSSION: To determine if major religious holidays celebrated by the Christian, Islamic and Jewish faiths fall on the dates of scheduled 2014 Village Board and Standing Committee meetings, which may hinder public attendance, staff conducted a review of major religious holidays and created a calendar to depict the dates of such observances.

The following major religious holiday falls on a scheduled meeting date:

Passover – April 14

The holiday listed above is celebrated during the day and/or evening listed above. The above does not represent all religious holidays that are observed on Mondays, but reflects major/high holy days, as determined through research of each faith's traditional major holidays.

The following national holidays fall on scheduled meeting dates:

Memorial Day – May 26, 2014

Labor Day – September 1, 2014

Also, according to Ordinance No. 4212 passed in November 2010 designating legal holidays be held the following Monday after the legal holiday, the May 26, 2014 Committee meeting would be held on June 2, and the September 1 Board meeting would be held on September 8.

Staff has also compiled a list of conferences that the Mayor and Board of Trustees often attend that fall on Mondays:

1. National League of Cities – March 8-12, 2014
2. ICSC Conference – May 18-20, 2014
3. U.S. Conference of Mayors – June 20-23, 2014

The past few years, the Village Board rescheduled summer Board meetings to the first Monday of the month and Committee meetings to the fourth Monday of the month in July and August. Due to the need to approve the bill list and for Planning items, the Mayor suggests that summer meetings be held on the 1st and 3rd Mondays for July and August with 3 Committees being held on first Monday and 3 on the 3rd Monday, immediately followed by a Village Board meeting.

In addition, due to the ICSC Conference on May 19 and Memorial Day on May 26, the PHS, PW and Finance Committees can be held on Tuesday, May 27 so there is not 3 weeks between meetings if the Board desires.

RECOMMENDATION: Staff recommends scheduling Village Board and Standing Committee meetings for 2014 as follows:

Village Board

January 6, 20
February 3, 17
March 3, 17
April 7, 21
May 5, 27 (May 19*)
June 2, 16
July 7, 21
August 4, 18
September 8 (Sept. 1*), 15
October 6, 20
November 3, 17
December 1, 15

Standing Committees

January 13, 27
February 10, 24
March 17 (March 10*), 24
April 21 (April 14*) 28
May 12, 27 (Tues.)
June 9, 23
July 7, 21
August 4, 18
September 8, 22
October 13, 27
November 10, 24
December 8

*The dates in parentheses above are the Board/Committee dates that were rescheduled due to holidays, conferences.

COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

SUBJECT: Employee Anniversary Program

MEETING DATE: December 9, 2013

COMMITTEE: General Administration and Personnel

FROM: Patrick J. Seger, Human Resources Management Director

Purpose: Review and accept the proposed changes to the employee anniversary award program effective January 1, 2014.

Background: Several years ago, the Village Board approved the Village employee anniversary award program that recognizes employees at their 5 year, 10 year, 15 year, 20 year, 25 year, 30 year and 35 year plus years of service with the Village.

This recognition has consisted of Village Board proclamations read at the Village Board meetings along with employees receiving a monetary award such as the choice of cash, gift or donation to their respective charity. Also, employees are recognized within their department with their employee peers, supervisors and department directors by celebrating with either cake or bagels.

Discussion: In light of the numbers of proclamations read during Board meetings and the employee participation at such meetings, it is recommended to make some modification to the program. The current recognition program creates and reads proclamations at Board meetings for employee milestone anniversary beginning at 10 years up through 35 or more years of service. The new recommended program will recognize employees at the Board meetings beginning at 20 years of service and will read a proclamation if the employee is in attendance at the meeting. It is believed that beginning the Board meeting recognition anniversary mark of 20 years versus 10 years will have greater meaning and reading the proclamation for those in attendance will signify to the employee the significance of 20 years of service.

In addition to the change in recognition at the Village Board meetings, it is recommended to change the types of monetary recognitions. The current program offers employees the choice of either cash, a donation made to a charity of their choice or a gift with a service pin/charm from a gift company.

It is recommended to eliminate the options available under the current program and to simplify the program by offering employees the choice of gift cards. The recommended change will not change the value of the monetary award, however, will provide options of gift cards from a variety of restaurants or retail businesses which are located within the Village of Hoffman Estates. It is believed that the program will help support restaurants and/or retail businesses within the Village of Hoffman Estates along with providing an excellent monetary recognition for employees.

Also, all employees reaching anniversaries will receive a service lapel pin with different colored stones at each 5 year increment beginning at 5 years of service. The lapel pin will display the years of service on the face of the pin recognizing specific anniversary (5 yrs., 10 yrs., 15 yrs., 20 yrs., 25 yrs., 30 yrs., and 35yrs.)

Financial Impact: The change in the program impacts the budget by increasing approximately \$500 for 2014 due to the change of providing service pins beginning at year 5 up through year 35. This budget number will vary from year to year depending on the number of employees being recognized within said calendar year. The costs of the pins are approximately \$10/pin.

Recommendation: Proceed with the changes as outlined in the new employee anniversary program.

COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

SUBJECT: Request approval to allow Health Saving Account contributions as earnings reportable to the Illinois Municipal Retirement Fund ("IMRF")

MEETING DATE: December 9, 2013

COMMITTEE: General Administration and Personnel

FROM: Patrick J. Seger, Human Resources Management Director

Purpose: Include contributions made by employees into their Health Savings Accounts as compensation for IMRF pension.

Background: Passed in December of 2000, Resolution No. 1114 allowed employee contributions to IRS Section 125 plans, premium conversion and flexible spending accounts reportable as IMRF compensation.

The Village of Hoffman Estates offers employees benefit programs that have the added incentive of being paid for on a pre-tax basis. These programs are in strict compliance with the Internal Revenue Service.

Further, the current resolution allows IMRF employees to participate in the 125 plans, Premium conversion and Flexible Spending Account, and have those contributions deemed as compensable for IMRF pension purposes. Without the resolution, IMRF does not recognize those pre-tax payments as 'earnings', thus reducing the base of annual earning of employees participating. Further, the passing of the resolution recognized the importance for IMRF employees as their pension calculation is based on the highest 4 years of their last 10 which are generally the last 4 years of service. Not allowing the contributions into these accounts as compensable would minimize the pre-tax 125 plans, premium conversion and flexible spending plan benefit.

Discussion: Effective January 1, 2014, the Village has added the Health Saving Account/High Deductible Plan as a medical plan option to all employee groups except Police (MAP 96 and 97). Employees participating in this plan will be allowed to make pre-tax

contributions to their Health Savings Account through payroll deduction to pay for eligible medical expenses similar to the flexible spending account up to the maximums established by the IRS annually.

In order to remain consistent with the pre-tax medical benefit offerings available under the 125 plans, premium conversation and flexible spending account, it is recommended to extend the same contributions as compensable under IMRF.

Financial Impact: Under the current Resolution No. 1114, IMRF employee contributions to the 125 plan and/or flexible spending account are deemed compensable by IMRF. The addition of HSA contributions does not impact the Village's financial exposure in pension contributions as employees who participate in the HSA plan are not allowed under IRS regulations to also participate in the current flexible spending plan. Therefore, no change in financial impact will be realized by adding the HSA contributions as compensable under IMRF.

Recommendation: Approval of a resolution to include contributions made by the employee to HSA accounts as compensable for IMRF pension.

RESOLUTION NO. _____ - 2013

VILLAGE OF HOFFMAN ESTATES

**A RESOLUTION TO INCLUDE CONTRIBUTIONS
MADE BY VILLAGE OF HOFFMAN ESTATES'
EMPLOYEES TO HSA ACCOUNTS AS
COMPENSABLE FOR IMRF PENSION**

WHEREAS, standard member's earnings reportable to Illinois Municipal Retirement Fund (IMRF) do not include compensation paid under the Internal Revenue Code Section 125 plan or compensation directed into a premium conversion plan, flexible spending account or health savings account (HSA); and

WHEREAS, an IMRF participating unit of government may elect to include in IMRF earnings, compensation paid under an Internal Revenue Code Section 125 plan or compensation directed into a premium conversion plan, flexible spending account or health savings account, by action of the governing body; and

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates are authorized to include Section 125 plan and premium conversion, flexible spending compensation and health savings account compensation as earnings reportable to IMRF and it is desirable that it do so.

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

Section 1: That the Village of Hoffman Estates elects to include as earnings reportable to IMRF compensation paid under an Internal Revenue Code Section 125 plan and/or compensation directed into a premium conversion plan, flexible spending account and health savings account effective the maximum prior period of time permitted by the Internal Revenue Code and forever after this date.

Section 2: That the Village Clerk is hereby authorized and directed to file a duly certified copy of this Resolution with the Illinois Municipal Retirement Fund.

Section 3: That this Resolution shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2013

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Michael Gaeta	_____	_____	_____	_____
Trustee Gayle Vandenberg	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2013

Village President

ATTEST:

Village Clerk

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Request authorization to award a contract to increase mobile accessibility, upgrade the content management system and provide a graphic redesign of the Village website to Vision Internet Providers Inc. in an amount not to exceed \$9,000.

MEETING DATE: December 9, 2013

COMMITTEE: General Administration and Personnel

FROM: Doug Schultz, Community Relations Coordinator

PURPOSE: Request authorization to award a contract to increase mobile accessibility, upgrade the content management system and provide a graphic redesign of the Village website to Vision Internet Providers Inc. in an amount not to exceed \$9,000.

BACKGROUND: In preparation of the 2013 fiscal year in 2012, the Communications Division was instructed to add an estimate for redesigning the current website (www.hoffmanestates.org) to the budget. Staff reached out to Vision, the company that redesigned our site in 2008 and who currently hosts it, for some cost projections on which to create a baseline estimate.

Vision responded with several different à la carte options based on need and budget. For example, they provided both an estimate for a graphic facelift only as well as an estimate for a new backend Content Management System (CMS) – two separate items with different costs – which could be implemented separately. Other scenarios were also presented. That proposal is attached for your reference.

Staff presented this information to the budget review committee. Based on funding limitations, it was decided that, for 2013, the Village only pursue the "Vision Live: Subscription Service," a more affordable administrative backend option, which would replace the current monthly hosting costs going forward. In the future, the Village would ideally fund other options, including a complete redesign in a few years.

Previously, the Village paid \$200/month (\$2,400/year) for basic web hosting, only. Anything additional (e.g., search engine upgrades, bug fixes, creation of friendly URLs, etc.) was extra. The "Vision Live" program would cost \$6,000/year, which is what was presented to and approved by the Village Board at the end of 2012. "Vision Live" includes unlimited hosting, maintenance services/tech support and a free redesign after four years, among other perks.

When the Communications Division contacted Vision in early 2013 with authorization to go forward, Vision responded with confusion. They explained that "Vision Live" was tied to the new CMS version, which was an additional \$13,820. Obviously, this additional sum was not approved or authorized by the Village Board, and it was a surprise to staff.

Realizing that their original proposal was vague and unclear – and that the Village of Hoffman Estates has been a valuable customer for over five years – Vision presented a compromise proposal to the Village (see "FINANCIAL IMPACT," below).

DISCUSSION:

Hoffman Estates last redesigned its website in 2008. The complete website overhaul (i.e., complete graphic redesign, migrating web content from the old site to the new site, training, etc.) cost the Village \$44,790.

The Village website receives an average of 21,000 unique visitors per month. Use continues to increase as more services, projects and information are added. Village staff frequently receive positive comments on the website, including ease of navigation and information available.

Since the website launch in 2008, Vision has made significant upgrades to their CMS and presented these changes to staff. This is a one-time upgrade with all future components, tools and CMS versions included at no additional cost.

The current website is not mobile phone-friendly. While visitors can access it from a smart phone, the site is cumbersome to load and hard to read. An additional improvement detailed in this contract is phone accessibility, visionMobile (more information attached for your reference). The new site will detect the screen resolution of the user's device and automatically respond, producing a view of the site optimized specifically for that screen. This ensures that visitors will be able to easily use the site, no matter what device they are using.

The proposed redesign will also incorporate the latest in website accessibility, meeting the requirements of the Americans with Disabilities Act (ADA).

The redesign will reflect the latest in web interfaces, and will be optimized to fit widescreen monitors with improved graphics and dynamic components.

In addition to the latest CMS, additional improvements include responsive design, all-inclusive technical support and maintenance, video embedding, drag-and-drop image and file uploading, calendar submission option for outside groups, new form builder, and a photo gallery and slideshow. All of these improvements help to reduce staff time and increase customer service.

FINANCIAL IMPACT:

As the subscription services are tied to the new CMS version, Vision is proposing to discount the upgrade cost of \$13,820 to an even \$12,000 (\$1,820 savings). This amount would be divided over four years and bundled into the Village's annual rate, which would be \$9,000/year (instead of the approved \$6,000). The option enables the Village to move forward on the upgrade immediately, get on the "Vision Live" plan, then receive a graphic redesign at the end of the contract term (four years).

Additionally, if the Village commits to a minimum of a four-year contract, Vision will do a complete website redesign at the end of two years of continuous and uninterrupted service.

RECOMMENDATION:

It is the recommendation of the Communications Division that the Village pay \$9,000/year for Vision's proposed services for the next four years (\$6,000 of which will increase by three percent [3%] each year for the four-year term). Their proposal includes "Vision Live," a new CMS and a complete graphic redesign after two years.

This guarantees that www.hoffmanestates.org has the most up-to-date CMS and software, and that any future technical problems are addressed without incurring additional expenses. Moreover, the site will be completely redesigned after two years, which will again demonstrate how Hoffman Estates leads other municipalities in terms of website design, functionality and customer service.



COVER LETTER

Dear Selection Committee Members,

Thank you for the opportunity to submit a proposal for upgrading the Village of Hoffman Estate's website. As your current website development partner, we are excited to have the opportunity to continue our relationship with your team. There are many new, interactive features that will be the perfect enhancement to the existing site and as your staff is already familiar with our system, incorporating these features will be a cost-effective and simple process.

Vision Internet is looking forward to providing the next generation of your website and is the ideal partner to lead this transformation:

- **Experience:** Our core team has worked together over the past decade to create hundreds of government websites across the US.
- **Expertise:** Our clients have won over 200 awards for our innovations. While other companies tout the ability to apply industry standards, we invented them.
- **Technology:** The Vision CMS™ is designed for local government and incorporates modern Web 2.0 and mobile technology into a powerful system that makes updates a snap.

We look forward to proving to the Village why we are the best choice for a long-term website development partner. I look forward to talking with you soon and welcome the opportunity to answer any questions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ashley Fruechting". The signature is fluid and cursive, with a large, stylized initial 'A'.

Ashley Fruechting
Senior Account Executive
Vision Internet Providers, Inc.



IMPLEMENTATION STRATEGY

VCMS™ 6.0 Upgrade

Because the Village of Hoffman Estates is already a client, we can provide a cost effective upgrade to our advanced VCMS™ Version 6.0, retaining much of the advanced functionality of your current site while providing many new features.

We are very excited at the prospect of upgrading your website to the latest version of the Vision CMS™. When your website launched it was recognized as one of the best local government websites in the country. While we believe it is still a great website, the Vision CMS™ has incorporated many new innovations that will make managing your website easier.

Our current content management system is built upon .NET technology, incorporates new tools and improved functions, and is easier to use. The staff will see and appreciate the difference! For your convenience, I have put together a list of improvements over your current version:

CONTENT EDITING AND MANAGEMENT

- Ability to paste from MS Word
- Format stripper to remove all formatting to apply format from the style sheet
- Table wizard to simplify table creation
- Support for inserting special symbols into content
- Undo and Redo tools
- Ability to incorporate YouTube videos into pages
- Improved Photo Gallery management capabilities
- Multiple file and image upload (to Document Central and Image Library)
- Reports for expired and edited content
- Audit report (what content was changed when and by who)
- Trashcan with ability to recover deleted content

ACCESSIBILITY

- Automatic alt tags for images
- Ability to add tags to tables without coding

SITE ADMINISTRATION

- Simplified and more intuitive security configuration
- Separation of content and security permissions
- Simplified and improved user administration
- Easier to change images on the homepage
- Editable shortcut links, buttons, and footers
- Simplified ability to change homepage and header dropdown menus
- Friendly URL Manager

NEWS AND EVENTS

- Sticky news allows article to stay at the top of the news list

- Blog layout for news items
- Day, week, and month views of calendar
- Sub-calendar or news pages (that limit view to specific news or calendar categories) can be created anywhere in the site's navigation
- Site visitors can add events to Google, Yahoo, and other iCalendar compatible Calendars
- Bookmark and Share to share your content with popular social networking sites
- RSS Feeds that allow users to syndicate content from your website to readers such as My Yahoo, iGoogle, My MSN, etc.
- RSS FeedReader that allows you to syndicate content from other websites into your website.

USER EXPERIENCE

- Same-page editing (no popup)
- Printable Pages improvements (no popup)
- The ability for your users to change font size
- A homepage collage that is linkable and can have alt-tags assigned to it
- Improved photo gallery
- Job postings directory
- RFP postings directory
- Staff Directory
- Service Directory
- Facility Directory
- Google Site Search

OTHER

- "Emergency Alerts" appear along the top of each page in case of an emergency.
- Form/Survey Tool supports more advanced form functions and stores submitted records in a database for retrieval and reporting
- The ability to link documents to folders in the Document Central
- Advanced Business Directory for a filterable list of local businesses

While we believe the most important tools and functions carry over to the new version, not all functions from your current content management system are included in the new .NET version. Please note that customizations or integrations created by your staff will not carry over. You would be responsible for identifying these customizations and implementing them in the new system.

Services	Budget
VCMS™ 6.0 Upgrade	\$13,820



Vision Live™: Subscription Service

As an option to paying monthly fees for hosting and maintenance services, Vision Internet is offering the Village our new subscription version of the Vision Content Management System™. This new offering allows us to provide maintenance services and unlimited hosting for a flat annual fee. Additionally, we will also provide CMS upgrades at no extra cost. This allows you to affordably keep current with new technology, enhancements, and improvements.

Vision Live™ takes the guess-work out of future budgeting by including all essential post-launch services into a flat annual subscription. The service includes:

- Hosting with unlimited storage and bandwidth
- Unlimited technical support¹
- CMS system upgrades
- Newly developed CMS components²
- Free redesign after 4 years of visionLive™ service

Services	Budget
Vision Live™ Subscription Service (Annual Subscription Rate)	\$6,000

Graphic Redesign

Design is important. Today, many people judge the quality of an organization largely based upon the quality of its website. These opinions are especially influenced by the initial impression of the website’s graphic design. Design ensures that site visitors will use the website as a resource; if the website is not attractive and inviting, people assume it is of little value and that it does not contain the information they need.

With Vision Internet, your website will have a design that makes it stand out on both a regional and national basis. The Village’s website will be inviting, easy to use, and will reflect your unique identity.

Vision Internet’s creative ability and expertise will allow us to develop compelling graphic design to make your website look great, while maintaining its usability. We will work very closely with your staff to establish a design for the website that reflects your unique identity.

Included in our scope of work, we will implement a new homepage design for your website. We will also create up to three interior page designs. These interior page templates can be applied to your website’s departmental pages, providing a consistent overall look.

Towards the end of the design phase, we will deliver the following:

- Approved homepage design
- Up to three interior page templates

Upon completion of these elements, Vision Internet will implement these designs onto the Village’s website.

OPTION 1: ONE DESIGN CONCEPT

Under Option 1, we will provide the Village with one homepage design concept for your approval, with revisions.

¹ Does not include updates to configuration, content, or formatting among other restrictions.

² Does not include new features that require design customization to implement.

Services	Budget
Website Redesign Total	\$6,000

OPTION 2: THREE DESIGN CONCEPTS

Under Option 2, we will provide the Village with up to three different homepage design concepts for your approval. You will select one for implementation in the website.

Services	Budget
Website Redesign Total	\$11,000

Navigation Redesign

Vision Internet can consult with your staff on how best to organize your website's content. For your website, we recommend organizing information by service, topic, and/or target users. Keep in mind that the average user does not know the organizational structure of the Village, nor needs to. Our approach allows users to find information in the variety of ways that are most important to them. This is a solution we use on many of our government websites making it easy for visitors to find information. This is because content is available through multiple "paths" making it simple for users to search the site regardless of their preferred method. Towards the end of our optional consulting, we will deliver:

- Approved sitemap

Please note that consultation for the services described above will be conducted remotely from our office in Santa Monica, California.

Services	Budget
Navigation Redesign	\$3,000

Onsite Meetings

The services described above include web-based meetings in order to guarantee that your website's upgrade and redesign meet your expectations. However, you may opt for onsite meetings in order to further elaborate on the Village's needs. Below are the costs to include onsite meetings with the above services.

Optional Services	Budget
Onsite consulting <ul style="list-style-type: none"> • Onsite consulting sessions • All travel expenses 	\$4,860
Onsite training program <ul style="list-style-type: none"> • One day onsite training • All travel expenses 	\$3,290

visionLive™ Subscription Services Agreement
Vision Internet Providers Incorporated
Account Terms and Conditions

These Terms and Conditions, and any addendum attached hereto, represents the complete agreement and understanding ("Agreement") between Vision Internet Providers Inc. ("Vision Internet"), a California corporation, and Village of Hoffman Estates, IL (the "Client"), and supersedes any other written or oral agreement with regard to the Subscription Services provided for herein. Client and Vision Internet are sometimes individually referred to as "Party" and collectively as "Parties."

1. Ongoing Service Provisions

Pursuant to the terms herein, Vision Internet agrees to provide Hosting Services, Upgrade Services, and Support Services (collectively "Subscription Services") as provided below for the Client's website, which utilizes Vision Internet's Vision Content Management System ("VCMS") developed under a prior or concurrent agreement by and between Vision Internet and Client ("Website Development Agreement"). To the extent that the Website Development Agreement and/or any other prior agreement entered into by and between Vision Internet and Client conflicts with this Agreement, then the terms and conditions of this Agreement shall supersede, replace, and amend any and all conflicting provisions of such prior agreement. Vision Internet will provide Subscription Services to the Client in exchange for payment of fees and compliance with the terms and conditions of this Agreement. Subscription Services include the following:

(a) **Hosting Services**

Vision Internet will provide shared website hosting on a Microsoft Windows Server and shared database hosting on a Microsoft SQL Server for one (1) unique ~~domain~~ **VCMS website**.

(b) **Upgrade Services**

Vision Internet will provide Upgrade Services which include:

- Enhancements to the backend VCMS functionality.
- Enhancements to the Included Interactive Components that were developed under the Website Development Agreement or other prior agreement entered into by and between Vision Internet and Client.
- New Interactive Components released from time to time according to the visionLive™ Roadmap ("Roadmap").
- Bug fixes to the VCMS code.
- Updates to provide compatibility to future versions of Supported Web Browsers (as defined below) within three months of their release. Compatibility with previous versions of Supported Web Browsers is not guaranteed.

Comment [PC1]: Would both sides be looking to insert some "due by" dates for these services? To the extent the Village's payment is on-going?

Comment [KB2]: Not for hosting, upgrade, or support. The Hosting Service begins once the website is launched. The Upgrade Services is on a rolling basis. The Parties could discuss a due date for the Redesign Services.

Comment [KB3]: Updated with our new language.

Client understands and agrees that the Supported Web Browsers for the frontend of the website currently are Firefox, Internet Explorer, Chrome, and Safari. Client understands and agrees that Supported Web Browsers for the backend of the website currently are Firefox and Internet Explorer. Client understands and agrees that Supported Web Browsers for visionMobile™ currently are iOS Safari, Android Chrome, and Windows Phone 7 Internet Explorer. All of the web browsers listed in this paragraph, and any others added by Vision Internet at its discretion are herein referred to collectively as the "Supported Web Browsers".

To receive the Upgrade Services, a non-interrupted Subscription Services Agreement must be in place from time of website launch and the VCMS code must be unmodified.

Upgrade Services do not include:

- Optional Interactive Components.
- Modules, Programs, or Software Applications.
- New VCMS Interactive Components.
- Conversion to new platforms.
- Modification of third-party products.
- Updates to provide compatibility to third-party products, except for those included in VCMS.
- Upgrades that require modification to website design.
- System configuration, website content editing and/or formatting, website design, custom data updates, etc.

(c) **Support Services**

Support Services is defined as technical support for the unmodified VCMS. Vision Internet will provide Support Services to a designated Client account manager, system administrator or webmaster. Technical support is generally available by email and telephone from ~~7:00 AM to 5:00 PM~~ Pacific Time Monday through Friday excluding holidays ("Business Hours"), with emergency support available 24 hours a day, 7 days a week. An emergency is defined as the website being down for more than ten (10) minutes.

Comment [KB4]: Hours changed

(d) **Redesign Services**

At the conclusion of year two of the initial uninterrupted Subscription Services Agreement and at the conclusion of every four years thereafter (starting in year six), the Client will be entitled to a basic graphic redesign of one (1) website. Basic graphic redesign does not include Design Themes. Services shall include:

- Project Management
- Wireframe Development
- Graphic Design Development with one preliminary concept
- Graphic Production

Vision Internet will not develop a sitemap or new content as part of the redesign, but will assist the Client in transferring existing content into the new design. Vision Internet shall perform Redesign Services twenty (20) weeks from the conclusion of uninterrupted Subscription Services as provided herein.

2. **Fees**

Rate: \$6,000 per year payable to Vision Internet in U.S. funds in advance, which rate shall be increased by ~~five~~ three percent (3%) per year, for each year of the Initial Term (defined below), and any and all renewal terms, as provided in Section 3 below. Vision Internet shall invoice Client annually within thirty days of start of service or any renewal term as defined below. Any services not covered in this Agreement will be subject to additional fees and will be considered extra work ("Extra Work"). Extra Work will be billed at Vision Internet's prevailing hourly rates, which are currently as follows: HTML Programming, Content Migration, \$85/hr; Graphic Production \$95/hr; Quality Assurance, Testing, Debugging, Technical Support, Webmaster Services, \$105/hr; Consulting, Project Management, Database Design, Dynamic Programming, \$135/hr; Graphic Design, Training, \$125/hr. Client shall be responsible for any or all additional fees including, without limitation: software, applications, online promotion, marketing, copy

writing, redesign, change orders,

mailings, and fees to any third party vendors if applicable, and websites exceeding 5GB of storage. Websites exceeding 5GB of storage shall be subject to a monthly fee of \$50 per 5GB increment. Maintenance work is considered Extra Work as defined herein. Calls outside of Business Hours not deemed an emergency as defined above will be subject to a minimum fee of \$135.

3. Term

The Subscription Services will begin when the website is hosted on the production server and remain in effect for a period of four years thereafter (the "Initial Term"). With respect to the Initial Term, unless one party has given written notice to the other party of its intent not to renew this Agreement at least thirty (30) days prior to expiration of the Initial Term, this Agreement will continue in effect on a year-to-year basis thereafter until one party gives written notice to the other of its intent not to renew this Agreement at least thirty (30) days prior to the expiration of any renewal term. If the term of this Agreement is extended or renewed in accordance with the foregoing, all of the terms and conditions of this Agreement shall continue, unmodified, in full force and effect, until the end of the last applicable renewal or extension term, except that all rates, fees, charges, and compensation payable to Vision Internet hereunder shall be increased by ~~five-three~~ percent (~~53~~%) per year, for each annual renewal term extending the term hereof.

4. Subscription Services Website Usage

(a) The Client shall use the Subscription Services in strict accordance with, but not limited to, all local, state, and federal laws. The Client shall not use the Subscription Services for any unlawful or destructive purpose including, but not limited to, copyright and/or trademark infringement. The Client hereby represents and warrants that any text, data, graphics, or any other material displayed or published by the Client on its Website is, and shall continue to be, throughout the term of this Agreement, free from violation of or infringement upon copyright, trademark, service mark, patent, trade secret, statutory, common law or proprietary or intellectual property rights of others, and is free from obscene or libelous material.

(b) The Client represents and warrants that it has or has obtained all rights necessary to display all the images, data, information or other items being displayed at the Client's Website. The Client expressly authorizes Vision Internet to display those images, data, information or other items.

(c) The Client shall not misuse any of Vision Internet's resources or cause any disruption to Vision Internet's business ("Misuse"). Examples of Misuse include, but are not limited to, the display of pornography or linking to pornographic material, the sending of chain letters, advertisements, solicitations, or mass mailings to individuals who have not agreed to be contacted in this manner (including, but not limited to, what is commonly referred to as "Spam").

(d) The Client shall not use any process, program or tool via Vision Internet for gaining unauthorized access to the accounts of other parties, including but not limited to, other Vision Internet clients, customers or account holders or other Vision Internet systems. The Client shall not use Subscription Services to make unauthorized attempts to access the systems and networks of others. Client shall not use Vision Internet's services as a door or signpost to another server.

(e) The Client shall not use Subscription Services in a manner in which system or network resources are denied to other Vision Internet clients, customers or account holders. This includes, but is not limited, to excessive memory usage and programs that consume excessive CPU resources.

(f) The Client will have password access to the VCMS through the Subscription Services. The Client agrees to be responsible for keeping all passwords secure and will immediately notify Vision Internet if a password is lost, stolen or compromised in any way. The Client shall be responsible for all use of Subscription Services accessed through the Client's passwords. The Client's passwords are not transferable to any third party and are subject to any limits established by Vision Internet.

5. Disclaimers and Acknowledgments

(a) The Internet

(i) The Client acknowledges that, when using the Internet, the Client is using a completely different physical network than the Vision Internet communications network and different content than available on Vision Internet. The reliability, availability and performance of resources accessed through the Internet are beyond Vision Internet's control and are not in any way warranted or supported by Vision Internet. The Client acknowledges that safeguards relative to copyright, ownership, decency, reliability and integrity of content may be entirely lacking with respect to the Internet and content accessible through it. Vision Internet makes no warranty that any systems accessed will be free of computer viruses. The Client is responsible for making backup copies of its files. The Client assumes all risk and liability of its use of the Internet.

(ii) The Client specifically acknowledges that Vision Internet provides access to other systems not controlled by Vision Internet including, but not limited to, discussion groups, websites and databases, that may contain pictures and language intended for adult audiences. The Client further understands that Vision Internet is not responsible for any damages that may result from exposure to such material and the Client shall hold Vision Internet harmless from any damages that may result.

(iii) Vision Internet does not warrant (a) any connection to, transmission over, nor results or use of, any network connection or facilities provided under this Agreement or (b) any third-party applications and software obtained by, for, or on behalf of Client. **VISION INTERNET MAKES NO WARRANTY OF ANY KIND, WHETHER EXPRESS OR IMPLIED, OF MERCHANTABILITY OR FITNESS OF THE SUBSCRIPTION SERVICES FOR ANY PARTICULAR PURPOSE WHATSOEVER.** Vision Internet assumes no responsibility for any damages suffered by the Client, including, but not limited to, server down time, loss of data, loss of business, mis-deliveries, delays, non-deliveries, access speed, service interruptions of any kind, or to third-party applications and software used by Client. In no event, at any time, shall the aggregate liability of Vision Internet exceed the amount of fees paid by Client to Vision Internet and Vision Internet shall not be responsible for any lost profits or other damages, including direct, indirect, incidental, special, consequential or any other damages, however caused.

(iv) The Client acknowledges that the information available through the Internet may not be accurate. Vision Internet has no ability or authority over the material. In addition, Vision Internet has no liability for the quality, accuracy, or validity of the data/information delivered over the Internet. Use of information gathered through the use of Vision Internet services is at the risk of the Client.

(b) Domain Name and Secure Digital Certificate

If agreed to under this Agreement, Vision Internet will apply for a custom domain name of the Client's choosing. Vision Internet cannot guarantee the availability of any particular name. Client is responsible for all fees charged by the registrar (i.e. Verisign or Dotster) including setup and renewal fees. Client shall be responsible for all licensing fees, if any, including but not limited to secure digital certificate

renewal fees. Vision Internet shall not be responsible for maintaining or renewing domain names, digital certificates, or any other third party registrations.

(c) **Client's Limitation of Liability**

Client assumes no responsibility for any damages suffered by Vision Internet, and in no event, at any time, shall the aggregate liability of Client exceed the amount of fees paid by Client to that time. Client shall not be responsible for any lost profits or other damages of Vision Internet, including direct, indirect, incidental, special, consequential or any other damages, however caused.

6. **Indemnification**

(a) Vision Internet will defend, hold harmless and indemnify Client from and against all liability costs and expenses including reasonable attorney fees resulting from claims of injury to person, damages to property, or monetary damages arising out of Vision Internet's negligence or intentional misconduct.

7. **Defaults**

The occurrence of any one or more of the following shall constitute an Event of Default under this Agreement:

- (a) Any Misuse of Vision Internet resources that disrupts Vision Internet's business.
- (b) The Client's breach of any representation, warranty, term or provision of this Agreement.
- (c) Vision Internet's breach of any representation, term or provision of this Agreement.

8. **Remedies**

(a) If Vision Internet discovers that the Client is displaying content that is in violation of any of the foregoing provisions, Vision Internet may discontinue or suspend access to the Client's Website without prior notice, until the violating item(s) have been resolved. However, the Client shall remain liable for all payments due under this Agreement as if access had not been interrupted;

(b) If an Event of Default occurs, Vision Internet may immediately discontinue or suspend access to the Client's Website without prior notice and may immediately terminate this Agreement. However, if access is only suspended, the Client shall remain liable for all payments due under this Agreement as if access had not been interrupted; and/or

(c) If an Event of Default occurs and remains uncured for at least ten (10) days after Vision Internet's delivery of written or email notice to Client, Vision Internet may immediately terminate Subscription Services and this Agreement.

(d) If an Event of Default occurs, Client may afford Vision Internet a ten (10) day opportunity to cure following Client's delivery of written or email notice to Vision Internet, or Client may immediately terminate this Agreement and shall have no further liability for payments due under this Agreement.

9. **Documents & Data; Licensing of Intellectual Property**

This Agreement creates a non-exclusive and perpetual license for Client to copy, use, or modify for its

own use, any and all copyrights, designs, and other intellectual property embodied in this website, which are prepared or caused to be prepared by Vision Internet under this Agreement ("Documents & Data"), to which Vision Internet retains ownership of all intellectual property rights. Notwithstanding anything to the contrary in any of the agreement documents, Client understands and agrees that Vision Internet shall retain all right, title, and interest to the Vision Content Management System™ (also known as the Vision Internet Content Management System, VCMT, VCMS and the Vision Content Management Tool), and Dynamic and Interactive Components.

10. Other

(a) The headings in this Agreement are intended solely for convenience and shall be given no effect in the construction or interpretation of this Agreement.

(b) Each Party agrees that a failure to exercise or delay in exercising any right, power or privilege on the part of the other Party will not operate as a waiver or estoppel thereof.

(c) Neither the course of conduct between parties nor any trade practice shall act to modify the provisions of this Agreement except as expressly stated herein.

(d) This Agreement shall be governed by and construed in accordance with the laws of the United States of America, and the State of California. Any cause of action of the Client with respect to the services provided hereunder must be instituted within one year after the claim or cause of action has arisen or be forever barred. Further, jurisdiction and venue for any cause of action or claim with respect to the services provided hereunder shall be exclusively in the County of Los Angeles.

(e) Except for any injunctive relief or similar remedy, which may be sought in any court of competent jurisdiction, any controversy, dispute, claim or counterclaim, whether it involves a disagreement about this Agreement or its meaning, interpretation, or application; the performance of the Agreement; questions of arbitrability as to subject matter of the dispute; whether an agreement to arbitrate exists and, if so, whether it covers the dispute(s) in question; or any other question of arbitrability or form of disagreement or conflict among the parties to the Agreement, shall be submitted to final and binding arbitration at the request of either party, in accordance with the Commercial Arbitration Rules of the American Arbitration Association, or the comparable rules promulgated by ADR Services or JAMS in Los Angeles, California. Each party shall be responsible for one-half of the costs for the arbitrator(s) and arbitration.

(f) Should a dispute, including but not limited to any litigation or arbitration be commenced (including any proceedings in a bankruptcy court) between the parties hereto or their representatives concerning any provision of this Agreement, or the rights and duties of any person or entity hereunder, the party or parties prevailing shall be entitled to attorneys' fees, expenses of counsel and court costs incurred by reason of such action.

(g) With the intent to be legally bound, each of the undersigned hereby covenants and acknowledges that he, she or it (i) has read each of the terms set forth herein, (ii) has the authority to execute this Agreement for such person or entity, and (iii) expressly consents and agrees that the person or entity upon behalf of which the undersigned is acting shall be bound by all terms and conditions contained herein.

(h) The parties have each been advised to seek independent legal counsel in entering into this Agreement and the transactions described herein. In the event a party chooses not to seek independent legal counsel, that party does so freely and knowingly and waives any such rights to counsel. Since the

Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party.

(i) Any delay in the performance by either Party hereto of its obligations hereunder shall be excused when such delay in performance is due to any cause or event of any nature whatsoever beyond the reasonable control of such Party, including, without limitation, any act of God; any fire, flood, or weather condition; any computer virus, worm, denial of service attack; any earthquake; any act of a public enemy, war, insurrection, riot, explosion or strike; provided, that written notice thereof must be given by such Party to the other Party within ten (10) days after occurrence of such cause or event.

(j) This Agreement, including any attached addendum, is the entire, complete, final and exclusive expression of the parties with respect to the Subscription Services and supersedes all other agreements or understandings, whether oral or written, or entered into between Client and Vision Internet prior to the execution of this Agreement related thereto. No amendment to this Agreement shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

(k) It is understood and agreed that if any interpretation is to be made of this Agreement, the same shall not be construed for or against any of the Parties. If any provision of this Agreement is determined to be invalid, all other provisions shall remain in full force and effect.

(l) This Agreement may be executed in counterparts, each of which shall be an original and all of which together shall constitute one and the same Agreement. This Agreement becomes effective upon Vision Internet's receipt of an executed copy of this Agreement and receipt of any sums of money that are provided for herein.

(m) All notices under this Agreement shall be in writing and effective on the date of delivery if delivered by personal service, Federal Express, or facsimile; or effective three (3) days after deposit in first class U.S. mail, postage prepaid, to each party as follows:

(1) Client: Village of Hoffman Estates, IL

Address: _____

Attn: _____

Fax: _____

(2) Vision Internet:

2530 Wilshire Boulevard, 2nd Floor

Santa Monica, California 90403

Attn: Steven Chapin

Cc: Rose De Vries

Fax: (310) 656-3103

(n) This Agreement is not intended to confer upon any person other than the Parties to this Agreement any rights or remedies hereunder.

(o) No Party may assign its rights or transfer its rights and responsibilities under this Agreement without the prior written consent of the other Party.

Client's Initials _____

Vision Internet's Initials _____

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the dates set forth next to their signatures below.

VILLAGE OF HOFFMAN ESTATES, IL

DATE: _____ By: _____
Print Name _____ Print Title _____

VISION INTERNET PROVIDERS, INC.

DATE: _____ By: _____
STEVEN CHAPIN Title: President

Addendum 1 to Subscription Services Agreement

Client and Vision Internet may have already entered into one or more separate agreements which specify (1) the inclusion of Included and/or Optional Interactive Components and Features and/or (2) browser compatibility, and/or (3) hosting provisions. To the extent that any prior agreement entered into by and between Vision Internet and Client conflicts with this Agreement, then the terms and conditions of this Agreement shall supersede, replace, and amend any and all conflicting provisions of such prior agreement.

1. Included Interactive Components and Features

The following are the initial Included Interactive Components and Features provided in Client's project, subject to upgrades and revisions based on Vision Internet's then current Included Interactive Components listed on the Roadmap. Additional options may be available and can be added for an additional fee:

SITE ADMINISTRATION AND SECURITY

- Audit Trail Log
- Backend Content Title Search
- Backend Dashboard
- Broken Link Reporter
- Content Review and Publishing
- Component Manager
- Content Scheduling
- Context Sensitive Online Help
- Departmental Page Restrictions
- Document Central
- Drag and Drop Multiple File and Image Uploading
- Email Address Masking
- Enhanced User Interface
- Flexible Site Variable Settings
- Image Library
- Page Template Library
- Personal Toolbar
- Role-Based Security
- Scheduled Content Review
- SiteMaster™ Template Builder
- Submission Validation (reCAPTCHA)
- Recycle Bin
- Updated and Expired Content Reporting
- Web Traffic Statistics
- Widget-based Layout Options
- Workspace

CONTENT EDITING

- Advanced WYSIWYG Editor
- Search and Replace
- Spell Checker
- Style Gallery
- Table Wizard
- Undo/Redo
- User Commenting
- Version Control

ADVANCED NAVIGATION MANAGEMENT

- Automatic Breadcrumbs
- Connected Pages
- Content Categories
- Dynamic Drop Down Menus
- Error 404 (Page Not Found) Handling
- External Link Splash Page
- Navigation Control
- Navigation Redirect
- Page Linking
- Quick Links
- Single-Source Publishing
- Site Search (Google CSE)

- Friendly URL Redirect
- Sitemap Generator

USER EXPERIENCE AND INTERACTIVITY

- Business Directory
- Community Spotlight
- Dynamic Calendar System
- Dynamic Homepage
- Facilities Directory
- Facilities Reservations
- Feedback Form
- Form Builder
- Frequently Asked Questions
- In-page Content Editing
- Job Posts
- News
- RFP Posts
- Rotating Homepage Banners
- Service Directory
- Staff Directory
- Sticky News
- Weather Update

DEPARTMENT MANAGEMENT

- Department-Level Administration
- Department-Level Navigation
- Department-Level Sitemap

OUTREACH, MEDIA, AND SOCIAL NETWORKING

- Agenda and Minutes Archive
- Audio and Video Embedding
- Bookmark and Share
- eNotification
- Emergency Alert (site wide)
- Facebook FeedReader™
- Forward to a Friend
- GovTrack CRM™
- OneClick Social Networking™
- Photo Gallery & Slideshow
- RSS FeedReader™
- Twitter FeedReader™

ACCESSIBILITY

- Automatic Alt-Tags
- Dynamic Font Resizing
- Dynamic Reader Download Links
- Google Translation Integration
- Printer Friendly Pages
- Table Accessibility Tools

2. Customizations

The following are customizations provided in Client's project:

- None



Addendum #2

This Addendum #2 ("Addendum") specifies additional work to the Website Development, Hosting and Maintenance Services Terms and Conditions dated December 18, 2007 ("Agreement"). Village of Hoffman Estates, IL ("Client") desires Vision Internet Providers, Inc. ("Contractor") to perform work specified in Addendum #2 Scope of Services ("Scope"), attached hereto and incorporated herein by this reference.

- 1. Price: Contractor agrees to perform work in Scope for \$12,000.
 - A. Client agrees to pay Contractor \$3,000 per year over the course of the Initial Term described in the visionLive™ Subscription Services Agreement.
- 2. Contractor will provide Client annual subscription services as defined in the visionLive™ Subscription Services Agreement, attached hereto and incorporated herein by this reference.

AGREED:

VILLAGE OF HOFFMAN ESTATES, IL

DATE: _____ By: _____

Print Name _____ Print Title _____

VISION INTERNET PROVIDERS, INC.

DATE: _____ By: _____

STEVEN CHAPIN Title: President

Client's Initials _____

Contractor's Initials _____



Addendum #2 Scope of Services

visionCMS™ Upgrade

Because Village of Hoffman Estates is already a client, we can provide a cost effective upgrade to our advanced visionCMS™, retaining much of the functionality of your current site while providing many new features.

Our latest version of the content management system has incorporated many innovations that will make managing your website easier. This system is built upon current .NET technology, incorporates new tools and improved functions, and is easier to use. Your staff will see and appreciate the difference!

A list of improvements included in this version can be found in Attachment A of the visionLive™ Subscription Services Agreement.

While the most important tools and functions carry over to the new version, not all functionality from your current content management system will be identical in the new .NET version. We will do everything reasonably possible to ensure at least 95% similarity between your current design and that of the new site. Please note:

- If your staff has created customizations or integrations to the site files or database, they will not carry over to the new visionCMS™. Your staff may be responsible for identifying any customizations they have made and implementing them in the new system.
- The listed price for this upgrade is valid for ninety (90) days after receipt of this document, provided no new components or customizations are added to your current site.
- We will migrate your existing content to the new site except for content from the components above and from the Form Tool. The Form Tool has been revamped and the Village will need to recreate any forms currently used on the website.

Below are details on key components of the visionCMS™ upgrade:

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FRIENDLY URL REDIRECTS

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The Friendly URL Redirect component allows you to change the address of any page on the Village of Hoffman Estates, IL website to www.hoffmanestates.org/. For example, with the Friendly URL Redirect component you can change the address of the

Client's Initials _____

Contractor's Initials _____



Calendar to www.hoffmanestates.org/calendar, which is much more user-friendly than [www.hoffmanestates.org /index.aspx?page=16](http://www.hoffmanestates.org/index.aspx?page=16).

RESPONSIVE DESIGN WITH VISIONMOBILE™

Your site visitors utilize a wide variety of devices to access your website, including mobile phones, tablets, and computers with large and small monitors. Fortunately, with visionMobile™ your website will detect the screen resolution of the user's device and automatically respond, producing a view of the site optimized specifically for that screen. This ensures your site visitors will be able to easily use the site, no matter what device they are using.

Project Schedule

We anticipate that it will take approximately 2 months from the date of project commencement to provide the Village of Hoffman Estates with a completed project for approval; the launch date of your new website will vary based on the Village's decision making time.

Project Notes

N/A

Contact

Questions regarding the above mentioned item can be referred to Ashley Fruechting.

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Client's Initials _____

Contractor's Initials _____



Gov on the go with visionMobile™ – connect with your community anywhere, anytime!

visionMobile™ dynamically converts all of your website content to mobile devices. Features unique to visionMobile™ include:

- Simple and easy website updating, with dynamic posting to your traditional website and the mobile version.
- Automatic conversion of key components, such as Events Calendar, News, Jobs, RFPs and FAQs, to your mobile website.
- Compatibility with all major smart phone operating systems: iPhone, Blackberry, Android, Windows Mobile, and more.
- Intuitive navigation allowing users to search through all page levels with ease.



For more information on **visionMobile™**
call 888.263.8847 or go to www.visioninternet.com/mobile

VILLAGE OF HOFFMAN ESTATES

Memo

To: James H. Norris, Village Manager
From: Bruce Anderson, CATV Coordinator
Re: Cable TV Report
Date: December 4, 2013

Citizen Segments

The Citizen covers: Gigi's Playhouse, International Food Fest, Harvest Luncheon, Royal Aires, Fire Training, Ribbon Cutting at Savers, Hawthorn Suites, Marriott and Remax, and Health & Human Services Activities.

Citizen Segments and Programs in development:

HEHS Choral Concert
Teddy Bear Party
Shop with a Cop

Veterans Day Ceremony

This program ran in November.

Alexian Brothers Honors

Also ran in November

Friendship Tree Lighting

Ran in late November and will continue through December

Sports

Basketball begins in December with HEHS.

Concerts

Hoffman Estates High School Choral concert started airing in late November. The Traditional Holiday Concert will be taped December 18 and start running shortly thereafter.

Rate Increases

The Village has been notified that rates will be going up between \$1 and \$5 for Comcast subscribers and \$3 for U-Verse subscribers on January 1, 2014.

Complaints/Inquiries

There was one inquiry this month regarding emergency alert testing that was referred to Northwest Central Dispatch.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

November 2013

Staffing Activity

New Starts: 3 – PT Plumbing Inspector (2)
Alternate Crossing Guard

Separations: 1 – Firefighter/Paramedic

Transfers: 0

Retirees: 0

Promotions: 0

Reclassifications: 1 – Accting Asst/Water Billing to PT Accts Payable Clerk

Change in Status: 0

Staffing:	Full Time Employees	332 budgeted	324 current
	Part Time Employees	52 budgeted	52 current
	Temporary Employees	1 budgeted	4 current
	Seasonal Employees	10 budgeted	0 current
	Paid Interns	5 budgeted	4 current

Month & Year-to-Date Activity:

0 Seasonals with	14 for year
0 Promotions with	18 for year
1 Separations with	23 for year
0 Retirements with	10 for year
0 Transfer with	5 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 (2)

Positions posted on the Village website and social media on 11/25/2013. Applications will be reviewed as they are received.

Maintenance I (2 temporary positions) – Public Works

The position was posted on the Village website and social media. Applications have been forwarded to the Public Works interview team for review. Nine candidates were interviewed from 11/29/2013 through 11/21/2013. Four candidates were asked to return for 2nd interviews on 11/26/2013 and 11/27/2013. Awaiting a decision.

Alternate Crossing Guard – Police

Position posted on the Village website. Three candidates were interviewed in October and an offer was made to one of the candidates. The candidate successfully completing pre-employment screening and started on 11/15/2013.

Auxiliary Snowplow Drivers – Public Works

The position was posted on the Village website and social media. Applications were forwarded to the Assistant Public Works Director for review. Interviews were held and eight (8) external drivers were offered for the snow season, along with eight (8) non-Public Works Village employees. These candidates are being processed and are expected to start on December 17th and 18th.

Plumbing Inspectors – Part-time (3) – Public Works/Dev Services

Position posted on the Village website, social media and several industry websites. Applications were reviewed by the interview team and seven (7) interviews were scheduled for 10/16/2013, 10/17/2013 and 11/01/2013. Three candidates were selected and start dates scheduled for 11/7/2013, 11/19/2013 and 12/2/2013.

Administrative Service Officer I (2) – Police

Position posted on the Village website and social media on 09/25/2013. 88 applications received. Applications were reviewed by the interview team and twelve (12) applicants chosen for skills testing and interview. Interviews took place 11/04/2013 – 11/08/2013. Offers were made to two candidates. They accepted and are completing the pre-employment screening process. They are both expected to start on 12/2/2013.

Maintenance II (temporary position) – Public Works

This is an internal posting only. Position was posted on 11/13/2013. Eight applications received by the deadline. Applications have been forwarded to the Public Works interview team for review.

Cable TV Intern (unpaid position) – General Gov.

The position was posted on the Village website, social media and the Illinois Center for Broadcasting on 11/25/2013. Applications will be reviewed as they are received.

Labor/Management Relations

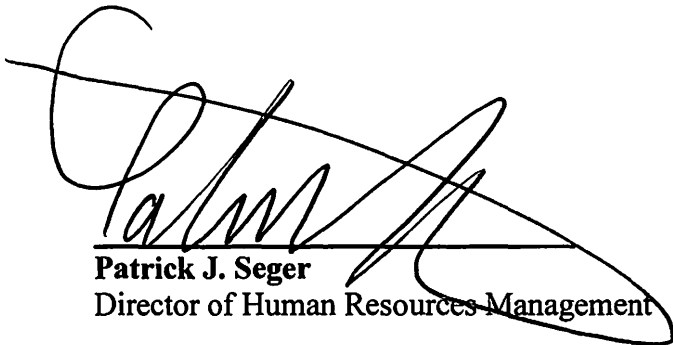
- Contract Status:**
- Police** (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2008 - December 31, 2012). Village and MAP 96 currently negotiating successor contract.
 - Fire** (International Association of Firefighters - Local 2061) – Contract (January 1, 2009 – December 31, 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). Village and MAP 97 have set a meeting to begin negotiation discussions.
- 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.

Personnel/Benefits/Employee Services

- Director of HRM attended GIS training class presented by IS department.
- Risk Manager and Director of HRM met to discuss 2014 insurance renewal.
- Director of HRM participated in the Management Team meetings.
- As IPBC Vice Chair, Director of HRM attended the IPBC Finance & Operations, Membership Development and the Executive Committee meeting.
- Director of HRM and HR Coordinator met with Finance Dept. admin and a representative from Gallagher Benefit Services to discuss details for administrating the new HSA plan.
- HRM Staff met with Deputy Village Manager and Administrative Intern to continue review of the personnel policy manual.
- Director of HRM participated in MAP 96 CBA negotiations.
- Director of HRM met with Deputy Village Manager and Fire Admin to discuss IAFF Local 2061 CBA arbitration status.
- Director of HRM and Finance Director met to discuss personnel issues.
- Director of HRM attended the annual budget meeting.
- As staff liaison, the HRM Director attended Cultural Awareness Commission and Celtic Fest meetings.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims. Two (2) third party claims administrators are currently being used to administer the Village's workers' compensation claims.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Continue to provide consultation related to risk management issues related to the Sears Centre.
- Provided continual written updates to appropriate management staff related to the status of several open workers' compensation claims.
- Reviewed property and casualty and workers' compensation excess insurance coverage and brokerage proposals submitted by brokers participating in the Village's RFP process. Recommendations will be submitted to the Village Board in December 2013.
- The Risk Manager attended a workers' compensation seminar hosted by the Village's defense firm.



Patrick J. Seger
Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT MONTHLY STAFFING REPORT NOVEMBER 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: Administrative Service Officer 1 (2 positions)
DEPARTMENT: Police
DATE POSTED: 9/25/2013
AD DEADLINE: 10/10/2013
APPLICATIONS REC'D: 88 applications received
STATUS: Position posted on the Village website and social media. Applications were reviewed by the interview team and twelve (12) applicants chosen for skills testing and interview. Interviews took place 11/04/2013 – 11/08/2013. Offers were made to two candidates. They accepted and are completing the pre-employment screening process. They are both expected to start on 12/2/2013.

POSITION TITLE: Maintenance I (2 temporary positions)
DEPARTMENT: Public Works
DATE POSTED: 10/23/2013
AD DEADLINE: 10/30/2013
APPLICATIONS REC'D: 41 applications received.
STATUS: The position was posted on the Village website and social media. Applications have been forwarded to the Public Works interview team for review. Nine candidates were interviewed from 11/29/2013 through 11/21/2013. Four candidates were asked to return for 2nd interviews on 11/26/2013 and 11/27/2013. Awaiting a decision.

POSITION TITLE: Auxiliary Snowplow Driver
DEPARTMENT: Public Works
DATE POSTED: 10/28/2013
AD DEADLINE: Until filled
APPLICATIONS REC'D: 11 applications received.
STATUS: The position was posted on the Village website and social media. Applications were forwarded to the Assistant Public Works Director for review. Interviews were held and eight (8) external drivers were offered for the snow season, along with eight (8) non-Public Works Village employees. These candidates are being processed and are expected to start on December 17th and 18th.

POSITION TITLE: Maintenance II (1 temporary position) Internal Posting
DEPARTMENT: Public Works
DATE POSTED: 11/13/2013
AD DEADLINE: 11/20/2013
APPLICATIONS REC'D: 8 applications received.
STATUS: The position was posted on the Village website and social media. Applications have been forwarded to the Public Works interview team for review.

POSITION TITLE: Water Billing Customer Service Rep (Part-time)
DEPARTMENT: Finance
DATE POSTED: 11/25/2013
AD DEADLINE: Until Filled
APPLICATIONS REC'D:
STATUS: The position was posted on the Village website and social media. Applications will be reviewed as they are received.

POSITION TITLE: Cable TV Intern (unpaid)
DEPARTMENT: General Government
DATE POSTED: 11/25/2013
AD DEADLINE: Until Filled
APPLICATIONS REC'D:
STATUS: The position was posted on the Village website, social media and the Illinois Center for Broadcasting. Applications will be reviewed as they are received.

NEW STARTS

POSITION TITLE: Plumbing Inspector (3 – part time)
DEPARTMENT: Development Services/Public Works
DATE POSTED: 9/16/2013
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 8 applications received to date
STATUS: Position posted on the Village website, social media and several industry websites. Applications were reviewed by the interview team and seven (7) interviews were scheduled for 10/16/2013, 10/17/2013 and 11/01/2013. Three candidates were selected and start dates scheduled for 11/7/2013, 11/19/2013 and 12/2/2013.

POSITION TITLE: Alternate Crossing Guard
DEPARTMENT: Police
DATE POSTED: 7/31/2013
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 2 applications received to date
STATUS: Position posted on the Village website. One candidate was interviewed on 10/30/2013 and an offer was made. He started on 11/15/2013.

SUMMARY OF EMPLOYMENT ACTIVITY NOVEMBER 2013

	<u>Total Number</u>	<u>Position</u>
New Starts	3	Plumbing Inspector (2) Alternate Crossing Guard
Promotions	0	
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	1	Firefighter
Reclassifications	1	Accounting Asst/Water Billing CSR to Accounts Payable Clerk

SUMMARY OF SEASONAL/UNPAID INTERNS/ADDITIONAL ACTIVITY

One (1) Unpaid Cable TV Intern began on 11/6/2013.
 One (1) Unpaid Police Intern began on 11/8/2013.
 One (1) Auxiliary EMA started on 11/14/2013.
 One (1) Unpaid HHS Practicum Student began on 11/22/2013.
 One (1) Part-time Community Relations ASO II began in November.
 One (1) Seasonal Engineering Intern began on 11/26/2013.

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	11	Part-time Plumbing Inspector Auxiliary Snowplow Drivers Maintenance I Temporary (2) Code/Fire Inspector
Separations	1	
Promotions	0	
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	0	
New Positions	0	
Eliminated Positions	0	

2013 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	332	324
PART TIME EMPLOYEES	52	52
TEMPORARY EMPLOYEES	1	4
SEASONAL EMPLOYEES	10	0
INTERNS (PAID)	5	4
TOTAL	400	384

Total Vacancies:

Full Time

Budgeted – Posted	2	ASO I (2)
Budgeted - Not Posted	3	Firefighter/Paramedic(3)
TOTAL FULL TIME	5	

Part Time

Budgeted – Posted	0	
Budgeted-Not Posted	3	Staff Assistant (PD) Clinic Nurse (HHS) - 2
TOTAL PART TIME	3	

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	99	160
Part Time – Response to Recruitments	2	227
Seasonal Applicants	3	111
Unsolicited Applications/Walk-Ins	2	39
TOTAL	106	538

HUMAN RESOURCES MANAGEMENT EMPLOYMENT ACTIVITY NOVEMBER 2013

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Brock Wittkamp	11/07/2013	PT Plumbing Inspector	Harry Gunderson
Michael Connolly	11/19/2013	PT Plumbing Inspector	Harry Gunderson
Michael Boomgarden	11/15/2013	Alternate Crossing Guard	Angela Hosp

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Henry Rolowicz	11/05/2013	Firefighter	Disability Pension

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>
Beatrice Falco	11/18/2013	Accting Asst/Water Billing	PT Accts Payable Clk

CANCELLATIONS

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

UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY

<u>Name</u>	<u>Effective Date</u>	<u>Position</u>	<u>Reason</u>
Robert Shields	11/26/2013	Seasonal Eng. Intern	Beginning of Internship
Olesia Shalayska	11/22/2013	Unpaid Practicum Student	Beginning of Internship
Lisa Notarnicola	11/21/2013	PT Community Relations ASO	Beginning limited PT position
Ken Lichtenstein	11/14/2013	Auxiliary EMA	Beginning of position

**ADDITIONAL MONTHLY REPORT INFORMATION
NOVEMBER 2013**

# Anniversaries	<u>1</u>
# Interviews conducted during month	<u>27</u>
#Orientations conducted during month	<u>4</u>

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 11/30/2013

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	113,346.40	66,754.97	46,591.43	113,346.40	100.0%
97	8	Public Works	(Sub-Loc)	1	100.0%	0	0	1	100%	1	0	113,346.40	66,754.97	46,591.43	113,346.40	100.0%
97	01	Village of Hoffman Estates	(Loc)	1	100.0%	0	0	1	100%	1	0	113,346.40	66,754.97	46,591.43	113,346.40	100.0%
Totals for 1997 Claims:				1	100.0%	0	0	1	100%	1	0	113,346.40	66,754.97	46,591.43	113,346.40	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: 11/30/2013

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: 11/30/2013

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: 11/30/2013

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: 11/30/2013

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: 11/30/2013

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	173,310.76	3,494.19	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	191,530.26	3,494.19	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	756,051.88	3,494.19	759,546.07	100.0%
Totals for 2007 Claims:				48	100.0%	36	4	8	17%	1	47	15,823.88	756,051.88	3,494.19	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.
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 From: 12/31/1996 Through: 11/30/2013

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	14,702.97	2,861.18	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	51.0%
09	3	Fire	(Sub-Loc)	36	67.9%	25	8	3	8%	1	35	12,264.60	438,664.31	2,861.18	441,525.49	62.8%
09	600	Administration	(Dept)	1	1.9%	0	0	1	100%	0	1	19,350.10	19,350.10		19,350.10	2.8%
09	6	Human Resources Manage	(Sub-Loc)	1	1.9%	0	0	1	100%	0	1	19,350.10	19,350.10		19,350.10	2.8%
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	21.5%
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%	1	52	13,272.34	700,572.84	2,861.18	703,434.02	100.0%
Totals for 2009 Claims:				53	100.0%	33	11	9	17%	1	52	13,272.34	700,572.84	2,861.18	703,434.02	100.0%
10	200	Accounting	(Dept)	2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.2%
10	2	Finance	(Sub-Loc)	2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.2%
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	4.3%
10	303	Emergency Medical Service	(Dept)	8	19.0%	4	1	3	38%	1	7	23,031.67	170,273.46	13,979.87	184,253.33	30.4%
10	3	Fire	(Sub-Loc)	16	38.1%	7	6	3	19%	1	15	13,142.17	196,294.77	13,979.87	210,274.64	34.7%
10	700	Patrol	(Dept)	15	35.7%	7	4	4	27%	2	13	19,979.12	244,855.98	54,830.87	299,686.85	49.5%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 11/30/2013

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	19,979.12	244,855.98	54,830.87	299,686.85	49.5%
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	2.9%
10	8	Public Works	(Sub-Loc)	8	19.0%	6	2	0	0%	0	8	3,261.58	26,092.65		26,092.65	4.3%
10	01	Village of Hoffman Estates	(Loc)	42	100.0%	21	13	8	19%	3	39	14,422.07	536,916.20	68,810.74	605,726.94	100.0%
Totals for 2010 Claims:				42	100.0%	21	13	8	19%	3	39	14,422.07	536,916.20	68,810.74	605,726.94	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	54,756.46	134,658.85	84,366.97	219,025.82	29.9%
11	303	Emergency Medical Service	(Dept)	11	35.5%	9	0	2	18%	2	9	22,052.94	113,364.15	129,218.19	242,582.34	33.1%
11	3	Fire	(Sub-Loc)	15	48.4%	11	2	2	13%	3	12	30,773.88	248,023.00	213,585.16	461,608.16	62.9%
11	700	Patrol	(Dept)	10	32.3%	6	1	3	30%	2	8	24,180.94	215,853.44	25,956.00	241,809.44	33.0%
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%	2	9	22,568.83	222,301.12	25,956.00	248,257.12	33.8%
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%	0	1	0.00	0.00		0.00	0.0%
11	8	Public Works	(Sub-Loc)	3	9.7%	2	1	0	0%	0	3	1,086.24	3,258.73		3,258.73	0.4%
11	01	Village of Hoffman Estates	(Loc)	31	100.0%	20	6	5	16%	5	26	23,663.91	494,040.01	239,541.16	733,581.17	100.0%
Totals for 2011 Claims:				31	100.0%	20	6	5	16%	5	26	23,663.91	494,040.01	239,541.16	733,581.17	100.0%
12	101	Engineering/Transportation	(Dept)	1	2.3%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.6%
12	1	Community Development	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.6%
12	250	PPO Payments	(Dept)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	18.8%
12	25	PPO Payments	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	18.8%
12	301	Fire Suppression	(Dept)	12	27.9%	10	1	1	8%	1	11	1,694.43	14,897.27	5,435.85	20,333.12	7.8%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 11/30/2013

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	18.6%	7	0	1	13%	1	7	11,381.70	14,904.15	76,149.48	91,053.63	34.9%
12	3	Fire	(Sub-Loc)	20	46.5%	17	1	2	10%	2	18	5,569.34	29,801.42	81,585.33	111,386.75	42.6%
12	700	Patrol	(Dept)	9	20.9%	6	1	2	22%	2	7	9,344.68	51,106.11	32,996.03	84,102.14	32.2%
12	701	Investigations	(Dept)	2	4.7%	1	1	0	0%	0	2	364.40	728.80		728.80	0.3%
12	704	Traffic	(Dept)	1	2.3%	1	0	0	0%	0	1	4,940.28	4,940.28		4,940.28	1.9%
12	7	Police	(Sub-Loc)	12	27.9%	8	2	2	17%	2	10	7,480.94	56,775.19	32,996.03	89,771.22	34.4%
12	800	Streets	(Dept)	3	7.0%	2	1	0	0%	0	3	296.81	890.43		890.43	0.3%
12	801	Water & Sewer	(Dept)	5	11.6%	4	1	0	0%	1	4	1,640.23	7,696.44	504.69	8,201.13	3.1%
12	804	Forestry	(Dept)	1	2.3%	1	0	0	0%	0	1	257.70	257.70		257.70	0.1%
12	8	Public Works	(Sub-Loc)	9	20.9%	7	2	0	0%	1	8	1,038.81	8,844.57	504.69	9,349.26	3.6%
12	01	Village of Hoffman Estates	(Loc)	43	100.0%	34	5	4	9%	5	38	6,073.94	146,093.54	115,086.05	261,179.59	100.0%
Totals for 2012 Claims:				43	100.0%	34	5	4	9%	5	38	6,073.94	146,093.54	115,086.05	261,179.59	100.0%
13	102	Planning	(Dept)	1	3.6%	0	1	0	0%	0	1	481.33	481.33		481.33	0.3%
13	1	Community Development	(Sub-Loc)	1	3.6%	0	1	0	0%	0	1	481.33	481.33		481.33	0.3%
13	200	Accounting	(Dept)	1	3.6%	1	0	0	0%	0	1	342.41	342.41		342.41	0.2%
13	2	Finance	(Sub-Loc)	1	3.6%	1	0	0	0%	0	1	342.41	342.41		342.41	0.2%
13	301	Fire Suppression	(Dept)	7	25.0%	5	2	0	0%	1	6	3,536.33	20,871.08	3,883.25	24,754.33	14.8%
13	303	Emergency Medical Service	(Dept)	4	14.3%	1	1	2	50%	2	2	25,456.96	73,155.79	28,672.05	101,827.84	61.0%
13	3	Fire	(Sub-Loc)	11	39.3%	6	3	2	18%	3	8	11,507.47	94,026.87	32,555.30	126,582.17	75.8%
13	700	Patrol	(Dept)	7	25.0%	5	1	1	14%	4	3	4,985.13	17,566.12	17,329.81	34,895.93	20.9%
13	701	Investigations	(Dept)	1	3.6%	1	0	0	0%	1	0	1,098.70	1,098.70		1,098.70	0.7%
13	7	Police	(Sub-Loc)	8	28.6%	6	1	1	13%	5	3	4,499.33	18,664.82	17,329.81	35,994.63	21.6%
13	801	Water & Sewer	(Dept)	6	21.4%	6	0	0	0%	3	3	521.45	3,128.71		3,128.71	1.9%
13	804	Forestry	(Dept)	1	3.6%	1	0	0	0%	0	1	471.75	471.75		471.75	0.3%
13	8	Public Works	(Sub-Loc)	7	25.0%	7	0	0	0%	3	4	514.35	3,600.46		3,600.46	2.2%
13	01	Village of Hoffman Estates	(Loc)	28	100.0%	20	5	3	11%	11	17	5,964.32	117,115.89	49,885.11	167,001.00	100.0%
Totals for 2013 Claims:				28	100.0%	20	5	3	11%	11	17	5,964.32	117,115.89	49,885.11	167,001.00	100.0%

**EMPLOYER'S CLAIM SERVICE, INC.
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 11/30/2013**

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
250	Village of Hoffman Estates	661		431	116	114		27	634	13,551.24	8,431,097.32	526,269.86	8,957,367.18	

Open Medical: 6
 Open Comp: 6
 Open Legal: 15