



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

October 14, 2024

Council Chambers

**Immediately following
Planning, Building & Zoning
Committee**

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
 - A. General Administration & Personnel Committee 09-09-2024
3. **PUBLIC COMMENT**
4. **OLD BUSINESS**
5. **NEW BUSINESS**
 - A. Approval of a sales agreement with Revize for redesign and hosting services for the Village of Hoffman Estates website in an amount not to exceed \$59,400 over a four-year term.
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**

September 9, 2024

1. ROLL CALL

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Dan O'Malley, Deputy Village Manager
Arthur Janura, Corporation Counsel
Jon Pape, Assistant Village Manager
Alan Wax, Fire Chief
Kathryn Cawley, Police Chief
Patrick Seger, Director of HRM
Bryan Ackerland, Director of Code Enf.
Andy LoBosco, Sr. Program Mgr. – Eng.
Jennifer Horn, Dir. Planning and Trans.
Phil Green, Trans. & Long Range Planner
Kevin Kramer, Econ. Dev. Director
Sonia Zala, St. Transportation Eng.
Ric Signorella, Multimedia Production Mgr.**

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

2. APPROVAL OF MINUTES

Motion by Trustee Arnet, seconded by Trustee Mills, to approve the General Administration & Personnel Committee meeting minutes of August 5, 2024. Voice vote taken. All ayes. Motion carried.

3. PUBLIC COMMENT

4. OLD BUSINESS

5. NEW BUSINESS

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.

The Legislative Operations and Outreach Monthly Report was received and filed.

7. PRESIDENT’S REPORT

Mayor McLeod reported that he toured the new Thomas Jefferson Middle School, and attended NWMC Executive Board meeting, as well as an Economic Development meeting. On Friday, Mayor attended the opening of the Platzkonzert which was well attended, and on Sunday he went to a block party on Sturbridge.

8. OTHER

9. ITEMS IN REVIEW

10. ADJOURNMENT

Motion by Trustee Pilafas, seconded by Trustee Arnet, to adjourn the meeting at 7:02 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date



AGENDA ITEM REPORT
General Administration & Personnel Committee
October 14, 2024
ITEM 5A

REQUEST: Approval of a sales agreement with Revize for redesign and hosting services for the Village of Hoffman Estates website in an amount not to exceed \$59,400 over a four-year term.

FROM: Missy Brito, Communications Manager

ITEM TYPE: Agreement - Committee

REQUEST SUMMARY

The Village recently conducted a Request for Proposals (RFP) for comprehensive website design and hosting services for the Village’s website at hoffmanestates.org. The Village is looking to create a state of the art, user-friendly and visually engaging website that will utilize the latest advances and technology in website design and functionality.

The website was last substantially refreshed in 2018, however the current web platform is a legacy system that was originally implemented in 2007. The Village’s current website vendor Granicus offered another standard refresh for the site as part of the original agreement, but upon review, it was determined that the legacy platform lacks the functionality and design of newer systems. The RFP was issued to seek vendors to redesign the entire website to improve the appearance, layout and functionality of this important communications and marketing tool for the Village.

The RFP generated 14 proposals from potential vendors. Upon review, three were selected to demonstrate their platform to the Village’s Website RFP Review Team that included 10 employees from various departments. These vendors were chosen based on cost of proposal and experience with developing municipal websites. The price breakdown from the three chosen vendors is as follows:

Revize

Year 1 project cost and subscription \$38,700
Year 2 subscription \$6,900
Year 3 subscription \$6,900
Year 4 subscription \$6,900
Total cost over 4 years: \$59,400

Govstack

Year 1 project cost and subscription \$40,430
Year 2 subscription \$6,330
Year 3 subscription \$6,330
Year 4 subscription \$6,330
Total cost over 4 years: \$59,420

CivicPlus

Year 1 project cost and subscription \$41,000

Year 2 subscription \$19,445

Year 3 subscription \$20,417.25

Year 4 subscription \$21,438.11

Total cost over 4 Years: 102,300.36

The recommendation to enter into an agreement with Revize is based on feedback from the RFP review team and recommendations from other local municipalities that are currently Revize clients. The benefits of selecting Revize include:

- They provide greater ability to customize pages versus "cookie-cutter" templates
- A separate employee intranet is included in their base price
- Their system integrates seamlessly with Microsoft 360

FINANCIAL IMPACT

Funding in the amount of \$35,000 for the website redesign project is included in the Village's approved FY2024 budget (01102524-4507). FY2024 costs for this project are anticipated to be \$38,700. Subscription costs for years 2 through 4 of the agreement (FY2025, FY2026 & FY2027) are projected to be \$6,900 per year. For reference, the annual subscription cost with our current website vendor for FY2024 is \$8,890.34.

RECOMMENDATION

Approve a sales agreement with Revize for redesign and hosting services for the Village of Hoffman Estates website in an amount not to exceed \$59,400 over a four-year term.

ATTACHMENTS

1. Village Website Redesign Agreement
2. Hoffman Estates Website Redesign RFP

VILLAGE OF HOFFMAN ESTATES

Professional Services Agreement for Website Redesign

This Professional Services Agreement (the “Agreement”) is made and entered into this 21st day of October, 2024, by and between the VILLAGE OF HOFFMAN ESTATES, ILLINOIS, a municipal corporation located at 1900 Hassell Road, Hoffman Estates, IL (“Village”) and Revize LLC., with a principal place of business at 150 Kirts Blvd., Troy, Michigan (“Consultant”) and sets forth the terms and conditions under which Consultant agrees to perform certain website redesign services as set forth below.

This Agreement is made pursuant to a Hoffman Estates Request for Proposals dated July 18, 2024, and Consultant’s Proposal dated August 30, 2024, attached hereto as Exhibit A and incorporated herein by reference.

1. SERVICES

Consultant will complete services as outlined in Exhibit A.

Other than what is provided in Paragraph 3 below, Village shall not be responsible for the cost of materials and equipment necessary for the performance of the Services.

No claim for services furnished by Consultant, not specifically provided for in this Agreement, shall be allowed by the Village nor shall Consultant perform any services or furnish any material not covered by this Agreement without prior written approval by Village. Such approval shall be considered a modification of this Agreement.

2. TERM AND TERMINATION

This Agreement shall be effective and binding upon execution. The parties agree that the time for completion of the services outlined in Exhibit A is September 15, 2025. Failure to complete the services outlined in Exhibit A by September 15, 2025, shall be considered a breach of this Agreement unless an extension is agreed to in writing by both parties.

Village may terminate this Agreement with 60 day written notice prior to the annual hosting and maintenance renewal date of November 1. Unless terminated earlier, this Agreement shall terminate on October 31, 2028.

The Village and Consultant agree that the promise contained in Exhibit A to provide a website re-design at Year 4 with no cost to Village upon execution of a new four year hosting and maintenance agreement shall survive the expiration of this Agreement.

3. FEES AND PAYMENT TERMS

The total cost for Services shall be \$38,700.00.

The cost for annual hosting and maintenance shall be as follows:

November 1, 2025 through September 30, 2026	\$6,900.00
November 1, 2026 through September 30, 2027	\$6,900.00
November 1, 2027 through September 30, 2028	\$6,900.00

Any fee for additional services must be agreed to in writing by the Village.

Consultant shall not incur any expenses or costs on behalf of the Village or in performing the Services, other than what is provided for above, unless Village specifically authorizes in advance such expenses or costs in writing. Such additional expenses may include, but are not limited to, travel and lodging expenses.

Payment shall be made according to the schedule provided in Exhibit A.

4. PERFORMANCE

Consultant shall perform all Services in accordance with applicable professional standards. Consultants' responsibility to perform Services shall be limited to those Services expressly set forth in Exhibit A. The Services will be provided to Village for its review and all conclusions and decisions as a result of the Services will be the responsibility of Village.

5. RELATIONSHIP OF THE PARTIES

In performing Services hereunder, Consultant shall at all times act as an independent Consultant and not as an agent or employee of Village. The Services shall be completed to the satisfaction of Village; however, the actual details of the Services shall be under Consultant's control. Consultant agrees to comply with all applicable state and federal statutes and the Municipal Code of the Village. Consultant further agrees to indemnify and hold Village harmless for any and all claims made arising out of Consultant's breach of the obligations contained in this paragraph.

Consultant is in no way authorized to make any agreement, warranty or representation on behalf of Village or to incur any expenses or implied obligation on behalf of Village without first obtaining Village's prior written consent.

6. CONFIDENTIALITY

During the course of this Agreement, Consultant may have access to data and information of the Village that should remain confidential. Consultant agrees to keep such data and information confidential and not disclose any data or information obtained during the course of performing the Services to any third party without the prior written consent of the Village.

7. INSURANCE

At Consultant's sole expense, Consultant shall be required to maintain at all times insurance of such types and such amounts outlined in the Village Insurance Requirements outlined in Exhibit B attached hereto and incorporated herein by reference. Failure to continuously maintain the insurance requirements outlined in Exhibit B shall be considered a breach of this agreement and the Village may terminate this agreement without penalty for such breach.

Village shall be named as an additional insured and the address for certificate holder must read exactly as:

Village of Hoffman Estates
1900 Hassell Rd.
Hoffman Estates, IL

8. INDEMNIFICATION

Consultant shall indemnify and hold harmless the Village, and all of its officers, directors, partners, officers, agents, representatives and employees of the foregoing from and against any and all losses, claims, liabilities, damages, costs, and expenses (including, without limitation, attorneys' fees and court costs) arising out of, in connection with or resulting from: (i) the failure to comply with any applicable law or regulation or breach of this Agreement by Consultant or any of its employees, agents or Consultants; (ii) performance of Services by Consultant or any of its employees, agents or Consultants; (iii) the acts or omissions, including negligence or willful misconduct, of Consultant or any of its employees, agents or contractors. Nothing in this Section shall be construed as a waiver of Village's rights to choose its own counsel to defend any claim arising under this Agreement. This Section shall survive the expiration or earlier termination of this Agreement.

9. ASSIGNMENT AND SUBCONTRACTING

This Agreement shall not be assigned by Consultant without prior written approval of the Village, subject to such conditions and provisions as the Village may deem necessary in its sole and absolute discretion. No such approval by the Village of any assignment shall be deemed in any event or in any manner to provide for the incurrence of any obligation of the Village in addition to the total agreed upon price. Approval by the Village of an assignment shall not be deemed a waiver of any right accrued or accruing against Consultant. No assignee of Consultant shall assign this Agreement without prior written approval of the Village. This Agreement shall be binding upon the parties and their respective heirs, successors, and assigns. Furthermore, Consultant shall not enter into any subcontract with any agency or individual with respect to the performance of Services under this Agreement without the written consent of the Village. Such consent Village may grant, condition or withhold in Village's sole discretion.

10. NOTICE

All notices and other communications required to be given under the Agreement shall be in writing and shall be deemed to have been given (i) when personally delivered; (ii) three (3) business days after sending certified mail, or (iii) sending via email to the addresses below.

If to Village: Village of Hoffman Estates
Eric Palm, Village Manager
1900 Hassell Rd.
Hoffman Estates, IL 60169

If to Consultant: Revize Software Systems
Thomas Jean
150 Kirts Blvd.
Troy, MI 48084

11. GOVERNING LAW AND VENUE

The parties agree this Agreement has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies or claims arising under this Agreement shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The parties further agree that the exclusive venue for all such disputes shall be the Circuit Court in Cook Village, Illinois, and the parties hereby consent to the personal jurisdiction thereof.

12. COMPLIANCE WITH LAWS

Each party hereto covenants and agrees to comply with all applicable federal, state, and local laws, codes, ordinances, rules and regulations.

13. SEVERABILITY

The invalidity or unenforceability of any particular word, phrase, sentence, paragraph or provision of this Agreement shall not affect the other words, phrases, sentences, paragraphs or provisions hereof. This Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted and the remainder construed so as to give them meaningful and valid effect. It is the intention of the parties that if any particular provision of this Agreement is capable of two constructions, one of which would render the provision void and the other of which would render the provision valid, the provision shall have the meaning which renders it valid.

14. WAIVER

Either Party's failure to insist upon strict compliance with any provision hereof or its failure to enforce any rights or remedy in any instance shall not constitute or be deemed to be a waiver of any provision, right or remedy.

15. ENTIRE AGREEMENT


This Agreement constitutes the entire agreement and understanding of the parties with regard to the subject matter contained herein and supersedes all prior agreements and understandings between the parties dealing with such subject matter, whether written or oral. No agreement hereafter made between the parties shall be binding on either party unless reduced in writing and signed by the party sought to be bound thereby.

IN WITNESS WHEREOF, the Parties have executed this contract as of the date first written above.

The Village of Hoffman Estates

By: _____
Printed Name: _____
Title: _____
Date: _____

Revize

By:  _____
Printed Name: Thomas Jean
Title: Program Manager
Date: 10/9/2024

Revize Web Services Sales Agreement

This Sales Agreement is between The Village of Hoffman Estates, Illinois (“CLIENT”) and Revize LLC, aka Revize Software Systems, (“Revize”). Federal Tax ID# 20-5000179 Date: 10-8-2024

CLIENT INFORMATION:	REVIZE LLC:
Company Name: <u>Village of Hoffman Estates</u>	Revize Software Systems
Company Address: <u>1900 Hassell Road</u>	150 Kirts Blvd.
Company City/State/Zip: <u>Hoffman Estates, IL 60169</u>	Troy, MI 48084
Contact Name: <u>Missy Brito 847.781.2614</u>	248-269-9263
Billing Dept. Contact: <u>Missy.Brito@vohe.org</u>	
CLIENT Website Address: <u>www.hoffmanestates.org</u>	

The CLIENT agrees to purchase the following products and services provided by REVIZE:

<u>Quantity</u>	<u>Description</u>	<u>Price</u>
1	Phase 1: Kickoff Meeting and Discovery/Project Planning, onetime fee:	\$2,500.00
1	Phase 2 – Design Mockups/Wireframes, onetime fee: <ul style="list-style-type: none"> 1 mockup with unlimited rounds of changes Home page template and inner page design and layout. Subsite design with unlimited rounds of revisions for Economic Development Unnique department subsite design with unlimited revisions and the ability to be reused for any department with the Village 	\$9,500.00
1	Phase 3 & 4 – HTML Development & Revize CMS Integration, onetime fee: <ul style="list-style-type: none"> Set-up all CMS modules listed in this agreement Integration with all 3rd party web applications 	\$13,200.00
1	Phase 5 – Quality Assurance Testing & Custom Development, onetime fee:	\$1,900.00
1	Phase 6 – Sitemap Development & Content Migration, onetime fee: <ul style="list-style-type: none"> Site map development and content migration from old website including spell checking and style corrections – up to 1,000 webpages & 1,000 documents 	\$7,700.00
1	Phase 7 –Content Editing Training, onetime fee:	\$2,900.00
1	Phase 8 – Go Live:	Included
1	Revize Annual Software Subscription, Tech Support, CMS Updates, Website Hosting, Unlimited Users, 30GB website storage, 100GB/Month Bandwidth, SSL Certificate pre-paid annual fee:	\$6,900.00
1	Grand Total First Year	\$38,700.00

Payment Schedule

Payment Amount	Payment Date	Includes
\$ 29,025.00	11/1/2024	75% 1 st Year Project Costs
\$ 9,675.00	3/1/2025	25% 1 st Year Project Costs
\$ 6,900.00	11/1/2025	Year 2 of Annual Hosting & Maintenance
\$ 6,900.00	11/1/2026	Year 3 of Annual Hosting & Maintenance
\$ 6,900.00	11/1/2027	Year 4 of Annual Hosting & Maintenance

AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person:



Name of Authorized Person:

Thomas Jean

Title of Authorized Person

Project Manager

Date:

10/9/2024

Please sign and return to:

Thomas@revize.com

Fax 1-866-346-8880

Terms:

1. Payments: All Invoices are due upon receipt. Work begins upon receiving initial payment.
2. Revize requires a check for the amount listed above to start this project.
3. Additional content migration, if requested, is available for \$3 per web page or document.
4. Additional bandwidth is available at \$360 per year for each additional 50GB per month.
5. Additional website storage is available at \$500 per year for each additional 10GB website storage.
6. Both parties must agree in writing to any changes or additions to this Sales Agreement.
7. CLIENT understands that project completion date is highly dependent on their timely communication with Revize. CLIENT also agrees and understands that;
 - a. The primary communication tool for this project and future tech support is the Revize customer portal found at <https://support.revize.com>.
 - b. During the project, CLIENT will respond to Revize inquiries within 48 hours of the request to avoid any delay in the project timeline.
 - c. CLIENT understands that project timelines will be delayed if they do not respond to Revize inquiries in a timely manner.
8. Four-year contract. CLIENT may terminate this agreement upon 60 day written notice to Revize before annual service renewal date listed within payment schedule on page 2 of this agreement. Revize will provide a free redesign of the website in year 4 of the agreement. This assumes the CLIENT agrees to 4 consecutive years of annual software subscription, tech support, CMS updates, and hosting.
9. CLIENT owns design, content, and will receive periodic updates to the CMS for the life of the contract.
10. Unless otherwise agreed, Revize does not migrate irrelevant records, calendar events, news items, bid results, low quality images, or data that can reasonably be considered non-conforming to new website layout.
11. Storage is limited only to relevant website data. Unreasonably large folders of documents or images are not permitted. Examples include, but are not limited to, plat/property maps, tax records, GIS data, etc.
12. After content migration, CLIENT is responsible for any additional content cleanup. This includes, but is not limited to, resizing photos, reformatting text, replacing photos/icons, consolidating unwanted content, adding future calendar events, and general prep of the site before go live. CLIENT will also have the ability to add new photos, content, and pages.
13. Revize requires a 60-day written termination notice in advance before the next annual renewal date

Project Timeline Statement of Understanding

Revize and CLIENT agree and understand that the timeline provided is an estimate of our expected timeline for this project. It is not a guarantee. Revize intends to adhere as closely to the proposed timeline expectation as reasonable. CLIENT is expected to take an active role in this project including, but not limited to, participating in meetings with Revize, providing design feedback and approval, providing sitemap feedback and approval, scheduling and participating in user training, etc. Revize expects to complete phase 7 (training) of this project according to timeline provided. Upon completion of phase 7 it is the CLIENT's responsibility to decide when to go live with the website. CLIENT decision to delay go-live for any reason, unrelated to a functional defect making site inoperable, does not constitute breach of contract on the part of Revize. CLIENT understands that it is incumbent upon the CLIENT to respond to Revize requests in a timely manner. CLIENT further agrees that any timeline delays due to their lack of timely communication do not constitute a breach of contract on the part of Revize. CLIENT also acknowledges that satisfaction related to visual and experiential services like that of a website design project can be subjective. The parties agree that this project is a collaborative project and agree to work in good faith to "fine-tune" final deliverables in preparation for go live of new website. Parties further agree that generalized dissatisfaction related to the aesthetic aspects or services previously approved by the CLIENT does not constitute a breach of contract unless Revize fails to cure the functional defect with the website. The CLIENT may also elect to postpone or delay certain deliverables in favor of earlier go-live date of the website.

Enterprise Revize CMS License

As part of this agreement Revize LLC. will provide full usage access to our Enterprise Revize CMS Software, hosted in our cloud servers. This software is a proprietary software built and maintained by Revize LLC. and is intended to allow the CLIENT to easily update the content of their website. CLIENT agrees that this software access will only be used to maintain the websites included in this agreement. Sharing of the access, by the CLIENT, with other entities not identified in this agreement is prohibited.

Revize will maintain, update, and host the Revize CMS in our cloud server during the contract period. In the event that the contract is terminated, for any reason, Revize will halt CLIENT access to the Revize CMS, and will provide website content to the client, provided all payments for the entire length of the contract are fully paid. Notice of termination must be in writing and given to the non-terminating party at least 60 days prior to the effective date of termination.

Revize will integrate the following web applications into your website

The Following Applications & Features will be integrated into Your Website:

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for municipalities. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

Citizen's Communication Center Apps

- Notification Center with Text/Email Alerts
- Bid Posting
- Document Center
- Email Notify
- FAQs
- Job Posting
- Multi-use Business Directory
- News Center with Facebook/Twitter Integration
- Online Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Flyout App
- Sliding Feature Bar
- Language Translator

Citizen's Engagement Center Apps

- Citizen Request Center with Captcha
- Citizen Connect (Community Blog)
- Curated "Smart Search"
- Online Interactive Forms with Bookables (Public Records Request App)
- Online Bill Pay
- RSS Feed

Staff Productivity Apps

- Agenda Posting Center
- Job Posting App
- Image Manager
- iCal Integration
- Intranet
- Link Checker
- Menu Manager
- Online Form Builder
- Staff Directory
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- Audit Trail
- Auto Site Map Generator
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics
- Workflows by Department

Mobile Device and Accessibility Features

- Font Size Adjustment
- Alt-Tags
- Responsive Website Design (RWD)

Recommended Guidelines For Insurance Requirements

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance

Coverage shall be as least as broad as:

1. Insurance Service Office Commercial General Liability occurrence form CG 0001 (ED. 11/85) and, if requested, Owners and Contractors Protective Liability policy with the Village named as additional insured; and
2. Insurance Service Office Business Auto Liability coverage form number CA 0001 (ED. 10/90), Symbol 01 "Any Auto" or Business Auto Liability coverage form number CA 0001 (Ed. 1/87) and endorsement CA0029 (Ed. 2/88) changes in Business Auto and Truckers coverage forms: Insured Contract.
3. Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

B. Minimum Limits of Insurance

Contractor shall maintain limits **no less** than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Minimum General Aggregate shall be no less than \$3,000,000 or a project/contract specific aggregate of \$3,000,000.
2. Business Automobile Liability: \$3,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation and Employers' Liability: Workers' compensation coverage with statutory limits and Employers' Liability limits of \$1,000,000 per accident.

C. Deductibles and Self-Insured Retention's

Any deductibles or self-insured retention's must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retention's as respects the Village, its officials, agents,

EXHIBIT B

employees and volunteers: or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

D. Other Insurance Provisions

The policies of insurance are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Coverage's

- a. The Village, its officials, agents, employees and volunteers are to be covered as insureds as respects: liability arising out of the activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, agents, employees and volunteers.
- b. The Contractor's insurance coverage shall be primary as respects the Village, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the Village, its officials, agents, employees and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village, its officials, agents, employees and volunteers.
- d. The Contractor's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Workers' Compensation and Employers' Liability Coverage

The insurer shall agree to waive all rights of subrogation against the member, its officials, agents, employees and volunteers for losses arising from work performed by the Contractor for the Village.

E. Verification of Coverage

Contractor shall furnish the Village with certificates of insurance naming the Village, its officials, agents, employees and volunteers as additional insureds, and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the

insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Village before work commences. The Village reserves the right to request full certified copies of the insurance policies and endorsements.



REQUEST FOR PROPOSALS: **WEBSITE REDESIGN AND HOSTING SERVICES**

I. Purpose

The Village of Hoffman Estates is soliciting proposals from qualified vendors interested in providing comprehensive website design and hosting services for the Village's website (www.hoffmanestates.org). The Village is looking to create a state of the art, user-friendly and visually engaging website that will utilize the latest advances and technology in website design and functionality.

II. Project Description

The Village seeks to create an inviting website that is attractive and reflective of the Village of Hoffman Estates, with branding and imagery that reflects the Village as an attractive place to live, work, and visit. The newly designed website will be used as an informational and marketing tool for residents, business and visitors. The design should highlight and showcase the community, Village amenities, news, events and attractions, and the multitude of services available.

The website must be designed and organized in a manner that allows users to easily find and access information, submit an inquiry, conduct transactions, and utilize various functions of the website to engage with the Village. The project should include the seamless migration of data from the current website, streamlining that data into easily accessible information with a modern design, multi-browser capabilities on a variety of devices, and training on the operation and function of all aspects of the website to a designated group of employees from the Village.

III. Key Dates

- A. **July 18, 2024** - RFP Release Date
- B. **August 2, 2024** - Final Date for Clarifying Questions
- C. **August 16, 2024** - Proposal Due Date
- D. **September 9-20, 2024** - Selected Vendor Demonstrations
- E. **October 14, 2024** – Recommendation to Village Board

IV. Background

The Village of Hoffman Estates, Illinois, founded in 1959, is located in suburban Cook County, approximately 30 miles from the City of Chicago. With a population of over 52,000, Hoffman Estates is a full-service community. The mission of the Village of Hoffman Estates is to continually improve the quality of life for our residents and business community by providing responsive and efficient municipal services.

Hoffman Estates' strategic location along the Golden Corridor of Interstate 90 provides excellent access to all major attractions within the Chicagoland region and the Midwest. Over 26,000 people are employed by the more than 800 businesses operating in Hoffman Estates. Recently ranked one of the best places to live in Illinois, the Village of Hoffman Estates offers high-quality schools, parks, entertainment and recreational opportunities, as well as a variety of housing options.

V. Preliminary Scope of Work

The following information communicates the Village's expectations of a redesigned website:

A. Functionality & Design

The Village's website was last refreshed in 2018. It is the Village's goal to provide a modern design to end users that incorporates the Village's brand and allows for ease-of-use for both the end user and Village employees who create new pages and make updates to existing pages. The new site should incorporate modern technology and best practices for government websites. The following information sets forth the Village's expectations regarding site functionality.

1. The new website must be cross-browser compatible (Google Chrome, Firefox, Safari, Internet Explorer, etc.).
2. The redesign must provide for Search Engine Optimization that will optimize the Village's placement when searched on various search engines. The Village would like to ensure that it continues to appear as the first result when "Village of Hoffman Estates" is searched for.
3. A search function is required, allowing for users to search the contents of the website and any documents via a search field on the homepage. The search function must also offer an advanced search tool.
4. The design must integrate with, and promote, communication tools such as news posts, an event calendar, social media (Facebook, Twitter, Nextdoor, LinkedIn, YouTube).
5. The website should have consistent design template(s) for all pages within the website and the option to create a subsite for any or all departments identified by the Village as part of the redesign project.
6. The website should incorporate online conveniences, such as fillable forms that can be submitted electronically to the Village via devices accessing the website and produce email alerts to relevant individuals when a new request is submitted.
7. Tools and opportunities for citizen engagement, such as sign-up forms for e-alerts and e-news are required. The Village welcomes consideration of any additional features or online tools that the selected vendor believes could improve interactions with citizens and businesses.
8. The Village requires a responsive design for its new website that can scale to an appropriate size for any device, including computer monitors, laptops, tablets, smartphones, etc.
9. The website design must be ADA compliant and conforms to all guidelines set forth by the Americans with Disabilities Act.

10. The Village seeks the ability to post emergency notifications on the home page, if needed.
11. Image and document management tools will be integrated into the CMS with the ability for end users to create links to documents, to alt-text and descriptions to photos and to dynamically resize photos.
12. The Village requires the ability to create automated forms and surveys, including check boxes, drop down lists, document submissions and buttons. Electronic submissions should be forwarded to the emails of authorized persons to whom the forms are set to go to.
13. The website is required to provide analytics integration (i.e. Google Analytics) or a built-in system that provides information on traffic analysis reporting capabilities and available metrics for user/system response times such as number of visitors, page views, frequently visited pages, etc.
14. The website is required to provide security features to prevent website hacking or defacement.
15. The website must incorporate an events calendar that is easy to update and maintain.
16. The website design must include a dynamic and prominent news section on the homepage.
17. The design should provide for minimized page load times.
18. The website must support capabilities such as photo and document management systems, the ability to embed video, and GIS/Map integration (such as an iframe).

B. Administration

1. Updates to the site are to be made through a Content Management System (CMS) or some other simplified method by which minimally trained staff can easily modify what appears on the website.
2. The CMS will have instantaneous updates of published pages, with the capability to restore pages to previous states. Preference is for a system that provides easy access to both draft and published versions of each page on the site.
3. Having the availability of an iOS and Android app with the ability to perform administrative updates to the site is preferred.
4. The website will have defined levels of permissions that allow administrators to review and approve content before it can be published.
5. The website will have a module that identifies bad links on the site.
6. The website will have the ability to schedule content to auto-publish and auto-expire.
7. The website will have a history log of all changes made to the website.
8. The website will have the ability to shorten or make links more intuitive.

C. Third Party Integration

The Village is currently deploying Criterion, a Human Resources platform new to the organization, and the CivicClerk Agenda Management System. It is also undergoing the selection of a new Enterprise Resource Planning (ERP) system. The Village's goal is to have the website and these new systems integrate seamlessly for hiring, employee onboarding, agenda management, payment processing and other applicable functions. A

list of current third-party integrations shall be provided in the proposal, with preference given to those with integrations with the Village's systems, including, but not limited to Criterion and CivicClerk.

D. Maintenance and Support

The vendor will commit to regular maintenance and updating of the CMS and associated applications for the purposes of keeping the existing software up-to-date and secure, as well as introducing new functionality and applications.

The vendor shall commit to:

1. CMS Development Process – An internal process dedicated to ongoing review of new technologies and implementing development projects in order to provide a robust CMS with additional features and applications added as they become relevant.
2. CMS Improvements – Regular maintenance of the CMS to improve existing functionality and, when appropriate, take future Village requests into consideration.
3. CMS New Features – Rolling upgrades of the solution that strengthen and update the CMS's functionality and associated applications.
4. Software Service Level Agreement – In all submitted proposals, vendors shall be able to produce a Service Level Agreement that details guarantees of upgrades and the dedicated processes for improving the software purchased by the Village.
5. CMS Support - The vendor will be responsible for ongoing support of its CMS, including all features and modular applications associated with the CMS. The Vendor must have qualified and available support included as a part of ongoing services to maintain the CMS, using guidelines, structures, and materials meeting the following criteria:
 - a. Live Support – The vendor shall provide access to live support available via e-mail or phone during the vendor's normal business hours. The support team must be fluent in the functionality and uses of both the content management system's features and associate applications and modules.
 - b. Support Materials – 24/7 access to support materials including, but not limited to: online training manuals, support FAQs, customer support forums, instructional videos, informational newsletters, informational and support-driven webinars (live and archived), request forms, online education courses and support-related updates through common social networking mediums.
 - c. Support Service Level Agreement – In all submitted proposals, vendors shall be able to produce a Service Level Agreement that details guarantees of customer support as well as a service escalation process.

E. Project Requirements

As part of the website design project, the following activities are required.

1. Review the current website and perform a preliminary needs assessment, including user engagement.
2. Provide at least three designs of a new home page and template options with a unique, contemporary, and professional design. Provide unlimited support to developing the leading design into a form and function satisfactory to the Village.
3. Conduct a kick-off meeting with staff.
4. Implement the selected design and content management system to create a functional and interactive website.
5. Manage data migration from the Village's current website to the new CMS and website.
6. Provide training to Village staff on the content management system, and any applicable features, so that staff are able to independently update and maintain the website.
7. Test website usability to ensure users can find important information.
8. Provide immediate reachability and quick response times during business hours for any website or content management support, as well as emergency contact information in the event of an emergency situation after business hours.

F. Alternate Solutions

Although the Village has made specific requirements within the Scope of Work, it understands that there are many approaches to the same end result and that Vendors often have already established and proven solutions. The Village is open to the Vendor's ideas and encourage respondents to consider and propose alternative solutions and recommendations if necessary. If the Vendor is proposing an alternate in lieu of a requested feature, that alternate item must be clearly labeled as such, along with if the solution has already been successfully deployed with other customers and any impacts on costs.

V. Evaluation Criteria

This RFP does not provide preference to any single vendor, rather it is designed to meet the needs of the Village of Hoffman Estates. The Village of Hoffman Estates will weigh the proposals based on the vendor's references, qualifications, and submitted materials, as well as technical merit and cost. The award will not be made on price alone.

Upon review of submitted proposals, a limited number of vendors will be selected as finalists. These vendors will be asked to provide a presentation of their web solutions to a team of internal communications personnel.

In awarding the contract, the Village will take into consideration a vendor's design, prior and present experience, financial standing, communication and level of efficiency in the delivery of work described in the proposal documents. Other criteria may also be considered should the Village deem it relevant in its evaluation. The inability of a vendor to meet the requested conditions may be cause for rejection of the proposal.

Other selection criteria include:

- A. Public sector experience in website design, development, implementation, and maintenance.
- B. Company depth of knowledge in the latest technical tools and techniques available in the marketplace.
- C. Proposed project approach and methodologies.
- D. Hosting and security capabilities.
- E. Reference data, prioritizing a track record of delivering aesthetically pleasing and functional websites.
- F. Overall cost for the project.

Upon selection, the final contract amount will be subject to negotiation to determine exact scope of services to be provided, final contract fee amount, and an outline of all relevant terms that will be acceptable and executed by both parties.

VI. Inquiries

Questions regarding the proposal may be submitted by email to Communications Manager Melissa Brito at Missy.Brito@vohe.org by August 2, 2024.

VII. Withdrawal of Proposals

Proposals may be withdrawn at any time prior to the deadline, provided that a written, signed request by the Proposer for the withdrawal of such proposal is filed with the Village prior to the deadline. The withdrawal of a proposal prior to the deadline will not prejudice the right of a Proposer to submit a new proposal before the deadline. No proposal shall be withdrawn without the consent of the Village for a period of 90 days after the deadline.

VIII. Freedom of Information Act

All information submitted to the Village in response to this RFP will be a public record and will be subject to disclosure, subject to applicable exemptions, under the Illinois Freedom of Information Act, 5 ILCS 140, et seq. (“Act”), after the award of the Agreement. Proposers are advised that Section 7(1)(g) of that Act exempts the following information from disclosure: Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested. Proposers that desire to have portions of their proposals considered for this exemption should identify those portions accordingly.

IX. Contract and Completed Website

The Contract between the Contractor and the Village will include provisions indicating compensation schedule and timeline for completion of and transition to the new website. The Village will retain the right of approval for any and all work done in designing the website. It is the expectation and desire of the Village to transition to the new website as soon as possible.

The contract will be for the design and implementation of the Village website and will include no guarantee or intent to contract for future services.

Upon completion of the contract all content, site design, site templates, and any other item or idea used in the completed website or contained therein will become property of the Village. Contractor will relinquish all rights to the website and the Village will have sole control over website design, content, and appearance.

X. Proposal Submission

Proposals should include all the information and supporting documents requested in Appendix A. Proposals must be submitted via mail or email no later than close of business (5:00 p.m. CT) on Friday, August 16, 2024. Proposals should be submitted to:

Village of Hoffman Estates
Melissa Brito, Communications Manager
1900 Hassell Road
Hoffman Estates, IL 60169
missy.brito@vohe.org

APPENDIX A
VENDOR QUALIFICATIONS

RESPONSE FORM

A. Proposal Overview

Vendor should provide a general summary of their background and proposal that includes a price breakdown.

B. Company Profile and Capabilities

<i>Corporate Profile:</i>	
Corporate Name	
Corporate HQ Address	
Telephone Number	
Internet URL	
Doing Business Since	
State Incorporated	
<i>Contact Information:</i>	
Account Representative:	
Email Address	
Telephone Number	
Address	

C. Experience

Years in Business:

Years Providing Municipal Websites:

Please provide the URLs to five recent work samples of similar scope:

- 1.
- 2.
- 3.
- 4.
- 5.

D. References

Please provide five references for projects of a similar scope in a comparable community:

1. Name:
Title:
Organization:
Website:
Phone Number:
Email:

2. Name:
Title:
Organization:
Website:
Phone Number:
Email:

3. Name:
Title:
Organization:
Website:
Phone Number:
Email:

4. Name:
Title:
Organization:
Website:
Phone Number:
Email:

5. Name:
Title:
Organization:
Website:
Phone Number:
Email:

E. Sample Contract

If Vendor has a sample contract with Vendor’s proposed terms, please provide a copy of those terms with your response. If no sample contract is available, the Village will propose a contract during contract negotiations. Failure of parties to agree to contract terms required by the Village including but not limited to insurance, indemnification, and liability shall result in a termination of any further contract negotiations without penalty to either party.

VILLAGE OF HOFFMAN ESTATES OCTOBER CATV MONTHLY REPORT

To: Eric Palm
From: Ric Signorella
Date: October1, 2024

Citizen Segments

This month the Citizen covers: PW Academy, Plazkonzert German Fest, HEPD Car Seat Checkpoint Event and the PW Annual Recycling Event at Village Hall.

Citizen Segments and Programs in development:

Schaumburg & Hoffman Estates Branch Library Programs Airing on HETV
HHS Dept. Activities Videos
HEPD / HEFD Swearing In's
"In Hoffman" Monthly Show: Communications Dept.
First Responder Teen Academy Graduation
Engineering Division: Storm Sewer Lining
Engineering Division: Street Revitalization & Reconstruction
First Responders Academy for Teens
WITTS Workout Promotional Video
HEFD Promotions Candidate Introduction Video (internal Use)
Hoffman Estates 65th Birthday Celebration w/ Historian Pat Barch
HEPD Citizens Police Academy
HEFD Open House
Community Pride Awards
Hispanic Heritage Fiesta
Sister Cities Commission: French Evening
HEFD Open House Video: Lithium Ion Battery Compilation Video
PW Academy Graduation Ceremony
PW Fleet Outfitting a Squad Car
Senior Commission: Senior Prom

MAE WEST: Actress Portrayal for the August Senior Commission Entertainment

Now airing.

911 Remembrance Ceremony

Now airing.

COMPASS Kickoff Press Conference

Now airing.

Central Road Project Check Presentation

Now airing.

SUMMER SOUNDS on the Green

Now airing.

Shenanigans & Plaztkonzert on the Green Concerts

Now airing.

Complaints/Inquiries

There was one new inquiry with an internet outage. There are no outstanding inquiries.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

September 2024

Staffing Activity

New Starts:	8 -	Firefighter Firefighter Paramedic Predoctoral Interns (2) IT Specialist I Maintenance I (2) Civil Engineering Intern
Separations:	3 -	IT Specialist I PW Seasonal Civil Engineering Intern (4) GIS Manager
Transfers:	1 -	Maintenance I to Firefighter
Retirees:	0	
Promotions:	0	
Reclassifications:	0	
Change in Status:	0	

Staffing:	Full Time Employees	338 budgeted	341 current
	Part Time Employees	74 budgeted	51 current
	Temporary Employees	0 budgeted	2 current
	Seasonal Employees	21 budgeted	0 current
	Paid Interns	6 budgeted	0 current

Month & Year-to-Date Activity:

0 Seasonals with	27 for year
0 Promotions with	28 for year
3 Separations with	60 for year
0 Retirements with	16 for year
1 Transfer with	5 for year

1900 Hassell Road, Hoffman Estates, Illinois 60169 • Phone: 847-781-2690 • Fax: 847-781-2699

Web: www.hoffmanestates.org • E-Mail: applyhrm@hoffmanestates.org

Hoffman Estates is an Equal Opportunity Employer

Recruitment Activity**Maintenance I Streets (2)**

The position was posted internally. No internal applications were received. The position was posted on the Village website, social media and broadcast email. It was also posted on GovHR and LinkedIN. Applications are being reviewed by the interview team. Interviews will be scheduled in October.

Bilingual Therapist

The position was revised from Postdoctoral Fellow to Therapist Clinician by the HHS hiring team. It was reposted on the Village website, social media and broadcast email. It was also posted on LinkedIN, INDEED and GovHR. The Health and Human Services Department also posted with area psychology programs. Applications will be reviewed by the interview team as they are received.

Community Service Officer (4)

The position was posted on the Village website, social media and broadcast email. It was also posted on GovHR and LinkedIN. Applications are being reviewed by the hiring team.

Maintenance I Streets (2)

The position was posted internally. No internal applications were received. The position was posted on the Village website, social media and broadcast email. It was also posted on GovHR and LinkedIN. Applications were reviewed by the interview team and ten candidates were chosen for interview. Interviews were scheduled for the end of August. Two candidates were offered the positions. They accepted and successfully completed pre-employment screening. They started on September 23rd and 25th.

Civil Engineer I

The position was reposted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR and APWA. Applications are being reviewed by the interview team as they are received. One candidate was called for interview. An offer was made and accepted. The candidate is currently completing pre-employment screening.

GIS Specialist

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR, ILGISA and ILCMA. Applications were reviewed by the interview team. Prescreening remote calls were held in mid-August with 14 candidates. Seven candidates advanced to interviews held August 23rd to August 30th. An interview was made to one of the candidates. He accepted and is completing pre-employment screening. The candidate is moving from another state and is expected to start before the end of October.

Engineering Technician

The position was reposted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR and APWA. This recruitment was closed when an offer was made to a Civil Engineer candidate. Two positions had been posted to fill one opening – either Civil Engineer or Engineering Technician.

GIS Manager

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for LinkedIn, GovHR, ILGISA and ILCMA. Applications are being reviewed by the hiring team.

IT Specialist

The previous recruitment candidate pool was reopened due to the upcoming departure of one of our IT Specialists. An offer was made to a candidate who interviewed in May. He accepted the offer and completed pre-employment screening. He started on September 23rd.

Business Systems Analyst

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR, ILCMA, and GMIS. Applications were reviewed by the review team. Fifteen candidates were selected for a pre-screening videoconference call for the first week of October.

Labor/Management Relations

Contract Status:	<p>Police (Metropolitan Alliance of Police - MAP Chapter 96) Contract (Jan. 1, 2022 - December 31, 2024).</p> <p>Fire (International Association of Firefighters - Local 2061) Contract (January 1, 2024 – December 31, 2026).</p> <p>Public Works (International Brotherhood of Teamsters, Local 700) Contract (Jan. 1, 2024 – Dec. 31, 2025).</p> <p>Police Sergeants (Metropolitan Alliance of Police – MAP-97) Contract (Jan. 1, 2023 – December 31, 2025).</p>
Grievances:	<p>One grievance from IAFF was settled. One grievance from MAP 96 is at Step 5.</p>

Personnel/Benefits/Employee Services

- As staff liaison to the Celtic Fest Commission, the Director of HRM attended the monthly meeting.
- As staff liaison to the Cultural Awareness Commission, the Director of HRM and Assistant Director of HRM attended the monthly meeting.
- The Director of HRM participated in Management Team meetings.
- The Assistant Director of HRM attended the Communications Committee meeting.
- The Assistant Director of HRM participated in the Wellness Committee meeting.
- HRM Staff finalized the transition from CivicHR to Criterion.
- The Director of HRM and the Assistant Director of HRM participated in contract negotiations with the MAP 96 patrol union.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims.
- Continue working with claims and loss control staff of the Village's workers' compensation carrier/third party claims administrator.
- Conducted meetings with staff related to high exposure workers' compensation claims.
- Conducted a Central Safety Committee meeting. The 2024 Safety Lunch was discussed.
- Corresponded with the Village's cyber carrier regarding a past claim.
- Calculated and submitted the mandatory Self-Insured Fund at the Illinois Worker's Compensation Commission.
- Updated a claims summary document for review by management.
- Participated in an ADA hearing related to an employee with a permanent disability.

- Coordinated the administration of several litigated liability claims being handled by the Village's property and casualty third party claims administrator.
- 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

SEPTEMBER 2024

RECRUITMENTS

POSITION TITLE: Bilingual Therapist
DEPARTMENT: Health & Human Services
DATE POSTED: 08/13/2024
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 2 applications received to date
STATUS: The position was revised from Postdoctoral Fellow to Therapist Clinician by the HHS hiring team. It was reposted on the Village website, social media and broadcast email. It was also posted on LinkedIN, INDEED and GovHR. The Health and Human Services Department also posted with area psychology programs. Applications will be reviewed by the interview team as they are received.

POSITION TITLE: Maintenance I Streets (2)
DEPARTMENT: Public Works
DATE POSTED: 09/13/2024
AD DEADLINE: 09/30/2024
APPLICATIONS REC'D: 32 applications received to date
STATUS: The position was posted internally. No internal applications were received. The position was posted on the Village website, social media and broadcast email. It was also posted on GovHR and LinkedIN. Applications are being reviewed by the interview team. Interviews will be scheduled in October.

POSITION TITLE: Civil Engineer I
DEPARTMENT: Development Services
DATE POSTED: 08/23/2024
AD DEADLINE: 09/20/2024
APPLICATIONS REC'D: 4 received to date
STATUS: The position was reposted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR and APWA. Applications are being reviewed by the interview team as they are received. One candidate was called for interview. An offer was made and accepted. The candidate is currently completing pre-employment screening.

POSITION TITLE: Engineering Technician
DEPARTMENT: Development Services
DATE POSTED: 08/23/2024
AD DEADLINE: 09/20/2024
APPLICATIONS REC'D: 9 received to date

STATUS: The position was reposted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR and APWA. This recruitment was closed when an offer was made to a Civil Engineer candidate. Two positions had been posted to fill one opening – either Civil Engineer or Engineering Technician.

POSITION TITLE: Business Systems Analyst

DEPARTMENT: Information Technology

DATE POSTED: 08/23/2024

AD DEADLINE: 09/16/2024

APPLICATIONS REC'D: 30 received

STATUS: The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR, ILCMA, and GMIS. Applications were reviewed by the review team. Fifteen candidates were selected for a pre-screening videoconference call for the first week of October.

POSITION TITLE: GIS Specialist

DEPARTMENT: General Government

DATE POSTED: 07/12/2024

AD DEADLINE: 08/09/2024

APPLICATIONS REC'D: 48 received

STATUS: The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR, ILGISA and ILCMA. Applications were reviewed by the interview team. Prescreening remote calls were held in mid-August with 14 candidates. Seven candidates advanced to interviews held August 23rd to August 30th. An interview was made to one of the candidates. He accepted and is completing pre-employment screening. The candidate is moving from another state and is expected to start before the end of October.

POSITION TITLE: Community Service Officer (4)

DEPARTMENT: Police

DATE POSTED: 09/23/2024

AD DEADLINE: 10/13/2024

APPLICATIONS REC'D: 27 received to date

STATUS: The position was posted on the Village website, social media and broadcast email. It was also posted on GovHR and LinkedIn. Applications are being reviewed by the hiring team.

POSITION TITLE: GIS Manager

DEPARTMENT: General Government

DATE POSTED: 09/23/2024

AD DEADLINE: 10/13/2024

APPLICATIONS REC'D: 10 received to date

STATUS: The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for LinkedIn, GovHR, ILGISA and ILCMA. Applications are being reviewed by the hiring team.

NEW STARTS

POSITION TITLE: IT Specialist
DEPARTMENT: Information Technology
DATE POSTED: NA
AD DEADLINE: NA
APPLICATIONS REC'D: NA
STATUS: The previous recruitment candidate pool was reopened due to the upcoming departure of one of our IT Specialists. An offer was made to a candidate who interviewed in May. He accepted the offer and completed pre-employment screening. He started on September 23rd.

POSITION TITLE: Maintenance I Streets (2)
DEPARTMENT: Public Works
DATE POSTED: 06/28/2024
AD DEADLINE: 07/19/2024
APPLICATIONS REC'D: 96 applications received to date
STATUS: The position was posted internally. No internal applications were received. The position was posted on the Village website, social media and broadcast email. It was also posted on GovHR and LinkedIn. Applications were reviewed by the interview team and ten candidates were chosen for interview. Interviews were scheduled for the end of August. Two candidates were offered the positions. They accepted and successfully completed pre-employment screening. They started on September 23rd and 25th.

POSITION TITLE: Firefighter
DEPARTMENT: Fire
DATE POSTED: NA
AD DEADLINE: NA
APPLICATIONS REC'D: NA
STATUS: Two new Firefighters started on September 30th.

POSITION TITLE: Firefighter/Paramedic
DEPARTMENT: Fire
DATE POSTED: NA
AD DEADLINE: NA
APPLICATIONS REC'D: NA
STATUS: One new Firefighter/Paramedic started on September 30th.

SUMMARY OF EMPLOYMENT ACTIVITY SEPTEMBER 2024

	<u>Total Number</u>	<u>Position</u>
New Starts	8	Pre-Doctoral Intern (2) Firefighter Firefighter Paramedic IT Specialist I Civil Engineering Intern Maintenance I (2)
Separations	3	IT Specialist I PW Seasonal GIS Manager
Promotions	0	
Reclassifications	0	
Downgrades	0	
Transfers	1	Maint 1 to Firefighter
Retirements	0	
Change of Status	0	

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	2	GIS Specialist Civil Engineer I
Separations	1	Economic Dev. Specialist
Promotions	0	
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	0	
New Positions	0	
Eliminated Positions	0	

2024 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	338	341
PART TIME EMPLOYEES	74	51
TEMPORARY EMPLOYEES	0	2
SEASONAL EMPLOYEES	21	0
INTERNS (PAID)	6	3

TOTAL

439

397

Total Vacancies:

Full Time

Budgeted – Posted

**Bilingual Therapist
Civil Engineer
Maintenance I Streets (2)
GIS Specialist
Business Systems Analyst
GIS Manager
Community Service Officer (4)**

Budgeted – Not Posted

ASO I

Part Time

Budgeted – Posted

Budgeted – Not Posted

**Weekend ASO
PW Admin Staff Asst**

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	113	889
Part Time – Response to Recruitments	0	24
Seasonal Applicants	0	32
TOTAL	113	921

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
SEPTEMBER 2024**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Luke Oommen	09/03/2024	Engineering Intern	NA
BJ Rudd	09/03/2024	Predoctoral Intern	Peyton Andres
Palak Patel	09/03/2024	Predoctoral Intern	Claire Furtado
Daniel Zachemski	09/23/2024	IT Specialist I	John Vixaychack
Lacin Altan	09/23/2024	Maintenance I	John Cosgriff
Tommy Redmond	09/25/2024	Maintenance I	Roy Benivedes
Daniel Alba-Perez	09/30/2024	Firefighter	Future Vacancy
Ethan Calvey	09/30/2024	Firefighter Paramedic	Dave Ganziano

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Freddy Segura	09/03/2024	GIS Manager	Resigned
Aidyn Gajdos	09/17/2024	PW Seasonal	End of Season
John Vixaychack	09/27/2024	IT Specialist I	Resigned

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
-------------	-----------------------	-------------------------	---------------------

TRANSFERS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Jared Mrzlak	09/30/2024	Maintenance I	Firefighter

CHANGE IN STATUS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
-------------	-----------------------	-------------------------	---------------------

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>
Amanda Graf	09/03/2024	Practicum Student	Beginning of Internship
Natalie Komoll	09/03/2024	Practicum Student	Beginning of Internship
Amy LaBlonde	09/03/2024	Practicum Student	Beginning of Internship
Sarah Shin	09/03/2024	Practicum Student	Beginning of Internship
Isabel Silverston	09/03/2024	Practicum Student	Beginning of Internship

ADDITIONAL MONTHLY REPORT INFORMATION SEPTEMBER 2024

# Anniversaries	<u>5</u>
# Interviews conducted during month	<u>1</u>
# Orientations conducted during month	<u>13</u>

EMPLOYER'S CLAIM SERVICE, INC.
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 07/31/2024

Year Code	Description	Claim Cnt	% of Med		Legl	Open	Cisd	Avg Cost/Claim	Paid	Outstanding	Incurred	% of Total
			Total	Only								
97 804	Forestry (Dept)	1	100.0%	0	0	0	1	207,805.04	207,805.04	207,805.04	207,805.04	100.0%
97 8	Public Works (Sub-Loc)	1	100.0%	0	0	0	1	207,805.04	207,805.04	207,805.04	207,805.04	100.0%
97 01	Village of Hoffman Estates (Loc)	1	100.0%	0	0	0	1	207,805.04	207,805.04	207,805.04	207,805.04	100.0%
Totals for 1997 Claims:												
00 102	Planning (Dept)	1	1.8%	1	0	0	1	0.00	0.00	0.00	0.00	0.0%
00 1	Community Development (Sub-Loc)	1	1.8%	1	0	0	1	0.00	0.00	0.00	0.00	0.0%
00 206	Customer Service (Dept)	1	1.8%	0	0	0	1	3,974.20	3,974.20	3,974.20	3,974.20	1.3%
00 2	Finance (Sub-Loc)	1	1.8%	0	0	0	1	3,974.20	3,974.20	3,974.20	3,974.20	1.3%
00 250	PPO Payments (Dept)	1	1.8%	1	0	0	1	152,127.86	152,127.86	152,127.86	152,127.86	49.1%
00 25	PPO Payments (Sub-Loc)	1	1.8%	1	0	0	1	152,127.86	152,127.86	152,127.86	152,127.86	49.1%
00 300	Administration (Dept)	1	1.8%	0	1	0	1	193.50	193.50	193.50	193.50	0.1%
00 301	Fire Suppression (Dept)	12	21.4%	6	3	3	7,922.89	95,074.64	95,074.64	95,074.64	30.7%	
00 303	Emergency Medical Serv (Dept)	7	12.5%	5	1	1	2,302.35	16,116.43	16,116.43	16,116.43	5.2%	
00 3	Fire (Sub-Loc)	20	35.7%	11	5	4	5,569.23	111,384.57	111,384.57	111,384.57	36.0%	
00 400	Manager's Office (Dept)	1	1.8%	0	1	0	4,452.45	4,452.45	4,452.45	4,452.45	1.4%	
00 401	Cable TV (Dept)	1	1.8%	1	0	0	260.40	260.40	260.40	260.40	0.1%	
00 402	Boards & Commissions (Dept)	1	1.8%	1	0	0	413.43	413.43	413.43	413.43	0.1%	
00 4	General Government (Sub-Loc)	3	5.4%	2	1	0	1,708.76	5,126.28	5,126.28	5,126.28	1.7%	
00 600	Administration (Dept)	1	1.8%	0	1	0	0.00	0.00	0.00	0.00	0.0%	
00 6	Human Resources Manag (Sub-Loc)	1	1.8%	0	1	0	0.00	0.00	0.00	0.00	0.0%	
00 700	Patrol (Dept)	16	28.6%	13	1	2	1,761.71	28,187.36	28,187.36	28,187.36	9.1%	
00 704	Traffic (Dept)	1	1.8%	1	0	0	1,159.40	1,159.40	1,159.40	1,159.40	0.4%	
00 7	Police (Sub-Loc)	17	30.4%	14	1	2	1,726.28	29,346.76	29,346.76	29,346.76	9.5%	
00 801	Water & Sewer (Dept)	4	7.1%	2	2	0	733.76	2,935.02	2,935.02	2,935.02	0.9%	
00 802	Building & Grounds (Dept)	1	1.8%	0	1	0	1,411.10	1,411.10	1,411.10	1,411.10	0.5%	
00 804	Forestry (Dept)	5	8.9%	5	0	0	565.72	2,828.60	2,828.60	2,828.60	0.9%	
00 805	Clerical (Dept)	1	1.8%	1	0	0	452.50	452.50	452.50	452.50	0.1%	
00 8	Public Works (Sub-Loc)	11	19.6%	8	3	0	693.38	7,627.22	7,627.22	7,627.22	2.5%	

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 07/31/2024

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	Lgl	Open	Cisd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
00 9	Information Systems (Sub-Loc)	1	1.8%	1	0	0	0	0	1	168.50	168.50		168.50	0.1%
00 01	Village of Hoffman Estates (Loc)	56	100.0%	38	11	7	13%	0	56	5,531.35	309,755.39		309,755.39	100.0%
Totals for 2000 Claims:		56	100.0%	38	11	7	13%	0	56	5,531.35	309,755.39		309,755.39	100.0%
01 300	Administration (Dept)	2	3.1%	1	1	0	0%	0	2	538.72	1,077.44		1,077.44	0.1%
01 301	Fire Suppression (Dept)	8	12.3%	3	3	2	25%	0	8	35,023.68	280,189.41		280,189.41	23.7%
01 303	Emergency Medical Serv (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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 07/31/2024

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	Lgl	Open	Cisd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
02 301	Fire Suppression (Dept)	5	13.2%	1	2	2	2	0	5	11,335.45	56,677.26		56,677.26	7.6%
02 303	Emergency Medical Servic (Dept)	8	21.1%	4	3	1	1	0	8	7,441.19	59,529.50		59,529.50	8.0%
02 306	Technical Rescue (Dept)	1	2.6%	0	1	0	0	0	1	5,830.00	5,830.00		5,830.00	0.8%
02 3	Fire (Sub-Loc)	14	36.8%	5	6	3	3	0	14	8,716.91	122,036.76		122,036.76	16.3%
02 700	Patrol (Dept)	11	28.9%	5	0	6	6	0	11	24,662.45	271,286.95		271,286.95	36.3%
02 704	Traffic (Dept)	1	2.6%	0	0	1	1	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	7	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	10	0	38	19,643.20	746,441.59		746,441.59	100.0%
	Totals for 2002 Claims:	38	100.0%	18	10	10	10	0	38	19,643.20	746,441.59		746,441.59	100.0%
03 301	Fire Suppression (Dept)	5	14.3%	2	1	2	2	0	5	25,542.01	127,710.07		127,710.07	31.2%
03 303	Emergency Medical Servic (Dept)	12	34.3%	9	1	2	2	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	4	0	18	17,507.41	315,133.36		315,133.36	77.1%
03 700	Patrol (Dept)	7	20.0%	5	1	1	1	0	7	1,467.76	10,274.35		10,274.35	2.5%
03 701	Investigations (Dept)	1	2.9%	0	0	1	1	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	2	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	6	0	35	11,678.79	408,757.75		408,757.75	100.0%

**EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 07/31/2024**

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
Totals for 2003 Claims:		35	100.0%	24	5	6	17%	0	35	11,678.79	408,757.75	408,757.75	408,757.75	100.0%
04 201	Water Billing (Dept)	1	2.1%	1	0	0	0%	0	1	1,295.10	1,295.10		1,295.10	0.1%
04 2	Finance (Sub-Loc)	1	2.1%	1	0	0	0%	0	1	1,295.10	1,295.10		1,295.10	0.1%
04 301	Fire Suppression (Dept)	10	20.8%	6	2	2	20%	0	10	4,666.25	46,662.48		46,662.48	4.4%
04 303	Emergency Medical Serv (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 Manag (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 Serv (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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 07/31/2024

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
05 707	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%
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 Servic (Dept)	14	25.0%	7	3	4	29%	0	14	39,335.55	550,697.76		550,697.76	50.8%
06 3	Fire (Sub-Loc)	23	41.1%	12	5	6	26%	0	23	38,824.44	892,962.02		892,962.02	82.3%
06 700	Patrol (Dept)	17	30.4%	11	3	3	18%	0	17	3,949.26	67,137.34		67,137.34	6.2%
06 701	Investigations (Dept)	1	1.8%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
06 703	Tactical (Dept)	4	7.1%	3	1	0	0%	0	4	2,311.32	9,245.26		9,245.26	0.9%
06 704	Traffic (Dept)	2	3.6%	2	0	0	0%	0	2	3,850.97	7,701.94		7,701.94	0.7%
06 707	Records (Dept)	1	1.8%	0	0	1	100%	0	1	25,046.89	25,046.89		25,046.89	2.3%
06 7	Police (Sub-Loc)	25	44.6%	17	4	4	16%	0	25	4,365.26	109,131.43		109,131.43	10.1%
06 800	Streets (Dept)	1	1.8%	1	0	0	0%	0	1	4,201.51	4,201.51		4,201.51	0.4%
06 801	Water & Sewer (Dept)	2	3.6%	1	1	0	0%	0	2	112.50	225.00		225.00	0.0%
06 802	Building & Grounds (Dept)	1	1.8%	0	1	0	0%	0	1	70,689.99	70,689.99		70,689.99	6.5%
06 804	Forestry (Dept)	3	5.4%	3	0	0	0%	0	3	2,038.90	6,116.71		6,116.71	0.6%
06 8	Public Works (Sub-Loc)	7	12.5%	5	2	0	0%	0	7	11,604.74	81,233.21		81,233.21	7.5%
06 01	Village of Hoffman Estates (Loc)	56	100.0%	34	12	10	18%	0	56	19,372.39	1,084,854.03		1,084,854.03	100.0%
Totals for 2006 Claims:		56	100.0%	34	12	10	18%	0	56	19,372.39	1,084,854.03		1,084,854.03	100.0%

**EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 07/31/2024**

Year Code	Description	Dept	Claim Cnt	% of Total	Med Only	Comp	Legl	Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
07 301	Fire Suppression	(Dept)	9	18.8%	7	0	2	2	0	9	42,805.36	385,248.23		385,248.23	50.9%
07 303	Emergency Medical Servic	(Dept)	7	14.6%	6	0	1	1	0	7	2,644.72	18,513.01		18,513.01	2.4%
07 3	Fire	(Sub-Loc)	16	33.3%	13	0	3	3	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 Manag	(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	2	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	1	0	4	4,376.80	17,507.19		17,507.19	2.3%
07 7	Police	(Sub-Loc)	16	33.3%	10	3	3	3	0	16	12,020.92	192,334.78		192,334.78	25.4%
07 800	Streets	(Dept)	3	6.3%	2	0	1	1	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	1	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	2	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	8	0	48	15,767.84	756,856.40		756,856.40	100.0%
Totals for 2007 Claims:			48	100.0%	36	4	8	8	0	48	15,767.84	756,856.40		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	1	0	14	1,747.67	24,467.38		24,467.38	4.8%
08 303	Emergency Medical Servic	(Dept)	22	34.4%	17	2	3	3	0	22	10,444.02	229,768.34		229,768.34	44.8%
08 3	Fire	(Sub-Loc)	37	57.8%	29	4	4	4	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	3	0	7	8,533.91	59,737.37		59,737.37	11.6%
08 701	Investigations	(Dept)	1	1.6%	0	0	1	1	0	1	80,561.35	80,561.35		80,561.35	15.7%

**EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY**
From: 12/31/1996 Through: 07/31/2024

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
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%
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%	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 Serv (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 Manag (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:		53	100.0%	33	11	9	17%	0	53	13,246.58	702,068.57		702,068.57	100.0%
10 200	Accounting (Dept)	2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.7%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 07/31/2024

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 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%
10 25	PPO Payments (Sub-Loc)	1	2.4%	1	0	0	0%	0	1	25,802.19	25,802.19		25,802.19	4.5%
10 301	Fire Suppression (Dept)	8	19.0%	3	5	0	0%	0	8	3,252.66	26,021.31		26,021.31	4.6%
10 303	Emergency Medical Servic (Dept)	8	19.0%	4	1	3	38%	0	8	22,624.71	180,997.64		180,997.64	31.7%
10 3	Fire (Sub-Loc)	16	38.1%	7	6	3	19%	0	16	12,938.68	207,018.95		207,018.95	36.3%
10 700	Patrol (Dept)	15	35.7%	7	4	4	27%	0	15	17,690.70	265,360.50		265,360.50	46.5%
10 7	Police (Sub-Loc)	15	35.7%	7	4	4	27%	0	15	17,690.70	265,360.50		265,360.50	46.5%
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	19,712.35	19,712.35		19,712.35	3.5%
10 8	Public Works (Sub-Loc)	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 (Loc)	42	100.0%	21	13	8	19%	0	42	13,575.53	570,172.31		570,172.31	100.0%
Totals for 2010 Claims:		42	100.0%	21	13	8	19%	0	42	13,575.53	570,172.31		570,172.31	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	1	1	25%	0	4	63,247.39	252,989.56		252,989.56	34.7%
11 303	Emergency Medical Servic (Dept)	11	35.5%	9	0	2	18%	0	11	19,510.89	214,619.81		214,619.81	29.4%
11 3	Fire (Sub-Loc)	15	48.4%	11	1	3	20%	0	15	31,173.96	467,609.37		467,609.37	64.1%
11 700	Patrol (Dept)	10	32.3%	6	1	3	30%	0	10	23,145.83	231,458.29		231,458.29	31.7%
11 703	Tactical (Dept)	1	3.2%	0	1	0	0%	0	1	6,447.68	6,447.68		6,447.68	0.9%
11 7	Police (Sub-Loc)	11	35.5%	6	2	3	27%	0	11	21,627.82	237,905.97		237,905.97	32.6%
11 801	Water & Sewer (Dept)	1	3.2%	1	0	0	0%	0	1	489.57	489.57		489.57	0.1%
11 804	Forestry (Dept)	1	3.2%	1	0	0	0%	0	1	2,769.16	2,769.16		2,769.16	0.4%
11 805	Clerical (Dept)	1	3.2%	0	1	0	0%	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: 07/31/2024

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
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	5	6	19%	0	31	23,523.59	729,231.23		729,231.23	100.0%
Totals for 2011 Claims:		31	100.0%	20	5	6	19%	0	31	23,523.59	729,231.23		729,231.23	100.0%
12 101	Engineering/Transportatio (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 Servic (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:		43	100.0%	34	5	4	9%	0	43	7,970.28	342,721.98		342,721.98	100.0%
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 Servic (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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 07/31/2024

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
13 701	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%
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 Serv (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 Manag (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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 07/31/2024

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 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 Servic (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%
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 Servic (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%

**EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY**
From: 12/31/1996 Through: 07/31/2024

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	Lgi	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
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	4	0	37	23,904.45	884,464.76		884,464.76	100.0%
Totals for 2016 Claims:		37	100.0%	29	4	4	4	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%	1	0	133,457.99	41,333.94	92,124.05	133,457.99	27.6%
17 303	Emergency Medical Serv (Dept)	5	27.8%	3	0	2	40%	1	4	68,385.53	277,606.27	64,321.36	341,927.63	70.7%
17 3	Fire (Sub-Loc)	6	33.3%	3	0	3	50%	2	4	79,230.94	318,940.21	156,445.41	475,385.62	98.3%
17 700	Patrol (Dept)	5	27.8%	5	0	0	0%	0	5	757.36	3,786.80		3,786.80	0.8%
17 701	Investigations (Dept)	1	5.6%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
17 703	Tactical (Dept)	1	5.6%	1	0	0	0%	0	1	1,114.58	1,114.58		1,114.58	0.2%
17 7	Police (Sub-Loc)	7	38.9%	7	0	0	0%	0	7	700.20	4,901.38		4,901.38	1.0%
17 800	Streets (Dept)	1	5.6%	1	0	0	0%	0	1	2,186.65	2,186.65		2,186.65	0.5%
17 804	Forestry (Dept)	4	22.2%	4	0	0	0%	0	4	246.90	987.59		987.59	0.2%
17 8	Public Works (Sub-Loc)	5	27.8%	5	0	0	0%	0	5	634.85	3,174.24		3,174.24	0.7%
17 01	Village of Hoffman Estates (Loc)	18	100.0%	15	0	3	17%	2	16	26,858.96	327,015.83	156,445.41	483,461.24	100.0%
Totals for 2017 Claims:		18	100.0%	15	0	3	17%	2	16	26,858.96	327,015.83	156,445.41	483,461.24	100.0%
18 100	Code Enforcement (Dept)	1	2.9%	0	1	0	0%	0	1	605.84	605.84		605.84	0.2%
18 1	Community Development (Sub-Loc)	1	2.9%	0	1	0	0%	0	1	605.84	605.84		605.84	0.2%
18 301	Fire Suppression (Dept)	8	23.5%	4	3	1	13%	0	8	6,056.13	48,449.03		48,449.03	15.0%
18 303	Emergency Medical Serv (Dept)	5	14.7%	3	0	2	40%	1	4	19,384.64	77,482.13	19,441.06	96,923.19	30.1%
18 3	Fire (Sub-Loc)	13	38.2%	7	3	3	23%	1	12	11,182.48	125,931.16	19,441.06	145,372.22	45.1%
18 700	Patrol (Dept)	14	41.2%	11	1	2	14%	0	14	12,237.06	171,318.86		171,318.86	53.1%
18 7	Police (Sub-Loc)	14	41.2%	11	1	2	14%	0	14	12,237.06	171,318.86		171,318.86	53.1%
18 800	Streets (Dept)	2	5.9%	2	0	0	0%	0	2	375.71	751.41		751.41	0.2%
18 801	Water & Sewer (Dept)	1	2.9%	1	0	0	0%	0	1	618.53	618.53		618.53	0.2%
18 802	Building & Grounds (Dept)	1	2.9%	1	0	0	0%	0	1	1,855.66	1,855.66		1,855.66	0.6%
18 804	Forestry (Dept)	1	2.9%	1	0	0	0%	0	1	1,179.47	1,179.47		1,179.47	0.4%
18 805	Clerical (Dept)	1	2.9%	0	1	0	0%	0	1	727.84	727.84		727.84	0.2%
18 8	Public Works (Sub-Loc)	6	17.6%	5	1	0	0%	0	6	855.49	5,132.91		5,132.91	1.6%

**EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY**
From: 12/31/1996 Through: 07/31/2024

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
18 01	Village of Hoffman Estates (Loc)	34	100.0%	23	6	5	15%	1	33	9,483.23	302,988.77	19,441.06	322,429.83	100.0%
Totals for 2018 Claims:		34	100.0%	23	6	5	15%	1	33	9,483.23	302,988.77	19,441.06	322,429.83	100.0%
19 301	Fire Suppression (Dept)	12	42.9%	8	1	3	25%	2	10	41,544.36	459,613.33	38,918.97	498,532.30	54.7%
19 303	Emergency Medical Serv (Dept)	4	14.3%	3	0	1	25%	1	3	37,772.33	65,637.99	85,451.33	151,089.32	16.6%
19 3	Fire (Sub-Loc)	16	57.1%	11	1	4	25%	3	13	40,601.35	525,251.32	124,370.30	649,621.62	71.2%
19 700	Patrol (Dept)	12	42.9%	8	2	2	17%	0	12	21,869.79	262,437.44		262,437.44	28.8%
19 7	Police (Sub-Loc)	12	42.9%	8	2	2	17%	0	12	21,869.79	262,437.44		262,437.44	28.8%
19 01	Village of Hoffman Estates (Loc)	28	100.0%	19	3	6	21%	3	25	32,573.54	787,688.76	124,370.30	912,059.06	100.0%
Totals for 2019 Claims:		28	100.0%	19	3	6	21%	3	25	32,573.54	787,688.76	124,370.30	912,059.06	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	15,175.54	153,871.44	13,059.47	166,930.91	54.2%
20 303	Emergency Medical Serv (Dept)	3	10.7%	2	1	0	0%	0	3	11,668.95	35,006.86		35,006.86	11.4%
20 3	Fire (Sub-Loc)	14	50.0%	6	5	3	21%	1	13	14,424.13	188,878.30	13,059.47	201,937.77	65.5%
20 502	Employee Wellness (Dept)	1	3.6%	1	0	0	0%	0	1	2,451.12	2,451.12		2,451.12	0.8%
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	0.8%
20 700	Patrol (Dept)	8	28.6%	2	5	1	13%	0	8	6,287.69	50,301.48		50,301.48	16.3%
20 7	Police (Sub-Loc)	8	28.6%	2	5	1	13%	0	8	6,287.69	50,301.48		50,301.48	16.3%
20 802	Building & Grounds (Dept)	2	7.1%	1	1	0	0%	0	2	1,380.38	2,760.75		2,760.75	0.9%
20 803	Equipment & Supply (Dept)	1	3.6%	0	0	1	100%	0	1	50,322.57	50,322.57		50,322.57	16.3%
20 8	Public Works (Sub-Loc)	3	10.7%	1	1	1	33%	0	3	17,694.44	53,083.32		53,083.32	17.2%
20 01	Village of Hoffman Estates (Loc)	28	100.0%	11	12	5	18%	1	27	11,003.11	295,027.66	13,059.47	308,087.13	100.0%
Totals for 2020 Claims:		28	100.0%	11	12	5	18%	1	27	11,003.11	295,027.66	13,059.47	308,087.13	100.0%
21 301	Fire Suppression (Dept)	3	12.0%	1	1	1	33%	1	2	5,671.11	7,958.48	9,054.84	17,013.32	5.9%
21 303	Emergency Medical Serv (Dept)	4	16.0%	2	1	1	25%	1	3	17,299.11	55,005.89	14,190.54	69,196.43	24.2%
21 3	Fire (Sub-Loc)	7	28.0%	3	2	2	29%	2	5	12,315.68	62,964.37	23,245.38	86,209.75	30.1%
21 700	Patrol (Dept)	10	40.0%	7	2	1	10%	0	10	2,772.24	27,722.39		27,722.39	9.7%
21 702	Crime Prevention (Dept)	1	4.0%	1	0	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: 07/31/2024

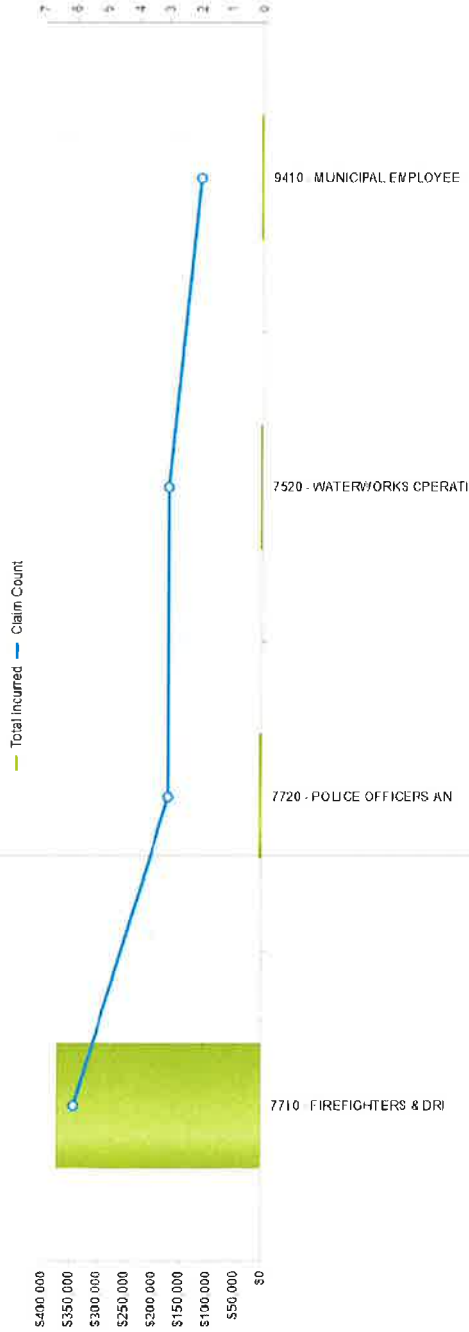
Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	Lgl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
21 7	Police (Sub-Loc)	11	44.0%	8	2	1	1	9%	0	11	2,520.22	27,722.39		27,722.39	9.7%
21 800	Streets (Dept)	2	8.0%	1	0	1	1	50%	1	1	7,738.09	4,839.63	10,636.54	15,476.17	5.4%
21 801	Water & Sewer (Dept)	2	8.0%	1	0	1	1	50%	0	2	60,898.32	121,796.63		121,796.63	42.6%
21 803	Equipment & Supply (Dept)	1	4.0%	0	0	1	1	100%	0	1	34,935.58	34,935.58		34,935.58	12.2%
21 8	Public Works (Sub-Loc)	5	20.0%	2	0	3	3	60%	1	4	34,441.68	161,571.84	10,636.54	172,208.38	60.2%
21 9	Information Systems (Sub-Loc)	2	8.0%	0	2	0	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	6	24%	3	22	11,445.62	252,258.60	33,881.92	286,140.52	100.0%
Totals for 2021 Claims:		25	100.0%	13	6	6	6	24%	3	22	11,445.62	252,258.60	33,881.92	286,140.52	100.0%
250	Village of Hoffman Estates	920		601	157	162	162		10	910	14,967.26	13,422,683.35	347,198.16	13,769,881.51	

Open Medical: 0
 Open Comp: 0
 Open Legal: 10

VILLAGE OF HOFFMAN ESTATES

01.01.24/08.31.24
(as of 08.31.24)

Job Class	Paid	Outstanding Reserves	Recovered	Total Incurred	Claim Count	Cost per Claim
7710 - FIREFIGHTERS & DRIVERS	\$58,531.18	\$314,104.30	\$0.00	\$372,635.48	6	\$62,105.91
7720 - POLICE OFFICERS AND DRIVERS	\$1,800.64	\$3,200.00	\$0.00	\$5,000.64	3	\$1,666.88
7520 - WATERWORKS OPERATION & DRIVERS	\$448.08	\$2,500.00	\$0.00	\$2,948.08	3	\$982.69
9410 - MUNICIPAL EMPLOYEES, NOC	\$656.81	\$2,148.72	\$0.00	\$2,805.53	2	\$1,402.77
Totals:	\$61,436.71	\$321,953.02	\$0.00	\$383,389.73	14	\$27,384.98



VILLAGE OF HOFFMAN ESTATES

01.01.23/01.01.24
(as of 08.31.24)

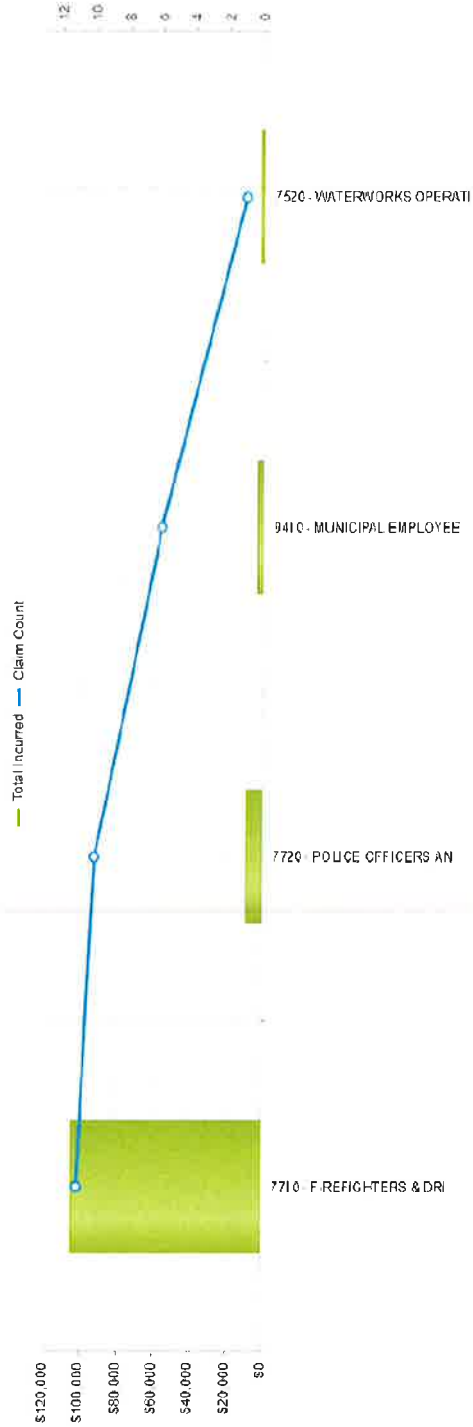
Job Class	Paid	Outstanding Reserve	Recovered	Total Incurred	Claim Count	Cost per Claim
7710 - FIREFIGHTERS & DRIVERS	\$429,766.33	\$282,065.79	\$0.00	\$711,832.12	12	\$59,319.34
7720 - POLICE OFFICERS AND DRIVERS	\$53,011.95	\$90,201.00	\$0.00	\$143,212.95	11	\$13,019.36
9410 - MUNICIPAL EMPLOYEES, NOC	\$350.62	\$2,899.38	\$0.00	\$3,250.00	1	\$3,250.00
5506 - STREET OR ROAD CONSTRUCTION	\$2,413.52	\$0.00	\$0.00	\$2,413.52	1	\$2,413.52
7520 - WATERWORKS OPERATION & DRIVERS	\$2,261.78	\$0.00	\$0.00	\$2,261.78	4	\$565.45
8832 - PHYSICIAN & CLERICAL	\$20.00	\$0.00	\$0.00	\$20.00	1	\$20.00
8810 - CLERICAL OFFICE EMPLOYEES NOC	\$0.00	\$0.00	\$0.00	\$0.00	1	\$0.00
Totals:	\$487,824.20	\$375,166.17	\$0.00	\$862,990.37	31	\$27,838.40



VILLAGE OF HOFFMAN ESTATES

01.01.22/12.31.22
(as of 08.31.24)

Job Class	Outstanding			Total Incurred	Claim Count	Cost per Claim
	Paid	Reserve	Recovered			
7710 - FIREFIGHTERS & DRIVERS	\$53,056.13	\$51,425.65	\$0.00	\$104,481.78	11	\$9,498.34
7720 - POLICE OFFICERS AND DRIVERS	\$8,151.17	\$870.00	\$0.00	\$9,021.17	10	\$902.12
9410 - MUNICIPAL EMPLOYEES, NOC	\$2,897.96	\$0.00	\$0.00	\$2,897.96	6	\$482.99
7520 - WATERWORKS OPERATION & DRIVERS	\$1,536.97	\$0.00	\$0.00	\$1,536.97	1	\$1,536.97
Totals:	\$65,642.23	\$52,295.65	\$0.00	\$117,937.88	28	\$4,212.07



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: September 2024

Muir Holiday Joy Market – working with school administrators to host a “marketplace” event for families at the school. December 7th is the target date.

Wine Wednesday – scheduling the rest of the year with Moretti’s, World’s Fairground and Poplar Creek Bowl for events.

General:

9/1 – scheduled VB for September Labor Day Parade
9/3 – participated in the EDC Business meeting and blitz
9/4 – arranged meeting for Neil Khot and McLeod
9/5 – Attended the grip it, rip it, trace it event at Top Tracer with Trustees and Janura
9/5 – Elected officials - Thomas Jefferson school tour
9/6 – attended the ONCC meeting at Allegra Banquets in Schiller Park
9/9 – attended evening meetings
9/10 – Celtic Fest Commission Meeting
9/12 – attended Love Local Studio ribbon cutting with elected officials
9/13 – Schaumburg Twp. Library 2nd Floor Grand Opening / elected officials attended
9/16 – Coordinated Dementia Workshop for elected officials / Trustee Dinner
9/18 – Hilton Garden Inn / Wine Wednesday
9/19 and 9/20 – Fellowship Housing and POC golf outing
9/20 – Legislative Luncheon attended by elected officials
9/21 – 65th birthday celebration at the Village Hall attended by elected officials
9/23 – Trustee Kinnane Birthday Dinner and attended meetings
9/25- attended CAC golf outing
9/26 – scheduled staff and a few elected officials to attend the Chamber golf outing
9/27 – planning meeting for Holiday Joy Market at Muir School

General administrative projects for the Mayor and the Village Board.

Jennifer Djordjevic
Dir. Of Operations and Outreach / Office of the Mayor and Board