



AGENDA
General Administration & Personnel Committee
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

December 8, 2025	Council Chambers	7:00 PM
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1. **CALL TO ORDER/ROLL CALL**

2. **APPROVAL OF MINUTES**

A. General Administration & Personnel committee 11-10-2025

3. **PUBLIC COMMENT**

4. **OLD BUSINESS**

5. **NEW BUSINESS**

A. Approval of an ordinance authorizing the sale of personal property owned by the Village of Hoffman Estates (auction items).

B. Approval of an ordinance increasing the membership of the Economic Development Commission of the Village of Hoffman Estates.

C. Approval of a ordinance authorizing the Village Manager to execute agreements with Fidelity, Natiowide, Mission Square and NPPFA for 457 retirement plans.

D. Discussion regarding 2026 Village Board and Standing Committees Meeting Schedule

6. **REPORTS**

A. Cable TV Monthly Report

B. Human Resources Management Monthly Report

C. Legislative Operations & Outreach Monthly Report

7. **PRESIDENT'S REPORT**

8. **ITEMS IN REVIEW**

9. **OTHER**

10. **ADJOURNMENT**

Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at www.hoffmanestates.org and/or in person in the Village Clerk's office. 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 10, 2025

1. ROLL CALL

Members in Attendance:

**Patrick Kinnane, Chair
Gary Stanton, Vice-Chair
Karen Arnet, Trustee
Trustee Gary Pilafas
Karen Mills, Trustee
Anna Newell, Trustee
Mayor William D. McLeod**

**Management Team Members
in Attendance:**

**Jon Pape, Assistant Village Manager
Arthur Janura, Corporation Counsel
Patrick Seger, Director of HRM
Alan Wenderski, Director of Engineering
Jennifer Horn, Director of Trans. & Eng.
Audra Marks, Asst. Director of HHS
Ric Signorella, CATV Coordinator**

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

2. APPROVAL OF MINUTES

Motion by Trustee Stanton, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of October 13, 2025. Voice vote taken. All ayes. Motion carried.

3. PUBLIC COMMENT

4. OLD BUSINESS

5. NEW BUSINESS

A. Approval of a Resolution adopting an Intergovernmental Agreement with the O'Hare Noise Compatibility Commission (ONCC).

An item summary sheet from Eric Palm was presented to Committee.

Motion by Mayor McLeod, seconded by Trustee Arnet, to approve a Resolution adopting an Intergovernmental Agreement with the O'Hare Noise Compatibility Commission (ONCC). Voice vote taken. All ayes. Motion carried.

6. REPORTS (INFORMATION ONLY)

A. Cable TV Monthly Report

The Cable TV Monthly Report was received and filed.

B. Human Resources Management Monthly Report.

The Human Resources Management Monthly Report was received and filed.

C. Legislative Operations and Outreach Monthly Report (deferral requested).

Motion by Trustee Pilafas, seconded by Trustee Arnet, to defer the Legislative Operations and Outreach Monthly Report. Voice vote taken. All ayes. Motion carried.

7. PRESIDENT'S REPORT

8. OTHER

9. ITEMS IN REVIEW

10. ADJOURNMENT

Motion by Trustee Arnet, seconded by Trustee Stanton, to adjourn the meeting at 7:23 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date



AGENDA ITEM REPORT

General Administration & Personnel Committee
December 8, 2025
ITEM 5A

REQUEST: Approval of an ordinance authorizing the sale of personal property owned by the Village of Hoffman Estates (auction items).

FROM: Jon Pape, Assistant Village Manager

ITEM TYPE: Ordinance - Committee

REQUEST SUMMARY

Approval of an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village via online auction.

Prior to disposing of any property deemed “no longer necessary or useful to, or for the best interests of the Village” to retain, the Village is required by state statute (65 ILCS 5/11-76-4) to declare this property as surplus.

This auction includes equipment that are no longer useful for Village operations and cannot be repurposed. In order to reduce waste and maximize revenue, surplus property will be sold via online public auction. Any surplus items not sold at public auction can then be properly disposed of or recycled.

FINANCIAL IMPACT

The sale of Village surplus items is expected to generate marginal revenues from the online auction.

RECOMMENDATION

Approval of an ordinance authorizing the sale of personal property owned by the Village, per the attachment.

ATTACHMENTS

1. Auction-12-08-25

VILLAGE OF HOFFMAN ESTATES

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

WHEREAS, in the opinion of a simple majority of the corporate authorities of the Village of Hoffman Estates, it is no longer necessary or useful to, or for the best interests of the Village of Hoffman Estates to retain ownership of the personal property hereinafter described; and

WHEREAS, it has been determined by the President and Board of Trustees of the Village of Hoffman Estates to sell said personal property at a public auction to be held on an internet auction website (e.g., www.publicsurplus.com or www.obenaufactions.com).

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook County, Illinois, as follows:

Section 1: That pursuant to 65 ILCS 5/11-76-4 of the Illinois Revised Statutes, the President and Board of Trustees of the Village of Hoffman Estates find that the described personal property attached as Exhibit A now owned by the Village of Hoffman Estates, is no longer necessary or useful to the Village of Hoffman Estates and that the best interests of the Village of Hoffman Estates will be served by its sale.

Section 2: That pursuant to 65 ILCS 5/11-76-4, the Village Manager is hereby authorized and directed to sell the aforementioned property now owned by the Village of Hoffman Estates at a public auction to be held on an internet auction website, to the highest bidder of said personal property.

Section 3: That no bid which is less than the minimum price set forth in the list of property to be sold shall be accepted.

Section 4: That the Village Manager is hereby authorized and directed to enter into an agreement for the sale of said personal property.

Section 5: That upon payment of the full auction price, the Village Manager is hereby authorized and directed to convey and transfer title to the aforesaid personal property to the successful bidder.

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

Section 7: That the Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 8: That this ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2025

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
Trustee Patrick Kinnane	_____	_____	_____	_____
President William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2025

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2025.

EXHIBIT “A”

Title	Description	Qty
Storage-General	Cabinet/Locker (1-Tier 3 Door Cabinet/Locker)	6
Bedroom	Bed Frame	6
Storage-General	Metal Cabinets	1
Industrial Equipment->Kitchen	Vulcan Oven	1
Electronics->Appliances	Refrigerator	1
Electronics->Appliances	Refrigerator	1
Furniture	Recliner	6



AGENDA ITEM REPORT

General Administration & Personnel Committee
December 8, 2025
ITEM 5B

REQUEST: Approval of an ordinance increasing the membership of the Economic Development Commission of the Village of Hoffman Estates.

FROM: Hallie Karle, Admin Events Assistant

ITEM TYPE: Ordinance - Committee

REQUEST SUMMARY

FINANCIAL IMPACT

RECOMMENDATION
(APPROVE/DENY/CONTINUE)

ATTACHMENTS

1. Economic Development Commission Membership Increase

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE INCREASING THE MEMBERSHIP OF THE ECONOMIC DEVELOPMENT COMMISSION OF THE VILLAGE OF HOFFMAN ESTATES

WHEREAS, the Village relies on volunteers who serve on various boards, commissions, and committees that advise the corporate authorities on matters important to the Village; and

WHEREAS, from time to time the Village reviews the membership of its standing boards, commissions, and committees to determine whether the amount of membership is appropriate; and

WHEREAS, after such review the corporate authorities make the following recommendations.

NOW, THEREFORE IT BE ORDAINED by the President and the Board of Trustees of the Village of Hoffman Estates, Cook County, Illinois, as follows:

Section 1: Ordinance 4832-2020 amending the Economic Development Commission of the Village of Hoffman Estates, is hereby amended as follows:

B. MEMBERSHIP

The Economic Development Commission shall consist of **eleven (11)** members.

C. COMPOSITION AND TERMS OF OFFICE

The members of said Commission may include, but not be limited to, members of the financial community, the larger corporate community, the manufacturing community, the real estate development community, the retail community, the hospitality community, the auto dealer community, the commercial real estate community, the higher education community and the Chamber of Commerce. **Six (6)** newly appointed members shall be appointed for a term of two (2) years expiring upon an even year, and **five (5)** new appointed members shall be appointed for a term of two years (2), expiring upon an odd year.

Section 2: The Village Clerk is hereby authorized to publish this Ordinance in pamphlet form.

Section 3: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2025

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
Trustee Patrick Kinnane	_____	_____	_____	_____
President William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2025

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2025.



AGENDA ITEM REPORT

General Administration & Personnel Committee
December 8, 2025
ITEM 5C

REQUEST: Approval of a ordinance authorizing the Village Manager to execute agreements with Fidelity, Natiowide, Mission Square and NPPFA for 457 retirement plans.

FROM: Patrick Seger, Human Resources Management Director

ITEM TYPE: Ordinance - Committee

REQUEST SUMMARY

The Village of Hoffman Estates offers Village employees the opportunity to participate in 457 retirement plans to contribute pre-tax dollars into their retirement savings plan over their career. The Village currently offers 4 plans; Mission Square, Nationwide, Fidelity and NPPFA. All the 457 plans include a catch-up provision that allows eligible employees who are 50 years and older to contribute more pre-tax contributions to their retirement account per IRS regulations. The Village has several employees participating in the catch-up provision.

As part of the Secure 2.0 Act adopted by Congress and implemented by the IRS, effective January 1, 2026, all 457 plans that include a catch-up provision must also include an after-tax contribution to a Roth 457 Plan. A Roth 457 plan is an after-tax retirement savings plan that provides employees the option to contribute to a plan with after-tax contributions. Retirement savings will earn interest over time and, upon retirement, those retirement savings will not be taxed per the IRS upon withdrawal during retirement.

Based on the Secure 2.0 Act, employees who are participating in the catch-up provision and in the year 2025 had FICA wages over \$145,000, must have all catch-up provision contributions go into an after-tax instrument such as the Roth 457 plan. Of the Villages 4 plans, 3 of them need to be updated to include a Roth 457 plan. As plan changes are necessary to occur for circumstances such as this and other changes to IRS rules regularly, Human Resources Management is recommending that the Village Board authorize the Village Manager or his designee to make plan design changes to the current 457 plans sponsored by the Village. These changes will likely come in the form of other IRS provisions.

The plans that would add the new Roth 457 would be Fidelity, Mission Square and Nationwide. Upon board approval, the Village will have the administrators of the plans (Fidelity, Mission Square and Nationwide) add the Roth 457 plans and collectively will update the Village's 457 plan documents and the administration of contributions into the new plans.

FINANCIAL IMPACT

There is no financial impact to this recommendation as it is within the current administration of the 457 plans and current payroll operations. Any contribution made comes solely from the employee.

RECOMMENDATION

Village Board to authorize the Village Manager to update the Village's 457 plans (Fidelity, Mission Square NPPFA and Nationwide) as needed per IRS regulations.

ATTACHMENTS

1. ORDINANCE 457 Plans

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AUTHORIZING AN AGREEMENT WITH FIDELITY, NATIONWIDE
AND MISSION SQUARE FOR 457 RETIREMENT PLANS

WHEREAS, the Village of Hoffman Estates (“the Village”) is a home-rule municipality located in Cook County, Illinois;

WHEREAS, the Village of Hoffman Estates has offered supplemental retirement savings plans in the form of 457 B plans and offers the plans for adoption by governmental employers for the benefit of their respective employees; and

WHEREAS, in connection with the adoption of the Plans by the Village of Hoffman Estates, the Internal Revenue Service (IRS) has amended the Internal Revenue Code (IRC) to adopt provisions of Secure 2.0 that impact governmental 457 b plans; and

WHEREAS, the Village of Hoffman Estates is empowered by the laws, rules and regulations of State of Illinois to take on its behalf the actions contemplated by this Ordinance; and

WHEREAS, the Corporate Authorities the Village of Hoffman Estates empowers the Village Manager to modify the Plan documents as needed to comply with the provisions of Secure 2.0.

NOW, THEREFORE, BE IT ORDAINED, by the President and Board of Trustees of the Village of Hoffman Estates, as follows:

Section 1: APPROVALS. The Village of Hoffman Estates hereby approves the amended Plan Documents for, and any other related documents, as such documents may be amended from time to time to comply with any changes in applicable laws, rules and regulations or as otherwise necessary or appropriate.

Section 2: AUTHORIZATION. The Village of Hoffman Estates hereby authorizes the Village Manager to execute the Plan Sponsor Agreements, including without limitation, any resolutions or amendments that may be necessary or that may be requested by the Village Manager from time to time to comply with any changes in applicable laws, rules and regulations or as otherwise necessary or appropriate.

Section 3: ADMINISTRATION OF PLAN DOCUMENTS. The Village of Hoffman Estates hereby authorizes and directs the Village Manager or his/her designee to be the coordinator for the Plan; shall receive necessary reports, notices, etc. from the providers, and may assign administrative duties to carry out the Plans to the appropriate departments, and is authorized to execute all necessary agreements incidental to the administration of the Plans

Section 4: PUBLISH OF ORDINANCE. The Village Clerk is hereby authorized to publish this Ordinance in pamphlet form.

Section 5: EFFECTIVE DATE. This Resolution shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2025

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
Trustee Patrick Kinnane	_____	_____	_____	_____
President William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2025

Village President

ATTEST:

Village Clerk

Published in pamphlet form this ____ day of _____, 2025.



AGENDA ITEM REPORT

General Administration & Personnel Committee
December 8, 2025
ITEM 5D

REQUEST: Discussion regarding 2026 Village Board and Standing Committees Meeting Schedule

FROM: Eric Palm, Village Manager

ITEM TYPE: Discussion - Committee

REQUEST SUMMARY

Each year the Village must set its Village Board and Standing Committees meeting schedule.

Staff conducted a review of national holidays as well as major religious holidays celebrated by the Christian, Islamic and Jewish faiths that fall on the dates of scheduled 2026 Village Board and Standing Committee meetings.

Yom Kippur is observed on September 21. The Village Board meeting that evening can be moved to September 28, following Committees that evening.

The following national holidays fall on scheduled meeting dates:

Memorial Day – May 25, 2026

Labor Day – September 7, 2026

Memorial Day falls on Monday, May 25. The Committee meetings normally scheduled for that evening can be moved to Monday, June 1, prior to the Village Board meeting. Also, Labor Day in 2026 conflicts with the Village Board meeting on September 7th. This meeting can be moved to Tuesday, September 8, 2026.

Staff has also compiled a list of conferences that the Mayor and Board of Trustees often attend that fall on Mondays. In 2026, only the National League of Cities falls on a meeting date:

National League of Cities – March 16-18, 2026. The March 16 Village Board meeting can be moved to March 23, after the Committee meetings that evening.

For many years, the Village Board has approved a summer meeting schedule that consists of summer Board and Standing Committee meetings occurring on the 1st and 3rd Mondays of the month in July and August, with no 2nd and 4th Monday meetings. For July meetings, the dates would be Monday, July 6 and July 20. For August meetings, the dates would be August 3 and August 17.

FINANCIAL IMPACT

None.

RECOMMENDATION

Staff recommends scheduling Village Board and Standing Committee meetings for 2026 as follows:

Village Board

January 5, 19
February 2, 16
March 2, 23 (16*)
April 6, 20
May 4, 18
June 1, 15
July 6, 20
August 3, 17
September 8 (7*), 28 (21*)
October 5, 19
November 2, 16
December 7, 21

Standing Committees

January 12, 26
February 9, 23
March 9, 23
April 13, April 27
May 11, June 1 (May 25*)
June 8, 22
July 6, 20
August 3, 17
September 14, 28
October 12, 26
November 9, 23
December 14

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

ATTACHMENTS

None

VILLAGE OF HOFFMAN ESTATES DECEMBER 2025 CATV MONTHLY REPORT

To: Eric Palm
From: Ric Signorella
Date: December 1, 2025

Citizen Segments

This month the Citizen covers In Hoffman: Fully Involved Fire Academy (FIFA) and the In Hoffman: Village Hall Parking Lot Construction, Mustafa Coffee House Ribbon Cutting, Kaizen Jui Jitsu Club Ribbon Cutting, SOX Outlet Workout Gear Ribbon Cutting, Zine Fest, Windy City Bulls Home Opener - Elected Officials Halftime Court Intros and the Public Works Open House.

Citizen Segments and Programs in development:

Schaumburg & Hoffman Estates Branch Library Programs Airing on HETV
HHS Dept. Activities Videos
HEPD / HEFD Swearing In's
DRONE Video Update on Construction Progression: COMPASS & FS 21
In Hoffman's
HEFD: RIT (Rapid Intervention Team) Training Simulations
Dementia Friendly Panel Discussion @ Sch Twp. Library
Economic Development" C-Suite Event Testimonial Video
Belle Tire Ribbon Cutting
Community Pride Awards
HEFD Training: Cutting Open Roof Simulations - Internal Use
HEFD Training: Bus Cutting & Extrication Training - Internal Use
2026 Golf Outing Promotional Video
Clearbrook Grand Opening / HE Community Day
CAC VIP Tour of New Renovations
HEFD: Sexual Harassment Training (Internal Use)
HEPD: Medical Insurance Training (Internal Use)

Friendship Tree Lighting / Choral Aires Christmas Songs

Now airing.

HHS: Fire & Ice Science Show / Twirling Twisters Baton Reception

Now airing.

HEFD: Fully Involved Fire Academy (FIFA) Graduation / HEFD: FIFA National Promotional Video

Now airing.

Veteran's Day Ceremony & POW/MIA Chair of Honor Dedication

Now airing.

Mariano's Grand Re-Opening / Hoffman Concerts

Now airing.

Mayor McLeod 45 Years of Dedicated Public Service

Now airing.

Convergent Ribbon Cutting Long Version w/ Keynote Speakers

Now airing.

Complaints/Inquiries

There were no new inquiries. There are no outstanding inquiries.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

November 2025

Staffing Activity

New Starts: 1 - Community Service Officer

Separations: 0

Transfers: 0

Retirements: 1 - Police Commander

Promotions: 3 - Auxiliary EMA to Community Service Officer
Code Officer II to Code Enforcement Manager
Financial Assistant to Payroll Coordinator

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	350 budgeted	342 current
	Part Time Employees	36 budgeted	25 current
	Temporary Employees	0 budgeted	0 current
	Seasonal Employees	22 budgeted	0 current
	Paid Interns	9 budgeted	4 current

Month & Year-to-Date Activity:

0 Seasonals with	11 for year
3 Promotion with	12 for year
0 Separations with	35 for year
1 Retirement with	11 for year
0 Transfers with	4 for year

Maintenance I – Facilities PM Shift (internal)

The position was posted internally for Public Works union members. There were no internal applicants. An applicant from a recent recruitment was contacted to interview. He was offered the position after a successful interview. He accepted and completed the pre-employment process. He is scheduled to start on December 15th.

Water Billing Customer Service Rep (Part-time)

The position was posted on the Village website, social media and broadcast email. The interview team reviewed applications and chose five candidates for skills testing and interview. Interviews took place in mid-November. An offer was made to one candidate. She accepted and is completing pre-employment screening.

Community Service Officer (3)

The position was posted on the Village website, social media and broadcast email. It was also posted on The Blueline, MGT and LinkedIN. Applications were reviewed by the hiring team, and twelve candidates were chosen for interview. Interviews were held September 23rd through September 29th. Offers were made to three candidates. Pre-employment screening is being completed. Two began in November and the third is expected to begin in late December.

Code Enforcement Manager

The position was posted on the Village website, social media and broadcast email. The position was also posted on SBOC, NWBOCA, LinkedIn and MGT. Candidate applications were reviewed after the deadline. Five candidates were chosen to interview in October. An internal candidate was offered the position. She accepted and started on November 10th.

Payroll Coordinator

The internal recruitment was posted through Village broadcast email. Employees were notified of the upcoming retirement of the current Payroll Coordinator. Employees were asked to submit a letter of interest if they would like to pursue this career opportunity. Two employees responded. They were interviewed by the Finance Director and Accounting Manager in mid-October. An offer was made to one candidate, he accepted and started on November 17th.

Accountant I

The position was posted on the Village website, social media and broadcast email. It was also posted with IGFOA and MGT. The interview team reviewed applications and chose six candidates for skills testing and interviews.

Financial Assistant

The position was posted on the Village website, social media and broadcast email. It was also posted with MGT. The interview team will be reviewing applications after the December deadline.

PW Winter Seasonal (3)

The position was posted on the Village website, social media and broadcast email. Three candidates were selected for interview on December 1st.

Labor/Management Relations

Contract Status:

Police (Metropolitan Alliance of Police - MAP Chapter 96)
Contract (Jan. 1, 2025 - December 31, 2027).

Fire (International Association of Firefighters - Local 2061)
Contract (January 1, 2024 – December 31, 2026).

Public Works (International Brotherhood of Teamsters, Local 700)
Contract (Jan. 1, 2024 – Dec. 31, 2025). Negotiations for a successor agreement continued in November.

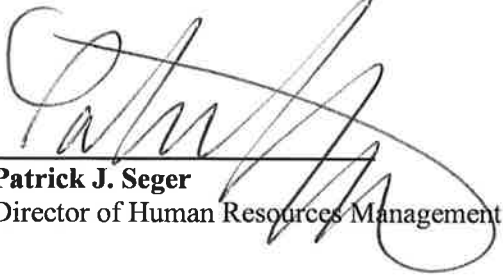
Police Sergeants (Metropolitan Alliance of Police – MAP-97)
Contract (Jan. 1, 2023 – December 31, 2025).

Personnel/Benefits/Employee Services

- As staff liaison to the Cultural Awareness Commission meeting, the Director of HRM and the Assistant Director of HRM attended the monthly meeting.
- The Director of HRM participated in Management Team meetings.
- HRM staff participated in the ERP Project meetings including UKG/Andrews, BS&A and NeoGov.
- HRM staff completed employee open enrollment.
- HRM staff coordinated anti-harassment training for fire department personnel.
- The Director of HRM and Assistant Director of HRM participated in negotiations with the Teamsters Local 700 union.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims.
- Conducted meetings with staff related to high exposure workers' compensation claims.
- Participated in an ADA Committee informational review meeting.
- Coordinated the administration of several litigated liability claims being handled by the Village's third-party claims administrator.
- Monitored safety related to the Village Hall parking lot project.
- Participated in a Loss Control meeting with the Village's worker's compensation carrier. Loss trends were reviewed and strategies discussed to reduce both frequency and severity of future workers' compensation claims.
- Investigated and reported several worker's compensation claims to the Village's third-party claims administrator.
- Attended a Suburban Insurance Liability Pool (SLIP) board meeting. 2026 renewal was discussed.
- Added vehicles to the Village's vehicle insurance schedule.
- Provided written updates to appropriate management staff related to the status of several open workers' compensation claims.



Patrick J. Seger
Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT

MONTHLY STAFFING REPORT

NOVEMBER 2025

RECRUITMENTS

POSITION TITLE: Community Service Officer (3)
DEPARTMENT: Police
DATE POSTED: 08/25/2025
AD DEADLINE: Until filled
APPLICATIONS REC'D: 79 received
STATUS: The position was posted on the Village website, social media and broadcast email. It was also posted on The Blueline, MGT and LinkedIn. Applications were reviewed by the hiring team, and twelve candidates were chosen for interview. Interviews were held September 23rd through September 29th. Offers were made to three candidates. Pre-employment screening is being completed. Two began in November and the third is expected to begin in late December.

POSITION TITLE: Accountant I
DEPARTMENT: Finance
DATE POSTED: 11/12/2025
AD DEADLINE: 11/25/2025
APPLICATIONS REC'D: 28 applications received
STATUS: The position was posted on the Village website, social media and broadcast email. It was also posted with IGFOA and MGT. The interview team reviewed applications and chose six candidates for skills testing and interviews.

POSITION TITLE: Financial Assistant
DEPARTMENT: Finance
DATE POSTED: 11/20/2025
AD DEADLINE: 12/11/2025
APPLICATIONS REC'D: 21 applications received to date
STATUS: The position was posted on the Village website, social media and broadcast email. It was also posted externally with MGT. The interview team will be reviewing applications after the December deadline.

POSITION TITLE: Water Billing Customer Service Rep (Part-time)
DEPARTMENT: Finance
DATE POSTED: 10/10/2025
AD DEADLINE: 10/26/2025
APPLICATIONS REC'D: 25 applications received
STATUS: The position was posted on the Village website, social media and broadcast email. The interview team reviewed applications and chose

five candidates for skills testing and interview. Interviews took place in mid-November. An offer was made to one candidate. She accepted and is completing pre-employment screening.

POSITION TITLE: Maintenance I – Facilities PM Shift (internal)
DEPARTMENT: Public Works
DATE POSTED: 10/27/2025
AD DEADLINE: 10/31/2025
APPLICATIONS REC'D: 1 application received
STATUS: The position was posted internally for Public Works union members. There were no internal applicants. An applicant from a recent recruitment was contacted to interview. He was offered the position after a successful interview. He accepted and completed the pre-employment process. He is scheduled to start on December 15th.

POSITION TITLE: PW Winter Seasonal (3)
DEPARTMENT: Public Works
DATE POSTED: 11/13/2025
AD DEADLINE: Until filled
APPLICATIONS REC'D: 8 applications received
STATUS: The position was posted on the Village website, social media and broadcast email. Three candidates were selected for interview on December 1st.

NEW STARTS

POSITION TITLE: Code Enforcement Manager
DEPARTMENT: Development Services
DATE POSTED: 08/29/2025
AD DEADLINE: 09/14/2025
APPLICATIONS REC'D: 16 applications received
STATUS: The position was posted on the Village website, social media and broadcast email. The position was also posted on SBOC, NWBOCA, LinkedIn and MGT. Candidate applications were reviewed after the deadline. Five candidates were chosen to interview in October. An internal candidate was offered the position. She accepted and started on November 10th.

POSITION TITLE: Payroll Coordinator
DEPARTMENT: Finance
DATE POSTED: 08/29/2025
AD DEADLINE: 09/14/2025
APPLICATIONS REC'D: 2 applications received
STATUS: The internal recruitment was posted through Village broadcast email. Employees were notified of the upcoming retirement of the current Payroll Coordinator. Employees were asked to submit a letter of interest if they would like to pursue this career opportunity. Two employees responded. They were interviewed by the Finance Director and Accounting Manager in mid-October. An offer was made to one candidate, he accepted and started on November 17th.

POSITION TITLE: Community Service Officer (3)
DEPARTMENT: Police
DATE POSTED: 08/25/2025
AD DEADLINE: Until filled
APPLICATIONS REC'D: 79 received
STATUS: The position was posted on the Village website, social media and broadcast email. It was also posted on The Blueline, MGT and LinkedIn. Applications were reviewed by the hiring team, and twelve candidates were chosen for interview. Interviews were held September 23rd through September 29th. Offers were made to three candidates. Pre-employment screening is being completed. Two began in November and the third is expected to begin in late December.

SUMMARY OF EMPLOYMENT ACTIVITY NOVEMBER 2025

	<u>Total Number</u>	<u>Position</u>
New Starts	1	CSO
Separations	0	
Promotions	3	Aux. EMA to CSO Code Officer II to Code Enf. Manager Financial Asst. to Payroll Coord.
Reclassifications	0	
Downgrades	0	
Retirements	1	Police Commander
Change in Status	0	

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
Starts	5	Firefighter (2) Community Service Officer Police Officer Maintenance I Facilities PM Shift
Separations	0	
Promotions	2	Police Commander Police Sergeant
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	1	Risk Manager
New Positions	0	

2025 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	350	342
PART TIME EMPLOYEES	36	25
TEMPORARY EMPLOYEES	0	0
SEASONAL EMPLOYEES	22	0
INTERNS (PAID)	9	4
TOTAL	417	371

Total Vacancies:

Full Time

Budgeted – Posted

**CSO
Maintenance I Facilities PM Shift
Accountant I
Financial Assistant
Winter Seasonal**

Budgeted – Not Posted

**Revenue Collections Manager
Senior Business Systems Analyst
Firefighter/Paramedic (2)
Records Staff Assistant
Code Officer II
Police Commander**

Part Time

Budgeted – Posted

Water Customer Service Rep

Budgeted – Not Posted

**PW Admin Staff Asst
Clinic Nurse (3)
PT Cable TV Asst (2)
Event Coordinator
Legal Admin Staff Asst
Water Customer Service Rep**

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	42	362
Part Time – Response to Recruitments	0	33
Seasonal Applicants	8	42
TOTAL	50	437

HUMAN RESOURCES MANAGEMENT EMPLOYMENT ACTIVITY NOVEMBER 2025

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Tyler Gordon	11/24/2025	CSO	Alescia Kretschmer

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Rodney Penrod	11/20/2025	Police Commander	Retired

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Kathleen Kuffer	11/10/2025	Code Officer II	Code Enf. Manager
Eddie Camacho	11/06/2025	Auxiliary EMA	CSO
Aaron Haupt	11/17/2025	Financial Asst.	Payroll Coordinator

TRANSFERS

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

CHANGE IN STATUS

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

RECLASSIFICATION

<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>
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ADDITIONAL MONTHLY REPORT INFORMATION NOVEMBER 2025

# Anniversaries	<u>3</u>
# Interviews conducted during month	<u>5</u>
# Orientations conducted during month	<u>2</u>

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/2006 Through: 10/31/2025

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
07 301	Fire Suppression (Dept)	9	18.8%	7	0	2	22%	0	9	42,805.36	385,248.23		385,248.23	50.9%
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	53.3%
07 600	Administration (Dept)	1	2.1%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
07 6	Human Resources Manage (Sub-Loc)	1	2.1%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
07 700	Patrol (Dept)	10	20.8%	6	2	2	20%	0	10	17,411.53	174,115.28		174,115.28	23.0%
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%	0	16	12,020.92	192,334.78		192,334.78	25.4%
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%	0	48	15,767.84	756,856.40		756,856.40	100.0%
Totals for 2007 Claims: 48 100.0% 36 4 8 17% 0 48 15,767.84 756,856.40 100.0%														
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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/2006 Through: 10/31/2025

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Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgt	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
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%
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:														
09 300	Administration (Dept)	2	3.8%	1	1	0	0%	0	2	7,601.49	15,202.97		15,202.97	2.2%
09 301	Fire Suppression (Dept)	14	26.4%	11	3	0	0%	0	14	4,642.64	64,996.99		64,996.99	9.3%
09 303	Emergency Medical Service (Dept)	20	37.7%	13	4	3	15%	0	20	17,948.22	358,964.35		358,964.35	51.1%
09 3	Fire (Sub-Loc)	36	67.9%	25	8	3	8%	0	36	12,199.01	439,164.31		439,164.31	62.6%
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	21.2%
09 704	Traffic (Dept)	1	1.9%	1	0	0	0%	0	1	2,457.38	2,457.38		2,457.38	0.4%
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	85,580.51	85,580.51		85,580.51	12.2%
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	15,417.35	92,504.11		92,504.11	13.2%
09 01	Village of Hoffman Estates (Loc)	53	100.0%	33	11	9	17%	0	53	13,246.58	702,068.57		702,068.57	100.0%
Totals for 2009 Claims:														
10 200	Accounting (Dept)	2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.7%
10 2	Finance (Sub-Loc)	2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.7%
10 250	PPO Payments (Dept)	1	2.4%	1	0	0	0%	0	1	25,802.19	25,802.19		25,802.19	4.5%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/2006 Through: 10/31/2025

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	25	PPO Payments	1	2.4%	1	0	0	0%	0	1	25,802.19	25,802.19		25,802.19	4.5%
10	301	Fire Suppression	8	19.0%	3	5	0	0%	0	8	3,252.66	26,021.31		26,021.31	4.6%
10	303	Emergency Medical Service	8	19.0%	4	1	3	38%	0	8	22,624.71	180,997.64		180,997.64	31.7%
10	3	Fire	16	38.1%	7	6	3	19%	0	16	12,938.68	207,018.95		207,018.95	36.3%
10	700	Patrol	15	35.7%	7	4	4	27%	0	15	17,690.70	265,360.50		265,360.50	46.5%
10	7	Police	15	35.7%	7	4	4	27%	0	15	17,690.70	265,360.50		265,360.50	46.5%
10	800	Streets	3	7.1%	2	1	0	0%	0	3	251.71	755.12		755.12	0.1%
10	801	Water & Sewer	3	7.1%	3	0	0	0%	0	3	2,370.53	7,111.59		7,111.59	1.2%
10	802	Building & Grounds	1	2.4%	1	0	0	0%	0	1	541.00	541.00		541.00	0.1%
10	804	Forestry	1	2.4%	0	1	0	0%	0	1	19,712.35	19,712.35		19,712.35	3.5%
10	8	Public Works	8	19.0%	6	2	0	0%	0	8	3,515.01	28,120.06		28,120.06	4.9%
10	01	Village of Hoffman Estates	42	100.0%	21	13	8	19%	0	42	13,575.53	570,172.31		570,172.31	100.0%
Totals for 2010 Claims:															
11	200	Accounting	42	100.0%	21	13	8	19%	0	42	13,575.53	570,172.31		570,172.31	100.0%
11	2	Finance	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	250	PPO Payments	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	25	PPO Payments	1	3.2%	1	0	0	0%	0	1	20,457.16	20,457.16		20,457.16	2.8%
11	301	Fire Suppression	4	12.9%	2	1	1	25%	0	4	63,247.39	252,989.56		20,457.16	2.8%
11	303	Emergency Medical Service	11	35.5%	9	0	2	18%	0	11	19,510.89	214,619.81		252,989.56	34.7%
11	3	Fire	15	48.4%	11	1	3	20%	0	15	31,173.96	467,609.37		214,619.81	29.4%
11	700	Patrol	10	32.3%	6	1	3	30%	0	10	23,145.83	231,458.29		467,609.37	64.1%
11	703	Tactical	1	3.2%	0	1	0	0%	0	1	6,447.68	6,447.68		231,458.29	31.7%
11	7	Police	11	35.5%	6	2	3	27%	0	11	21,627.82	237,905.97		6,447.68	0.9%
11	801	Water & Sewer	1	3.2%	1	0	0	0%	0	1	489.57	489.57		237,905.97	32.6%
11	804	Forestry	1	3.2%	1	0	0	0%	0	1	2,769.16	2,769.16		489.57	0.1%
11	805	Clerical	1	3.2%	0	1	0	0%	0	1	0.00	0.00		2,769.16	0.4%
11	8	Public Works	3	9.7%	2	1	0	0%	0	3	1,086.24	3,258.73		0.00	0.0%
11	01	Village of Hoffman Estates	31	100.0%	20	5	6	19%	0	31	23,523.59	729,231.23		3,258.73	0.4%
Totals for 2011 Claims:															
11	01	Village of Hoffman Estates	31	100.0%	20	5	6	19%	0	31	23,523.59	729,231.23		729,231.23	100.0%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/2006 Through: 10/31/2025

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
12 101	Engineering/Transportation (Dept)	1	2.3%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.5%
12 1	Community Development (Sub-Loc)	1	2.3%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.5%
12 250	PPO Payments (Dept)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	14.3%
12 25	PPO Payments (Sub-Loc)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	14.3%
12 301	Fire Suppression (Dept)	12	27.9%	10	1	1	8%	0	12	2,365.84	28,390.13		28,390.13	8.3%
12 303	Emergency Medical Service (Dept)	8	18.6%	7	0	1	13%	0	8	21,935.16	175,481.26		175,481.26	51.2%
12 3	Fire (Sub-Loc)	20	46.5%	17	1	2	10%	0	20	10,193.57	203,871.39		203,871.39	59.5%
12 700	Patrol (Dept)	9	20.9%	6	1	2	22%	0	9	8,148.55	73,336.98		73,336.98	21.4%
12 701	Investigations (Dept)	2	4.7%	1	1	0	0%	0	2	341.20	682.40		682.40	0.2%
12 704	Traffic (Dept)	1	2.3%	1	0	0	0%	0	1	4,940.28	4,940.28		4,940.28	1.4%
12 7	Police (Sub-Loc)	12	27.9%	8	2	2	17%	0	12	6,579.97	78,959.66		78,959.66	23.0%
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%	0	5	1,614.09	8,070.44		8,070.44	2.4%
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%	0	9	1,024.29	9,218.57		9,218.57	2.7%
12 01	Village of Hoffman Estates (Loc)	43	100.0%	34	5	4	9%	0	43	7,970.28	342,721.98		342,721.98	100.0%
Totals for 2012 Claims:														
13 102	Planning (Dept)	1	2.6%	0	1	0	0%	0	1	481.33	481.33		481.33	0.1%
13 1	Community Development (Sub-Loc)	1	2.6%	0	1	0	0%	0	1	481.33	481.33		481.33	0.1%
13 200	Accounting (Dept)	1	2.6%	1	0	0	0%	0	1	342.41	342.41		342.41	0.1%
13 2	Finance (Sub-Loc)	1	2.6%	1	0	0	0%	0	1	342.41	342.41		342.41	0.1%
13 301	Fire Suppression (Dept)	8	20.5%	6	1	1	13%	0	8	4,307.66	34,461.25		34,461.25	7.4%
13 303	Emergency Medical Service (Dept)	6	15.4%	3	1	2	33%	0	6	35,673.45	214,040.72		214,040.72	45.9%
13 3	Fire (Sub-Loc)	14	35.9%	9	2	3	21%	0	14	17,750.14	248,501.97		248,501.97	53.3%
13 700	Patrol (Dept)	12	30.8%	4	2	6	50%	0	12	15,506.87	186,082.41		186,082.41	39.9%
13 701	Investigations (Dept)	1	2.6%	1	0	0	0%	0	1	1,134.37	1,134.37		1,134.37	0.2%
13 7	Police (Sub-Loc)	13	33.3%	5	2	6	46%	0	13	14,401.29	187,216.78		187,216.78	40.2%
13 801	Water & Sewer (Dept)	9	23.1%	8	1	0	0%	0	9	3,217.94	28,961.44		28,961.44	6.2%
13 804	Forestry (Dept)	1	2.6%	1	0	0	0%	0	1	471.75	471.75		471.75	0.1%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/2006 Through: 10/31/2025

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11/02/2025

Year	Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
13	8	Public Works	(Sub-Loc) 10	25.6%	9	1	0	0%	0	10	2,943.32	29,433.19		29,433.19	6.3%
13	01	Village of Hoffman Estates (Loc)	39	100.0%	24	6	9	23%	0	39	11,948.09	465,975.68		465,975.68	100.0%
Totals for 2013 Claims:			39	100.0%	24	6	9	23%	0	39	11,948.09	465,975.68		465,975.68	100.0%
14	100	Code Enforcement	(Dept) 1	2.0%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
14	102	Planning	(Dept) 1	2.0%	1	0	0	0%	0	1	642.39	642.39		642.39	0.1%
14	1	Community Development	(Sub-Loc) 2	4.1%	1	1	0	0%	0	2	321.20	642.39		642.39	0.1%
14	301	Fire Suppression	(Dept) 12	24.5%	9	0	3	25%	0	12	42,310.07	507,720.85		507,720.85	66.0%
14	303	Emergency Medical Service	(Dept) 6	12.2%	3	1	2	33%	0	6	9,013.74	54,082.42		54,082.42	7.0%
14	3	Fire	(Sub-Loc) 18	36.7%	12	1	5	28%	0	18	31,211.29	561,803.27		561,803.27	73.0%
14	401	Cable TV	(Dept) 1	2.0%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
14	4	General Government	(Sub-Loc) 1	2.0%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
14	600	Administration	(Dept) 1	2.0%	1	0	0	0%	0	1	2,934.04	2,934.04		2,934.04	0.4%
14	6	Human Resources Manage	(Sub-Loc) 1	2.0%	1	0	0	0%	0	1	2,934.04	2,934.04		2,934.04	0.4%
14	700	Patrol	(Dept) 16	32.7%	12	3	1	6%	0	16	12,041.83	192,669.28		192,669.28	25.0%
14	701	Investigations	(Dept) 1	2.0%	0	1	0	0%	0	1	213.50	213.50		213.50	0.0%
14	704	Traffic	(Dept) 1	2.0%	1	0	0	0%	0	1	1,148.28	1,148.28		1,148.28	0.1%
14	7	Police	(Sub-Loc) 18	36.7%	13	4	1	6%	0	18	10,779.50	194,031.06		194,031.06	25.2%
14	800	Streets	(Dept) 1	2.0%	1	0	0	0%	0	1	972.94	972.94		972.94	0.1%
14	801	Water & Sewer	(Dept) 5	10.2%	3	2	0	0%	0	5	1,205.25	6,026.24		6,026.24	0.8%
14	804	Forestry	(Dept) 3	6.1%	3	0	0	0%	0	3	1,103.67	3,311.00		3,311.00	0.4%
14	8	Public Works	(Sub-Loc) 9	18.4%	7	2	0	0%	0	9	1,145.58	10,310.18		10,310.18	1.3%
14	01	Village of Hoffman Estates (Loc)	49	100.0%	35	8	6	12%	0	49	15,708.59	769,720.94		769,720.94	100.0%
Totals for 2014 Claims:			49	100.0%	35	8	6	12%	0	49	15,708.59	769,720.94		769,720.94	100.0%
15	100	Code Enforcement	(Dept) 1	3.4%	1	0	0	0%	0	1	371.99	371.99		371.99	0.1%
15	1	Community Development	(Sub-Loc) 1	3.4%	1	0	0	0%	0	1	371.99	371.99		371.99	0.1%
15	301	Fire Suppression	(Dept) 9	31.0%	5	1	3	33%	0	9	29,860.63	268,745.66		268,745.66	64.7%
15	303	Emergency Medical Service	(Dept) 6	20.7%	4	0	2	33%	0	6	12,038.88	72,233.27		72,233.27	17.4%
15	3	Fire	(Sub-Loc) 15	51.7%	9	1	5	33%	0	15	22,731.93	340,978.93		340,978.93	82.1%
15	505	Immunization	(Dept) 1	3.4%	1	0	0	0%	0	1	958.06	958.06		958.06	0.2%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 -12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/2006 Through: 10/31/2025

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
15 5	Health & Human Services	(Sub-Loc) 1	3.4%	1	0	0	0%	0	1	958.06	958.06		958.06	0.2%
15 700	Patrol	(Dept) 7	24.1%	6	0	1	14%	0	7	9,232.10	64,624.67		64,624.67	15.6%
15 701	Investigations	(Dept) 1	3.4%	0	1	0	0%	0	1	913.00	913.00		913.00	0.2%
15 7	Police	(Sub-Loc) 8	27.6%	6	1	1	13%	0	8	8,192.21	65,537.67		65,537.67	15.8%
15 800	Streets	(Dept) 1	3.4%	1	0	0	0%	0	1	184.04	184.04		184.04	0.0%
15 801	Water & Sewer	(Dept) 1	3.4%	1	0	0	0%	0	1	582.07	582.07		582.07	0.1%
15 802	Building & Grounds	(Dept) 1	3.4%	1	0	0	0%	0	1	361.60	361.60		361.60	0.1%
15 804	Forestry	(Dept) 1	3.4%	1	0	0	0%	0	1	6,160.47	6,160.47		6,160.47	1.5%
15 8	Public Works	(Sub-Loc) 4	13.8%	4	0	0	0%	0	4	1,822.05	7,288.18		7,288.18	1.8%
15 01	Village of Hoffman Estates	(Loc) 29	100.0%	21	2	6	21%	0	29	14,314.99	415,134.83		415,134.83	100.0%
	Totals for 2015 Claims:	29	100.0%	21	2	6	21%	0	29	14,314.99	415,134.83		415,134.83	100.0%
16 301	Fire Suppression	(Dept) 3	8.1%	2	1	0	0%	0	3	466.15	1,398.44		1,398.44	0.2%
16 303	Emergency Medical Service	(Dept) 4	10.8%	2	0	2	50%	0	4	73,310.12	293,240.47		293,240.47	33.2%
16 3	Fire	(Sub-Loc) 7	18.9%	4	1	2	29%	0	7	42,091.27	294,638.91		294,638.91	33.3%
16 700	Patrol	(Dept) 16	43.2%	13	1	2	13%	0	16	33,242.87	531,885.85		531,885.85	60.1%
16 701	Investigations	(Dept) 1	2.7%	1	0	0	0%	0	1	7,112.66	7,112.66		7,112.66	0.8%
16 703	Tactical	(Dept) 1	2.7%	1	0	0	0%	0	1	140.43	140.43		140.43	0.0%
16 7	Police	(Sub-Loc) 18	48.6%	15	1	2	11%	0	18	29,952.16	539,138.94		539,138.94	61.0%
16 800	Streets	(Dept) 1	2.7%	1	0	0	0%	0	1	329.95	329.95		329.95	0.0%
16 801	Water & Sewer	(Dept) 4	10.8%	3	1	0	0%	0	4	4,394.90	17,579.60		17,579.60	2.0%
16 803	Equipment & Supply	(Dept) 3	8.1%	2	1	0	0%	0	3	7,918.56	23,755.68		23,755.68	2.7%
16 804	Forestry	(Dept) 3	8.1%	3	0	0	0%	0	3	2,216.74	6,650.22		6,650.22	0.8%
16 8	Public Works	(Sub-Loc) 11	29.7%	9	2	0	0%	0	11	4,392.31	48,315.45		48,315.45	5.5%
16 9	Information Systems	(Sub-Loc) 1	2.7%	1	0	0	0%	0	1	2,371.46	2,371.46		2,371.46	0.3%
16 01	Village of Hoffman Estates	(Loc) 37	100.0%	29	4	4	11%	0	37	23,904.45	884,464.76		884,464.76	100.0%
	Totals for 2016 Claims:	37	100.0%	29	4	4	11%	0	37	23,904.45	884,464.76		884,464.76	100.0%
17 301	Fire Suppression	(Dept) 1	5.6%	0	0	1	100%	0	1	42,884.44	42,884.44		42,884.44	10.3%
17 303	Emergency Medical Service	(Dept) 5	27.8%	3	0	2	40%	0	5	72,796.78	363,983.88		363,983.88	87.7%
17 3	Fire	(Sub-Loc) 6	33.3%	3	0	3	50%	0	6	67,811.39	406,868.32		406,868.32	98.1%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/2006 Through: 10/31/2025

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
17 700	Patrol	5	27.8%	5	0	0	0%	0	5	757.36	3,786.80		3,786.80	0.9%
17 701	Investigations	1	5.6%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
17 703	Tactical	1	5.6%	1	0	0	0%	0	1	1,114.58	1,114.58		1,114.58	0.3%
17 7	Police	7	38.9%	7	0	0	0%	0	7	700.20	4,901.38		4,901.38	1.2%
17 800	Streets	1	5.6%	1	0	0	0%	0	1	2,186.65	2,186.65		2,186.65	0.5%
17 804	Forestry	4	22.2%	4	0	0	0%	0	4	246.90	987.59		987.59	0.2%
17 8	Public Works	5	27.8%	5	0	0	0%	0	5	634.85	3,174.24		3,174.24	0.8%
17 01	Village of Hoffman Estates	18	100.0%	15	0	3	17%	0	18	23,052.44	414,943.94		414,943.94	100.0%
Totals for 2017 Claims:														
18 100	Code Enforcement	1	2.9%	0	1	0	0%	0	1	605.84	605.84		605.84	0.2%
18 1	Community Development	1	2.9%	0	1	0	0%	0	1	605.84	605.84		605.84	0.2%
18 301	Fire Suppression	8	23.5%	4	3	1	13%	0	8	6,056.13	48,449.03		48,449.03	13.7%
18 303	Emergency Medical Service	5	14.7%	3	0	2	40%	1	4	25,421.95	126,033.81	1,075.94	127,109.75	36.0%
18 3	Fire	13	38.2%	7	3	3	23%	1	12	13,504.52	174,482.84	1,075.94	175,558.78	49.8%
18 700	Patrol	14	41.2%	11	1	2	14%	0	14	12,237.06	171,318.86		171,318.86	48.6%
18 7	Police	14	41.2%	11	1	2	14%	0	14	12,237.06	171,318.86		171,318.86	48.6%
18 800	Streets	2	5.9%	2	0	0	0%	0	2	375.71	751.41		751.41	0.2%
18 801	Water & Sewer	1	2.9%	1	0	0	0%	0	1	618.53	618.53		618.53	0.2%
18 802	Building & Grounds	1	2.9%	1	0	0	0%	0	1	1,855.66	1,855.66		1,855.66	0.5%
18 804	Forestry	1	2.9%	1	0	0	0%	0	1	1,179.47	1,179.47		1,179.47	0.3%
18 805	Clerical	1	2.9%	0	1	0	0%	0	1	727.84	727.84		727.84	0.2%
18 8	Public Works	6	17.6%	5	1	0	0%	0	6	855.49	5,132.91		5,132.91	1.5%
18 01	Village of Hoffman Estates	34	100.0%	23	6	5	15%	1	33	10,371.07	351,540.45	1,075.94	352,616.39	100.0%
Totals for 2018 Claims:														
19 301	Fire Suppression	12	42.9%	8	1	3	25%	2	10	41,731.86	461,737.28	39,045.02	500,782.30	55.1%
19 303	Emergency Medical Service	4	14.3%	3	0	1	25%	0	4	36,460.47	145,841.87		145,841.87	16.0%
19 3	Fire	16	57.1%	11	1	4	25%	2	14	40,414.01	607,579.15	39,045.02	646,624.17	71.1%
19 700	Patrol	12	42.9%	8	2	2	17%	0	12	21,869.79	262,437.44		262,437.44	28.9%
19 7	Police	12	42.9%	8	2	2	17%	0	12	21,869.79	262,437.44		262,437.44	28.9%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/2006 Through: 10/31/2025

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Year	Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
19	01	Village of Hoffman Estates (Loc)	28	100.0%	19	3	6	21%	2	26	32,466.49	870,016.59	39,045.02	909,061.61	100.0%
		Totals for 2019 Claims:	28	100.0%	19	3	6	21%	2	26	32,466.49	870,016.59	39,045.02	909,061.61	100.0%
20	100	Code Enforcement (Dept)	2	7.1%	1	1	0	0%	0	2	156.72	313.44		313.44	0.1%
20	1	Community Development (Sub-Loc)	2	7.1%	1	1	0	0%	0	2	156.72	313.44		313.44	0.1%
20	301	Fire Suppression (Dept)	11	39.3%	4	4	3	27%	1	10	20,879.25	229,246.58	425.14	229,671.72	61.9%
20	303	Emergency Medical Service (Dept)	3	10.7%	2	1	0	0%	0	3	11,668.95	35,006.86		35,006.86	9.4%
20	3	Fire (Sub-Loc)	14	50.0%	6	5	3	21%	1	13	18,905.61	264,253.44	425.14	264,678.58	71.4%
20	502	Employee Wellness (Dept)	1	3.6%	1	0	0	0%	0	1	2,451.12	2,451.12		2,451.12	0.7%
20	5	Health & Human Services (Sub-Loc)	1	3.6%	1	0	0	0%	0	1	2,451.12	2,451.12		2,451.12	0.7%
20	700	Patrol (Dept)	8	28.6%	2	5	1	13%	0	8	6,287.69	50,301.48		50,301.48	13.6%
20	7	Police (Sub-Loc)	8	28.6%	2	5	1	13%	0	8	6,287.69	50,301.48		50,301.48	13.6%
20	802	Building & Grounds (Dept)	2	7.1%	1	1	0	0%	0	2	1,380.38	2,760.75		2,760.75	0.7%
20	803	Equipment & Supply (Dept)	1	3.6%	0	0	1	100%	0	1	50,322.57	50,322.57		50,322.57	13.6%
20	8	Public Works (Sub-Loc)	3	10.7%	1	1	1	33%	0	3	17,694.44	53,083.32		53,083.32	14.3%
20	01	Village of Hoffman Estates (Loc)	28	100.0%	11	12	5	18%	1	27	13,243.86	370,402.80	425.14	370,827.94	100.0%
		Totals for 2020 Claims:	28	100.0%	11	12	5	18%	1	27	13,243.86	370,402.80	425.14	370,827.94	100.0%
21	301	Fire Suppression (Dept)	3	12.0%	1	1	1	33%	1	2	13,320.18	11,053.48	28,907.06	39,960.54	12.3%
21	303	Emergency Medical Service (Dept)	4	16.0%	2	1	1	25%	1	3	21,382.53	55,128.39	30,401.73	85,530.12	26.3%
21	3	Fire (Sub-Loc)	7	28.0%	3	2	2	29%	2	5	17,927.24	66,181.87	59,308.79	125,490.66	38.6%
21	700	Patrol (Dept)	10	40.0%	7	2	1	10%	0	10	2,772.24	27,722.39		27,722.39	8.5%
21	702	Crime Prevention (Dept)	1	4.0%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
21	7	Police (Sub-Loc)	11	44.0%	8	2	1	9%	0	11	2,520.22	27,722.39		27,722.39	8.5%
21	800	Streets (Dept)	2	8.0%	1	0	1	50%	1	1	7,738.09	6,712.13	8,764.04	15,476.17	4.8%
21	801	Water & Sewer (Dept)	2	8.0%	1	0	1	50%	0	2	60,898.32	121,796.63		121,796.63	37.4%
21	803	Equipment & Supply (Dept)	1	4.0%	0	0	1	100%	0	1	34,935.58	34,935.58		34,935.58	10.7%
21	8	Public Works (Sub-Loc)	5	20.0%	2	0	3	60%	1	4	34,441.68	163,444.34	8,764.04	172,208.38	52.9%
21	9	Information Systems (Sub-Loc)	2	8.0%	0	2	0	0%	0	2	0.00	0.00		0.00	0.0%
21	01	Village of Hoffman Estates (Loc)	25	100.0%	13	6	6	24%	3	22	13,016.86	257,348.60	68,072.83	325,421.43	100.0%
		Totals for 2021 Claims:	25	100.0%	13	6	6	24%	3	22	13,016.86	257,348.60	68,072.83	325,421.43	100.0%

250 VILLAGE OF HOFFMAN ESTATES

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/2006 Through: 10/31/2025

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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	568		380	94	94		7	561	15,004.25	8,413,794.04	108,618.93	8,522,412.97	
Open Medical: 0															
Open Comp: 0															
Open Legal: 7															

Report Totals:

Open Claims	Closed Claims	Total Claims	Total Occurrences	Total Paid	Outstanding Reserves	Third Party Recovery	Total Incurred	Total Reimbursement	Net Incurred
27	84	111	105	\$1,266,934.04	\$1,000,940.34	\$0.00	\$2,267,874.38	\$1,180,779.65	\$1,087,094.73

Year Of Loss	Job Class	Total Paid	Outstanding Reserves	Third Party Recovery	Total Reimbursement	Net Incurred	Total Incurred
2022							
	FIREFIGHTERS & DRIVERS - Count = 11	\$56,102.96	\$48,378.82	\$0.00	\$55,494.87	\$48,986.91	\$104,481.78
	MUNICIPAL EMPLOYEES, NOC - Count = 6	\$2,897.96	\$0.00	\$0.00	\$2,897.96	\$0.00	\$2,897.96
	POLICE OFFICERS AND DRIVERS - Count = 10	\$8,151.17	\$0.00	\$0.00	\$8,151.17	\$0.00	\$8,151.17
	WATERWORKS OPERATION & DRIVERS - Count = 1	\$1,536.97	\$0.00	\$0.00	\$1,536.97	\$0.00	\$1,536.97
2022 - Count = 28		\$68,689.06	\$48,378.82	\$0.00	\$68,080.97	\$48,986.91	\$117,067.88

Year Of Loss	Job Class	Total Paid	Outstanding Reserves	Third Party Recovery	Total Reimbursement	Net Incurred	Total Incurred
2023							
	CLERICAL OFFICE						
	EMPLOYEES NOC - Count = 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	FIREFIGHTERS & DRIVERS - Count = 13	\$687,152.48	\$330,205.51	\$0.00	\$629,725.13	\$387,632.86	\$1,017,357.99
	MUNICIPAL EMPLOYEES, NOC - Count = 2	\$881.46	\$0.00	\$0.00	\$881.46	\$0.00	\$881.46
	PHYSICIAN & CLERICAL - Count = 1	\$20.00	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
	POLICE OFFICERS AND DRIVERS - Count = 11	\$99,106.87	\$700.00	\$0.00	\$103,206.96	(\$3,400.09)	\$99,806.87
	STREET OR ROAD CONSTRUCTION - Count = 1	\$2,413.52	\$0.00	\$0.00	\$2,413.52	\$0.00	\$2,413.52
	WATERWORKS						
	OPERATION & DRIVERS - Count = 4	\$2,261.78	\$0.00	\$0.00	\$2,261.78	\$0.00	\$2,261.78
2023 - Count = 33		\$791,836.11	\$330,905.51	\$0.00	\$738,508.85	\$384,232.77	\$1,122,741.62

Year Of Loss	Job Class	Total Paid	Outstanding Reserves	Third Party Recovery	Total Reimbursement	Net Incurred	Total Incurred
2024							
	FIREFIGHTERS & DRIVERS - Count = 11	\$250,902.08	\$217,711.33	\$0.00	\$246,540.67	\$222,072.74	\$468,613.41
	MUNICIPAL EMPLOYEES, NOC - Count = 6	\$7,018.73	\$0.00	\$0.00	\$6,913.90	\$104.83	\$7,018.73
	POLICE OFFICERS AND DRIVERS - Count = 5	\$24,342.93	\$0.00	\$0.00	\$24,342.93	\$0.00	\$24,342.93
	WATERWORKS OPERATION & DRIVERS - Count = 3	\$54,810.01	\$79,023.83	\$0.00	\$52,449.24	\$81,384.60	\$133,833.84
2024 - Count = 25		\$337,073.75	\$296,735.16	\$0.00	\$330,246.74	\$303,562.17	\$633,808.91

Year Of Loss	Job Class	Total Paid	Outstanding Reserves	Third Party Recovery	Total Reimbursement	Net Incurred	Total Incurred
2025							
	FIRE PREVENTION - Count = 1	\$403.06	\$13,646.14	\$0.00	\$45.00	\$14,004.20	\$14,049.20
	FIREFIGHTERS & DRIVERS - Count = 8	\$18,856.46	\$27,334.38	\$0.00	\$18,531.84	\$27,659.00	\$46,190.84
	MUNICIPAL EMPLOYEES, NOC - Count = 4	\$2,306.85	\$1,818.76	\$0.00	\$1,879.34	\$2,246.27	\$4,125.61
	POLICE OFFICERS AND DRIVERS - Count = 12	\$47,768.75	\$282,121.57	\$0.00	\$23,486.91	\$306,403.41	\$329,890.32
2025 - Count = 25		\$69,335.12	\$324,920.85	\$0.00	\$43,943.09	\$350,312.88	\$394,255.97

VILLAGE OF HOFFMAN ESTATES

Memo

TO: GAP Committee

FROM: Jennifer Djordjevic, Director of Operations/Outreach – Office of the Mayor and Board

RE: *Operations/Outreach Highlights*

PERIOD: October / November 2025

Windy City Bulls / Schaumburg Township / Hanover Township – coordinating with WCB to host large-scale food drives for both Hanover Township and Schaumburg township food pantries. Elected officials will be alerted about upcoming games where food will be collected (for possible photo opportunities). Recently I worked with the Windy City Bulls on the home opener for the team.

School Support – local schools have multiple requests for support with various events and student needs. Mayor, Clerk Richter and I have been regularly connecting with John Muir school to drop off coats / clothing for students. Working with Eisenhower Junior High School to arrange for Mayor and select staff to participate in the Career Day event being held in early 2026.

Hope Fore Hoffman Golf Outing – planning has begun for the 3rd Annual golf outing. Working with Mayor and Committee to secure major sponsorships. Goal for the event is \$80,000 gross.

Travel and Board Support – I've booked travel for Mayor McLeod for upcoming USCM (January 2026). Assisted with planning for Active Transportation Committee (with Jenny Horn, Phil Green and Hallie Karle).

Wine Wednesday – successful WW held at Bar Louie and at Moretti's. Over 100 attendees combined.

Other – organized Choral Aires attendance at the Friendship Tree Lighting on November 21st. Led discussions with the Village's Veterans Commission members and members of Rolling Thunder to present the Honor Chair at the Village's annual Veterans Day Ceremony. Attended ONCC meetings as required. Coordinated general administrative projects for the Mayor and the Village Board. Attended Mustafa Coffee House, Convirgent, Rookies, Share Program, and Kaizen Ju Jitsu Grand Opening / Ribbon Cutting. Assisted in serving for Senior Commission lunches. Wrote Great Citizen Awards for Melissa Marscin, Debbie Sorkin and Patty Errerra. Wrote Mayors column for the Citizen Newsletter.

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