
PRE-COUNCIL WORK SESSION — 7:00 P.M.

Agenda of the Regular Meeting
of the City Council of the
CITY OF DARIEN

January 15, 2018

7:30 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Declaration of Quorum
5. Questions, Comments and Announcements — **General (This is an opportunity for the public to make comments or ask questions on any issue – 3 Minute Limit Per Person, Additional Public Comment Period - Agenda Item 18)**
6. Approval of Minutes — [December 18, 2017](#)
7. Receiving of Communications
8. Mayor's Report
 - A. 2018 Citizen of the Year Nomination
9. City Clerk's Report
10. City Administrator's Report
11. Department Head Information/Questions
 - A. Police Department
 - B. Municipal Services
12. Treasurer's Report
 - A. Warrant Number — [17-18-17](#)
 - B. Warrant Number — [17-18-18](#)
13. Standing Committee Reports

14. Questions and Comments — **Agenda Related (This is an opportunity for the public to [make comments or ask questions on any item on the Council's Agenda](#) – 3 Minute Limit Per Person)**
15. Old Business
16. Consent Agenda
17. New Business
 - A. Consideration of a Motion to Approve an Ordinance [Adopting a Policy Prohibiting Sexual Harassment](#) in Accordance with Public Act 100-0554
18. Questions, Comments and Announcements — **General (This is an opportunity for the public to [make comments or ask questions on any issue](#) – 3 Minute Limit Per Person)**
19. Adjournment



A WORK SESSION WAS CALLED TO ORDER AT 7:11 P.M. BY MAYOR WEAVER FOR THE PURPOSE OF REVIEWING ITEMS ON THE DECEMBER 18, 2017 AGENDA WITH THE CITY COUNCIL. THE WORK SESSION ADJOURNED AT 7:15 P.M.

Minutes of the Regular Meeting

of the City Council of the

CITY OF DARIEN

December 18, 2017

7:31 P.M.

1. **CALL TO ORDER**

The regular meeting of the City Council of the City of Darien was called to order at 7:30 P.M. by Honorary Mayor Lucas Krapukaitis.

2. **PLEDGE OF ALLEGIANCE**

Honorary Mayor Krapukaitis led the Council and audience in the Pledge of Allegiance; he introduced himself and his family.

3. **ROLL CALL** — The Roll Call of Aldermen by Clerk Ragona was as follows:

Present: Tina Beilke Joseph A. Kenny
Thomas J. Belczak Sylvia McIvor
Thomas M. Chlystek

Absent: Joseph A. Marchese
Ted V. Schauer

Also in Attendance: Lucas Krapukaitis, Honorary Mayor
Kathleen Moesle Weaver, Mayor
JoAnne E. Ragona, City Clerk
Michael J. Coren, City Treasurer
Bryon D. Vana, City Administrator
Gregory Thomas, Police Chief
Daniel Gombac, Director of Municipal Services

4. **DECLARATION OF A QUORUM** – There being five aldermen present, Honorary Mayor Krapukaitis declared a quorum.

5. **QUESTIONS, COMMENTS AND ANNOUNCEMENTS – GENERAL**

There were none.

6. **APPROVAL OF MINUTES**

A. City Council Meeting December 4, 2017

It was moved by Alderman Belczak and seconded by Alderman Kenny to approve the minutes of the City Council Meeting of December 4, 2017.

Roll Call: Ayes: Beilke, Belczak, Chlystek, Kenny

Abstain: McIvor

Nays: None

Absent: Marchese, Schauer

Results: Ayes 5, Nays 0, Absent 2

MOTION DULY CARRIED

7. **RECEIVING OF COMMUNICATIONS**

Alderman Beilke received communication from a resident regarding a fatal car accident at the intersection of 67th Street and Clarendon Hills Road. Alderman Beilke provided background on prior traffic study conducted by KLOA for this intersection. Director Gombac stated that the intersection did not meet Federal guidelines for a traffic signal; therefore, federal funding was not available. Director Gombac will work with Willowbrook regarding the intersection; a traffic study including statistics and recommendation would need to be conducted and reviewed. Alderman Chlystek inquired if a four-way stop was an option; Director Gombac referred to the traffic study.

8. **MAYOR'S REPORT**

A. EISENHOWER CHOIR – TO PERFORM

Eisenhower Junior High Choir performed Christmas Carols; Chorus Director Puja thanked Council for allowing choir to share their holiday spirit.

B. RECOGNITION OF 2017 HOLIDAY HOME DECORATING CONTEST WINNERS

Elizabeth Hayes introduced Jim Kiser and Gerry Leganski, fellow members of the Holiday Home Decorating Contest Committee. Ms. Hayes and Mr. Leganski provided a detailed description of the winning homes and following awards.

2017 Holiday Home Decorating Contest Winners:

- Fifth Place Winner received a certificate and \$25.00 check – 7209 Richmond Avenue
- Fourth Place Winner received a certificate and \$25.00 check – 8384 Alden Lane
- Third Place Winner received a certificate and \$50.00 check – 802 Timber Lane
- Second Place Winner received a certificate and \$100.00 check – 7406 Richmond Avenue
- First Place Winner received a certificate and \$200.00 check – 1905 Center Circle

Honorable Mention Certificates to:

- 7001 Bentley Avenue
- 1301 Iroquois Lane
- 2 Janet Avenue
- 508 Easy Street

Best Block Certificates awarded to:

- Sawyer Road

Jim Kiser presented photographs of the winning homes, which will be displayed in the lobby of City Hall and on Direct Connect. Mayor Weaver invited the winners to take a group photograph. Administrator Vana reminded residents to call City Hall to reserve seats for the Holiday Bus Tours on December 20 at 6:30 P.M. and 8:00 P.M.

9. **CITY CLERK'S REPORT**

Clerk Ragona announced that city offices will be closed on December 22 and 25, 2017 and January 1, 2018 in observance of Christmas and New Year's holidays.

The January 2, 2018 City Council Meeting has been cancelled. The next City Council Meeting will be held on Monday, January 15, 2018.

10. **CITY ADMINISTRATOR’S REPORT**

There was no report.

11. **DEPARTMENT HEAD INFORMATION/QUESTIONS**

A. POLICE DEPARTMENT MONTHLY REPORT – NOVEMBER 2017

The November 2017 Police Department Monthly Report is available on the City website.

B. MUNICIPAL SERVICES – NO REPORT

Director Gombac addressed Council questions regarding parking on city streets during a winter weather event and missed deadline for yard waste removal.

12. **TREASURER’S REPORT**

A. WARRANT NUMBER 17-18-16

It was moved by Alderman McIvor and seconded by Alderman Chlystek to approve payment of Warrant Number 17-18-16 in the amount of \$549,456.13 from the enumerated funds, and \$277,147.50 from payroll funds for the period ending 12/07/17 for a total to be approved of \$826,603.63.

Roll Call: Ayes: Beilke, Belczak, Chlystek, Kenny, McIvor

Nays: None

Absent: Marchese, Schauer

Results: Ayes 5 Nays 0, Absent 2

MOTION DULY CARRIED

B. MONTHLY REPORT – NOVEMBER 2017

Treasurer Coren reviewed year-to-date sources of revenue, expenditures, and fund balances through the month of November 2017:

<u>General Fund:</u>	Revenue \$10,421,317; Expenditures \$6,986,202 Current Balance \$3,460,883
<u>Water Fund:</u>	Revenue \$5,380,046; Expenditures \$3,988,950; Current Balance \$1,857,533
<u>Motor Fuel Tax Fund:</u>	Revenue \$329,431; Expenditures \$207,057; Current Balance \$508,032
<u>Water Depreciation Fund:</u>	Revenue (\$855); Expenditures \$97,905; Current Balance \$84,390
<u>Capital Improvement Fund:</u>	Revenue \$213,397; Expenditures \$3,179,343; Current Balance \$6,513,971

13. **STANDING COMMITTEE REPORTS**

Administrative/Finance Committee – Clerk Ragona announced the meeting of the Administrative/Finance Committee scheduled for January 2, 2017 has been cancelled.

Municipal Services Committee – Clerk Ragona announced the meeting of the Municipal Services Committee scheduled for December 26, 2017 has been cancelled. The next meeting of the Municipal Services Committee is scheduled for Monday, January 22, 2018 at 6:30 P.M.

Police Committee – Chairman McIvor announced the next meeting of the Police Committee is scheduled for January 15, 2018 at 6:00 P.M. in the Police Department Training Room.

14. **QUESTIONS AND COMMENTS – AGENDA RELATED**

There were none.

15. **OLD BUSINESS**

There was no Old Business.

16. **CONSENT AGENDA**

There was no Consent Agenda.

17. **NEW BUSINESS**

There was no New Business.

18. **QUESTIONS, COMMENTS AND ANNOUNCEMENTS – GENERAL**

Alderman Beilke reminded everyone that the Citizen of the Year nomination deadline is January 2, 2018. Nominations can be dropped off at City Hall or submitted online.

Alderman Chlystek inquired about the storm sewer infrastructure failure on Plainfield Road. Director Gombac provided an update.

19. **ADJOURNMENT**

There being no further business to come before the City Council, it was moved by Alderman McIvor and seconded by Alderman Beilke to adjourn the City Council meeting.

VIA VOICE VOTE – MOTION DULY CARRIED

The City Council meeting adjourned at 8:22 P.M.

Mayor

City Clerk

All supporting documentation and report originals of these minutes are on file in the Office of the City Clerk under File Number 12-18-17.
Minutes of 12-18-17 CCM



CITY OF DARIEN

EXPENDITURE APPROVAL LIST
FOR CITY COUNCIL MEETING ON
January 15, 2018

Approval is hereby given to have the City Treasurer of Darien, Illinois pay to the officers, employees, independent contractors, vendors, and other providers of goods and services in the indicated amounts as set forth.

A summary indicating the source of funds used to pay the above is as follows:

General Fund			\$249,567.62
Water Fund			\$39,378.37
Motor Fuel Tax Fund			\$1,962.59
Water Depreciation Fund			
Special Service Area Tax Fund			
Impact Fee Expenditures			
Capital Improvement Fund			\$66,990.08
State Drug Forfeiture Fund			\$174.95
Federal Equitable Sharing Fund			
		<i>Subtotal:</i>	<u>\$358,073.61</u>
General Fund Payroll	12/22/17	\$	231,162.37
Water Fund Payroll	12/22/17	\$	17,257.20
General Fund Payroll	01/04/18	\$	265,499.98
Water Fund Payroll	01/04/18	\$	16,769.70
		<i>Subtotal:</i>	<u>\$ 530,689.25</u>

<i>Total to be Approved by City Council:</i>	<u>\$888,762.86</u>
--	---------------------

Approvals:

Kathleen Moesle Weaver, Mayor

JoAnne E. Ragona, City Clerk

Michael J. Coren, Treasurer

Bryon D. Vana, City Administrator

CITY OF DARIEN
Expenditure Journal
General Fund
Administration
From 12/19/2017 Through 1/2/2018

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
COMCAST CABLE	CABLE FOR CITY HALL	AP010218	4271	Utilities (Elec,Gas,Wtr,Sewer)	8.41
IMPACT NETWORKING, LLC	KONICA CONTRACT (12-18-17 thru 1-17-18)	AP010218	4225	Maintenance - Equipment	98.00
NICOR GAS	CITY HALL NICOR-82541110001	AP010218	4271	Utilities (Elec,Gas,Wtr,Sewer)	162.91
OCCUPATIONAL HEALTH CENTERS	RANDOM DRUG TESTING	AP010218	4219	Liability Insurance	89.50
OCCUPATIONAL HEALTH CENTERS	RANDOM DRUG TESTING	AP010218	4219	Liability Insurance	89.50
OFFICE DEPOT	STATIONARY AND DOCUMENT COVERS	AP010218	4235	Printing and Forms	13.86
OFFICE DEPOT	OFFICE SUPPLIES FOR CITY HALL	AP010218	4253	Supplies - Office	79.73
OFFICE DEPOT	MONITOR STAND FOR MARIA G	AP010218	4253	Supplies - Office	18.99
OFFICE DEPOT	LABEL WRITER AND OFFICE SUPPLIES CITY HALL	AP010218	4253	Supplies - Office	57.20
UNLIMITED GRAPHIX, INC.	ACCOUNTS PAYABLE CHECKS	AP010218	4235	Printing and Forms	505.01
UNLIMITED GRAPHIX, INC.	W-2 FORMS, 1099 FORMS AND ENVELOPES	AP010218	4235	Printing and Forms	401.54
				Total Administration	1,524.65

CITY OF DARIEN
Expenditure Journal
General Fund
City Council
From 12/19/2017 Through 1/2/2018

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
OFFICE DEPOT	DOCUMENT COVERS FOR HOLIDAY LIGHTS WINNERS	AP010218	4205	Boards and Commissions	57.57
				Total City Council	57.57

CITY OF DARIEN
Expenditure Journal
General Fund
Community Development
From 12/19/2017 Through 1/2/2018

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
CHRISTOPHER B. BURKE ENG, LTD	PREP FOR FINAL APPROVAL LETTER-CARRIAGE GREEN COUNTRY CLUB	AP010218	4328	Const/Prof Reimbursable	347.25
CHRISTOPHER B. BURKE ENG, LTD	PLAT OF ANNEXATION-17W615 N FRONTAGE	AP010218	4328	Const/Prof Reimbursable	347.25
CHRISTOPHER B. BURKE ENG, LTD	POOL- REVIEW OF REVISED GRADING PLANS-8185 CHAPMAN	AP010218	4328	Const/Prof Reimbursable	237.25
CHRISTOPHER B. BURKE ENG, LTD	AS-BUILT AND FINAL INSPECTION- 2134 COTTAGE LANE	AP010218	4328	Const/Prof Reimbursable	200.00
CHRISTOPHER B. BURKE ENG, LTD	AS-BUILT AND FINAL INSPECTION 2130 COTTAGE LN	AP010218	4328	Const/Prof Reimbursable	200.00
CHRISTOPHER B. BURKE ENG, LTD	REVIEW OF AS-BUILT AND FINAL INSPECTION-2133 COTTAGE	AP010218	4328	Const/Prof Reimbursable	200.00
CHRISTOPHER B. BURKE ENG, LTD	AS BUILT REVIEW AND FINAL INSPECTION -2126 COTTAGE	AP010218	4328	Const/Prof Reimbursable	200.00
CHRISTOPHER B. BURKE ENG, LTD	AS-BUILT REVIEW AND FINAL INSPECTION - 2518 COTTAGE	AP010218	4328	Const/Prof Reimbursable	200.00
CHRISTOPHER B. BURKE ENG, LTD	AS-BUILT REVIEW AND FINAL INSPECTION-2109 COTTAGE	AP010218	4328	Const/Prof Reimbursable	200.00
CHRISTOPHER B. BURKE ENG, LTD	AS-BUILT REVIEW AND FINAL INSPECTION-2102 COTTAGE	AP010218	4328	Const/Prof Reimbursable	200.00

**CITY OF DARIEN
Expenditure Journal
General Fund
Community Development
From 12/19/2017 Through 1/2/2018**

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
CHRISTOPHER B. BURKE ENG, LTD	AS-BUILT REVIEW AND FINAL INSPECTION -2125 COTTAGE	AP010218	4328	Const/Prof Reimbursable	200.00
CHRISTOPHER B. BURKE ENG, LTD	APPLICATION REVIEW FOR SHED IN FLOODPLAIN	AP010218	4328	Const/Prof Reimbursable	182.25
WAL-MART	INCENTIVE PAYMENT #3	AP010218	4240	Economic Development	<u>205,114.93</u>
				Total Community Development	207,828.93

CITY OF DARIEN
Expenditure Journal
General Fund
Public Works, Streets
From 12/19/2017 Through 1/2/2018

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
ACCURATE TANK TECHNOLOGIES	FUEL PUMP NOZZLE	AP010218	4223	Maintenance - Building	328.00
ALLIED GARAGE DOOR INC.	PUBLIC WORKS GARAGE DOOR REPAIR	AP010218	4223	Maintenance - Building	296.00
AMBER MECHANICAL CONTRACTORS	POLICE DEPT HVAC - PAYMENT #2	AP010218	4223	Maintenance - Building	8,253.00
AUTOMATED LOGIC	HVAC MONITORING AT POLICE DEPT- DECEMBER 2017	AP010218	4223	Maintenance - Building	373.75
CHEMSEARCH	DIESEL CLEAN	AP010218	4225	Maintenance - Equipment	268.06
CINTAS FIRST AID AND SAFETY	PUBLIC WORKS FIRST AID CABINET	AP010218	4219	Liability Insurance	80.01
COM ED	COM ED 0788310001	AP010218	4271	Utilities (Elec,Gas,Wtr,Sewer)	28.04
COM ED	COM ED 0633028127- 7535 S CASS (CLOCK TOWER)	AP010218	4359	Street Light Oper & Maint.	140.74
CONSTELLATION NEW ENERGY, INC.	ENERGY - STREET LIGHTS	AP010218	4359	Street Light Oper & Maint.	50.11
CRYSTAL VALLEY DECORATING	TITAN-ADJUSTABLE BANNER BRACKETS	AP010218	4225	Maintenance - Equipment	5,528.38
DECKER SUPPLY CO.	MAILBOX POST MATERIALS	AP010218	4257	Supplies - Other	2,809.25
DECKER SUPPLY CO.	SIGNS	AP010218	4257	Supplies - Other	2,243.75
DUPAGE CNTY CHIEFS POLICE ASSN	DUPAGE COUNTY CHIEFS OF POLICE ASSOC- COMMANDER PICCOLI	AP010218	4213	Dues and Subscriptions	275.00
DYNEGY ENERGY SERVICES	ENERGY - STREET LIGHTS (2510 Abbey Drive)	AP010218	4359	Street Light Oper & Maint.	1,668.89
EXPERT CHEMICAL & SUPPLY INC	BOOTS, HOODIES AND COATS	AP010218	4219	Liability Insurance	430.00
EXPERT CHEMICAL & SUPPLY INC	BOOTS, HOODIES AND COATS	AP010218	4269	Uniforms	206.50
GRAINGER	MSDS SOFTWARE	AP010218	4219	Liability Insurance	350.00
I.R.M.A.	DEDUCTIBLE -NOV 2017	AP010218	4219	Liability Insurance	7,500.00

CITY OF DARIEN
Expenditure Journal
General Fund
Public Works, Streets
From 12/19/2017 Through 1/2/2018

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
INDUSTRIAL ELECTRICAL SUPPLY	PVC JUNCTION BOX	AP010218	4223	Maintenance - Building	48.00
JSN CONTRATORS SUPPLY	SAFETY GLOVES	AP010218	4219	Liability Insurance	278.88
JSN CONTRATORS SUPPLY	ABRASIVE BLADE FOR METAL	AP010218	4257	Supplies - Other	91.00
LAWSON PRODUCTS INCORPORATED	SMALL EQUIPMENT PARTS	AP010218	4225	Maintenance - Equipment	551.27
LAWSON PRODUCTS INCORPORATED	MECHANICS TOOLS	AP010218	4259	Small Tools & Equipment	51.27
MC CANN INDUSTRIES INC	MACLEAN DELIVERY	AP010218	4225	Maintenance - Equipment	150.00
McMASTER-CARR	BUILDING MAINT SUPPLIES FOR POLICE DEPT	AP010218	4223	Maintenance - Building	102.15
McMASTER-CARR	PAPER TOWEL DISPENSER FOR POLICE DEPT	AP010218	4223	Maintenance - Building	124.29
NICOR GAS	NICOR 90841110001 -PUBLIC WORKS	AP010218	4271	Utilities (Elec,Gas,Wtr,Sewer)	377.71
OFFICE DEPOT	PUBLIC WORKS OFFICE SUPPLIES	AP010218	4253	Supplies - Office	51.37
ORKIN LLC	31525000- JANUARY 2018 SERVICE	AP010218	4223	Maintenance - Building	57.00
ORKIN LLC	28546693 - JANUARY 2018 SERVICES	AP010218	4223	Maintenance - Building	81.12
RHOMAR INDUSTRIES INC	WASH SOLUTION FOR SALT TRUCK	AP010218	4225	Maintenance - Equipment	292.44
RICMAR INDUSTRIES, INC.	MAINTENANCE EQUIPMENT	AP010218	4225	Maintenance - Equipment	268.03
RICMAR INDUSTRIES, INC.	MAINTENANCE EQUIPMENT	AP010218	4225	Maintenance - Equipment	160.75
SEASON COMFORT, CORP.	PW HEATING UNIT-THERMOCOUPLE	AP010218	4223	Maintenance - Building	286.25
SUBURBAN DOOR CHECK & LOCK SVC	CAM LOCKS	AP010218	4223	Maintenance - Building	18.00
TYCO INTEGRATED SECURITY LLC	PW SECURITY	AP010218	4223	Maintenance - Building	300.64
UNIQUE PRODUCTS & SERVICE CORP	JANITORIAL SUPPLIES FOR POLICE DEPT	AP010218	4223	Maintenance - Building	84.20
WHOLESALE DIRECT, INC.	STOCK PARTS	AP010218	4229	Maintenance - Vehicles	150.25

CITY OF DARIEN
Expenditure Journal
General Fund
Public Works, Streets
From 12/19/2017 Through 1/2/2018

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
WILLOWBROOK FORD, INC.	TRUCK DIAGNOSIS- HEATER	AP010218	4229	Maintenance - Vehicles	135.00
				Total Public Works, Streets	34,489.10

CITY OF DARIEN
Expenditure Journal
General Fund
Police Department
From 12/19/2017 Through 1/2/2018

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
DUPAGE CNTY CHIEFS POLICE ASSN	DUPAGE COUNTY CHIEFS OF POLICE ASSOC- 2018 DUES	AP010218	4213	Dues and Subscriptions	275.00
EDWARD P. RENTKA	RENTKA - HOLSTERS (Amazon)	AP010218	4269	Uniforms	75.48
I.R.M.A.	CHIEF LUNCHEON	AP010218	4219	Liability Insurance	582.29
INDUSTRIAL ORG SOLUTIONS	PRE-EMPLOY EXAM- POLICE OFFICER CANDIDATE -GIZA	AP010218	4205	Boards and Commissions	485.00
KARA FOYLE-PRICE	REFUND FOR OVERPAYMENT OF HEALTH INSURANCE (DECEMBER 2017)	AP010218	4120	Medical/Life Insurance	1,798.89
PARTNERS & PAWS VETERINARY	BOARDING FOR K-9 (Niko)	AP010218	4225	Maintenance - Equipment	662.00
PARTNERS & PAWS VETERINARY	VETERINARY SERVICES FOR K-9 (Niko)	AP010218	4225	Maintenance - Equipment	407.15
PEP BOYS	D3- BRAKE ADJUSTMENT	AP010218	4229	Maintenance - Vehicles	26.99
PUBLIC SAFETY DIRECT	D14- PRINTER REPAIR	AP010218	4229	Maintenance - Vehicles	100.00
PUBLIC SAFETY DIRECT	D3 -PRINTER REPAIR	AP010218	4229	Maintenance - Vehicles	100.00
RAY O'HERRON CO. INC.	DOLLINS #308 - ID WALLET	AP010218	4269	Uniforms	26.95
RAY O'HERRON CO. INC.	DOLLINS #308 - CARGO PANTS	AP010218	4269	Uniforms	136.00
RAY O'HERRON CO. INC.	STUTTE- #321 - SIGHT FOR GLOCK, UNIFORM	AP010218	4269	Uniforms	382.80
RAY O'HERRON CO. INC.	RENTKA #325 -GLOCK	AP010218	4269	Uniforms	470.00
RAY O'HERRON CO. INC.	SWERES - STEALTH CAP	AP010218	4269	Uniforms	24.99
RAY O'HERRON CO. INC.	AUX AVDICH - SKULL CAP	AP010218	4269	Uniforms	18.00
RICK HELLMANN	DET HELLMANN -JACKET -(Kohls)	AP010218	4269	Uniforms	39.99

CITY OF DARIEN
Expenditure Journal
General Fund
Police Department
From 12/19/2017 Through 1/2/2018

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
SHELL	GAS & OIL FOR POLICE DEPT	AP010218	4273	Vehicle (Gas and Oil)	55.84
				Total Police Department	5,667.37
				Total General Fund	249,567.62

CITY OF DARIEN
Expenditure Journal
Water Fund
Public Works, Water
From 12/19/2017 Through 1/2/2018

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
CINTAS FIRST AID AND SAFETY	PUBLIC WORKS FIRST AID CABINET	AP010218	4219	Liability Insurance	80.01
COM ED	COM ED 0269155053 -75TH ST PUMPING STATION	AP010218	4271	Utilities (Elec,Gas,Wtr,Sewer)	64.44
COM ED	COM ED 0788310001	AP010218	4271	Utilities (Elec,Gas,Wtr,Sewer)	28.05
COM ED	COM ED-3118112014 - 75TH ST PUMPING STATION	AP010218	4271	Utilities (Elec,Gas,Wtr,Sewer)	700.98
DUPAGE COUNTY DIV OF TRANSPORT	DUPAGE COUNTY PERMIT FEE (Plainfield Rd / Country Lane)	AP010218	4231	Maintenance - Water System	100.00
DUPAGE COUNTY PUBLIC WORKS	COUNTY METER READINGS (9-1-17 thru 10-31-17)	AP010218	4336	Data Processing	26,795.01
DYNEGY ENERGY SERVICES	ENERGY -PLANT #4	AP010218	4271	Utilities (Elec,Gas,Wtr,Sewer)	130.07
DYNEGY ENERGY SERVICES	ENERGY -PLANT #2	AP010218	4271	Utilities (Elec,Gas,Wtr,Sewer)	2,633.77
DYNEGY ENERGY SERVICES	ENERGY -WELL #7	AP010218	4271	Utilities (Elec,Gas,Wtr,Sewer)	30.77
DYNEGY ENERGY SERVICES	ENERGY -PLANT #5	AP010218	4271	Utilities (Elec,Gas,Wtr,Sewer)	129.61
DYNEGY ENERGY SERVICES	ENERGY -STAND PIPE	AP010218	4271	Utilities (Elec,Gas,Wtr,Sewer)	108.47
DYNEGY ENERGY SERVICES	LATE CHARGE	AP010218	4271	Utilities (Elec,Gas,Wtr,Sewer)	29.90
EXPERT CHEMICAL & SUPPLY INC	BOOTS, HOODIES AND COATS	AP010218	4219	Liability Insurance	200.00
EXPERT CHEMICAL & SUPPLY INC	BOOTS, HOODIES AND COATS	AP010218	4269	Uniforms	290.95
GRAINGER	MSDS SOFTWARE	AP010218	4219	Liability Insurance	350.00
IL SECTION AMERICAN WATER WORK	DENNIS CABLE- IL AMERICAN WATERWORKS CLASSES (LICENSE)	AP010218	4263	Training and Education	360.00
JSN CONTRATORS SUPPLY	SAFETY GLOVES	AP010218	4219	Liability Insurance	278.88
JSN CONTRATORS SUPPLY	BLUE MARKING PAINT	AP010218	4231	Maintenance - Water System	153.00
JSN CONTRATORS SUPPLY	MARKING PAINT, DIAMOND BLADE	AP010218	4231	Maintenance - Water System	486.00

CITY OF DARIEN
Expenditure Journal
Water Fund
Public Works, Water
From 12/19/2017 Through 1/2/2018

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
NICOR GAS	NICOR -23644110001- PLANT \$5	AP010218	4271	Utilities (Elec,Gas,Wtr,Sewer)	163.45
NICOR GAS	NICOR -12344110007 - PLANT #4	AP010218	4271	Utilities (Elec,Gas,Wtr,Sewer)	87.43
NICOR GAS	NICOR- 05002110004 - PLANT #3	AP010218	4271	Utilities (Elec,Gas,Wtr,Sewer)	162.17
NICOR GAS	NICOR 90841110001 -PUBLIC WORKS	AP010218	4271	Utilities (Elec,Gas,Wtr,Sewer)	377.70
OFFICE DEPOT	PUBLIC WORKS OFFICE SUPPLIES	AP010218	4253	Supplies - Office	51.36
PATTEN INDUSTRIES, INC.	MARS LIGHT	AP010218	4225	Maintenance - Equipment	126.68
SERVICE INDUSTRIAL SUPPLY INC.	PUMP, HOSES, CONNECTORS	AP010218	4231	Maintenance - Water System	444.83
SUBURBAN LABORATORIES	WATER SAMPLES	AP010218	4241	Quality Control	252.60
SUBURBAN LABORATORIES	WATER SAMPLES	AP010218	4241	Quality Control	712.60
TYCO INTEGRATED SECURITY LLC	PW SECURITY	AP010218	4223	Maintenance - Building	300.64
WILLCO GREEN LLC	WATER SPOILS -DEC 2017	AP010218	4231	Maintenance - Water System	2,646.00
ZIEBELL WATER SERVICE PRODUCTS	WATER MAIN SLEEVES	AP010218	4231	Maintenance - Water System	460.00
ZIEBELL WATER SERVICE PRODUCTS	WATER MAIN CLAMPS	AP010218	4231	Maintenance - Water System	575.00
ZIEBELL WATER SERVICE PRODUCTS	WATER MAIN CLAMP	AP010218	4231	Maintenance - Water System	68.00
				Total Public Works, Water	39,378.37
				Total Water Fund	39,378.37

CITY OF DARIEN
Expenditure Journal
Motor Fuel Tax
MFT Expenses
From 12/19/2017 Through 1/2/2018

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
K-FIVE CONSTRUCTION	COLD PATCH	AP010218	4245	Road Material	504.00
K-FIVE CONSTRUCTION	ROAD PATCH	AP010218	4245	Road Material	233.50
K-FIVE CONSTRUCTION	ROAD PATCH	AP010218	4245	Road Material	79.50
VULCAN CONSTRUCTION MATERIALS	BEDDING STONE FOR ROAD REPAIR	AP010218	4245	Road Material	1,145.59
				Total MFT Expenses	1,962.59
				Total Motor Fuel Tax	1,962.59

CITY OF DARIEN
Expenditure Journal
State Drug Forfeiture Fund
Drug Forfeiture Expenditures
From 12/19/2017 Through 1/2/2018

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
SHELL	GAS & OIL FOR POLICE DEPT	AP010218	4273	Vehicle (Gas and Oil)	174.95
				Total Drug Forfeiture Expenditures	174.95
				Total State Drug Forfeiture Fund	174.95

CITY OF DARIEN
Expenditure Journal
Capital Improvement Fund
Capital Fund Expenditures
From 12/19/2017 Through 1/2/2018

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
CHRISTOPHER B. BURKE ENG, LTD	2018 ROAD PROGRAM/DESIGN-BID BOOKLET	AP010218	4325	Consulting/Professional	19,943.14
CHRISTOPHER B. BURKE ENG, LTD	DRAINAGE REPORT -IDES SCHOOL	AP010218	4325	Consulting/Professional	330.00
CHRISTOPHER B. BURKE ENG, LTD	DRAINAGE CONCERNS -SAWMILL CREEK	AP010218	4325	Consulting/Professional	119.29
SCHUBERT & SON CONCRETE INC	CONCRETE JUNCTION BOX-801 PLAINFIELD RD (EMERG SEWER REPAIR)	AP010218	4376	Ditch Projects	29,600.00
SCHUBERT & SON CONCRETE INC	CONCRETE JUNCTION BOX-801 PLAINFIELD RD (EMERG SEWER REPAIR)	AP122717	4376	Ditch Projects	29,600.00
SCHUBERT & SON CONCRETE INC	CHECK WILL WAIT FOR JANUARY WARRANT	APCREDIT122...	4376	Ditch Projects	(29,600.00)
VULCAN CONSTRUCTION MATERIALS	BEDDING STONE	AP010218	4376	Ditch Projects	1,875.86
VULCAN CONSTRUCTION MATERIALS	3 INCH STONE - 801 PLAINFIELD RD	AP010218	4376	Ditch Projects	690.89
XBE CHICAGO	HAULING - 801 PLAINFIELD SEWER REPAIR	AP010218	4376	Ditch Projects	1,593.75
XBE CHICAGO	HAULING - 801 PLAINFIELD RD SEWER REPAIR	AP010218	4376	Ditch Projects	765.00
XBE CHICAGO	HAULING- 801 PLAINFIELD RD SEWER REPAIR	AP010218	4376	Ditch Projects	2,018.75
XBE CHICAGO	HAULING- 801 PLAINFIELD SEWER REPAIR	AP010218	4376	Ditch Projects	807.50
XBE CHICAGO	HAULING -801 PLAINFIELD RD SEWER REPAIR (12-15-17)	AP010218	4376	Ditch Projects	3,230.00

**CITY OF DARIEN
Expenditure Journal
Capital Improvement Fund
Capital Fund Expenditures
From 12/19/2017 Through 1/2/2018**

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
XBE CHICAGO	HAULING -801 PLAINFIELD RD SEWER REPAIR (12-19-17)	AP010218	4376	Ditch Projects	1,615.00
XBE CHICAGO	HAULING- 801 PLAINFIELD RD SEWER REPAIR	AP010218	4376	Ditch Projects	3,825.00
ZIEBELL WATER SERVICE PRODUCTS	PVC PARTS- 801 PLAINFIELD RD SEWER REPAIR	AP010218	4376	Ditch Projects	575.90
				Total Capital Fund Expenditures	66,990.08
				Total Capital Improvement Fund	66,990.08
Report Total					358,073.61



ACCOUNT SUMMARY

Account Number: 4246 3151 7363 4484

Previous Balance	\$9,286.12
Payment, Credits	-\$11,781.68
Purchases	+\$2,928.73
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	+\$61.13
New Balance	\$494.80

Opening/Closing Date	12/03/17 - 01/02/18
Credit Limit	\$50,000
Available Credit	\$49,505
Cash Access Line	\$10,000
Available for Cash	\$10,000

Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

PAYMENT INFORMATION

New Balance	\$494.80
Payment Due Date	01/24/18
Minimum Payment Due	\$88.00

Late Payment Warning: If we do not receive your minimum payment by the due date, you may have to pay up to a \$39 late fee.

Minimum Payment Warning: Enroll in Auto-Pay and avoid missing a payment. To enroll, call the number on the back of your card or go to the web site listed above.

FLEXIBLE REWARDS SUMMARY

Previous points balance	160,098
+ Points earned on purchases this period	2,761
- Total points redeemed this period	160,098
= New total points balance	2,761

ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
12/01	INTEREST CHARGE REVERSAL	- .08
12/14	REDEMPTION CREDIT	-2,425.73
12/01	INTEREST CHARGE REVERSAL	-105.41
12/22	Payment ThankYou - Image Check	-9,081.71
01/02	PURCHASE INTEREST CHARGE BRYON VANA TRANSACTIONS THIS CYCLE (CARD 4484) -\$11,551.80 INCLUDING PAYMENTS RECEIVED	61.13
12/16	4TE*ILSecofStateSFee VEHI SPRINGFIEL IL <i>SERVICE FOR TITLE</i>	8.93
12/16	4TE*ILSecretaryofState Na Naperville IL <i>COPIES OF TITLES - SQUADS</i> MARY BELMONTE TRANSACTIONS THIS CYCLE (CARD 8706) \$388.93	380.00
12/06	PAYPAL *ILLINOISLAW 402-935-7733 CA <i>ILEAS CONFERENCE</i> GERALD R PICCOLI TRANSACTIONS THIS CYCLE (CARD 6171) \$200.00	200.00
12/14	DUNKIN #340181 Q35 DARIEN IL <i>VENDOR ERROR VOIDED</i>	-68.78
12/02	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA <i>PHONE CHARGERS</i>	44.95
12/05	COMCAST CHICAGO CS 1X 800-266-2278 IL <i>INTERNET FOR POLICE DEPT</i>	149.85
12/05	BATTERIES AND BUTTER 718-4912700 NY <i>AED BATTERIES/BUTTER</i>	61.51
12/11	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA <i>FLASH DRIVES</i>	79.73
12/12	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA <i>DESK LOCK</i>	9.33



ACCOUNT ACTIVITY

(CONTINUED)

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
12/12	WAL-MART #2215 DARIEN IL PLATES - NAPKING FOR CLASS	16.23
12/12	WAL-MART #2215 DARIEN IL HOLIDAY LIGHTS REFRESHMENTS	121.62
12/12	LIFELINE TRAINING - CA 800-3230037 IL COURSE - JUMP + RUBBICK	318.00
12/14	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA Phone charger	26.98
12/15	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA CABLES FOR EOC	21.23
12/14	DUNKIN #340181 Q35 DARIEN IL VENDOR ERROR	68.78 *
12/14	DUNKIN #340181 Q35 DARIEN IL	62.96
12/18	DUNKIN #340181 Q35 DARIEN IL) DONUTS - JUSTICE CLASSES ROSE MARY GONZALEZ	63.94
	TRANSACTIONS THIS CYCLE (CARD 2755) \$978.33	
11/08	AmazonPrime Membership amzn.com/primeWA REFUND	-99.00
12/03	PURCH INTEREST CREDIT ADJUST REVERSE INTEREST/REFUND	-97
12/01	CRYSTAL VALLEY DECORAT 541-9240700 OR LIGHT POLE BANNER SCREWS	978.19
12/22	COMCAST CHICAGO 800-COMCAST IL INTERNET PUBLIC WORKS	89.85
12/21	TALLMAN EQUIPMENT 6308605666 IL POST ADAPTER DANIEL GOMBAC	224.65
	TRANSACTIONS THIS CYCLE (CARD 8085) \$1,192.72	

2018 Totals Year-to-Date	
Total fees charged in 2018	\$0.00
Total interest charged in 2018	\$61.13

Year-to-date totals do not reflect any fee or interest refunds you may have received.

INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
PURCHASES			
Purchases	14.49%(v)(d)	\$4,966.71	\$61.13
CASH ADVANCES			
Cash Advances	20.49%(v)(d)	-0-	-0-
BALANCE TRANSFERS			
Balance Transfer	14.49%(v)(d)	-0-	-0-

- (v) = Variable Rate
- (d) = Daily Balance Method (including new transactions)
- (a) = Average Daily Balance Method (including new transactions)

31 Days in Billing Period

Please see information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.



CITY OF DARIEN

EXPENDITURE APPROVAL LIST
FOR CITY COUNCIL MEETING ON
January 15, 2018

Approval is hereby given to have the City Treasurer of Darien, Illinois pay to the officers, employees, independent contractors, vendors, and other providers of goods and services in the indicated amounts as set forth.

A summary indicating the source of funds used to pay the above is as follows:

General Fund	\$371,851.77
Water Fund	\$537,414.89
Motor Fuel Tax Fund	\$10,780.46
Water Depreciation Fund	\$0.00
Special Service Area Tax Fund	\$0.00
Debt Service Fund	\$0.00
Capital Improvement Fund	\$85,357.21
State Drug Forfeiture Fund	\$0.00
Federal Equitable Sharing Fund	\$0.00
<i>Subtotal:</i>	<u>\$1,005,404.33</u>
General Fund Payroll	\$ -
Water Fund Payroll	\$ -
<i>Subtotal:</i>	<u>\$ -</u>
<i>Total to be Approved by City Council:</i> <u>\$ 1,005,404.33</u>	

Approvals:

Kathleen Moesle Weaver, Mayor

JoAnne E. Ragona, City Clerk

Michael J. Coren, Treasurer

Bryon D. Vana, City Administrator

CITY OF DARIEN
Expenditure Journal
General Fund
Administration
From 1/15/2018 Through 1/15/2018

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
BEST QUALITY CLEANING, INC.	MONTHLY JANITORIAL CONTRACT- JAN 2018	AP011518	4345	Janitorial Service	1,500.00
CDW GOVERNMENT, INC.	MS OFFICE- ROSE GONZALEZ	AP011518	4325	Consulting/Professional	314.45
CHASE CARD SERVICES	REFRESHMENTS FOR HOLIDAY LIGHTS TOUR	AP011518	4239	Public Relations	121.62
CHASE CARD SERVICES	INTERNET FOR PUBLIC WORKS	AP011518	4267	Telephone	89.85
DUPAGE COUNTY CLERK'S OFFICE	NOTARY CERTIFICATION- DIANE NOVERINI	AP011518	4213	Dues and Subscriptions	10.00
DUPAGE COUNTY CLERK'S OFFICE	NOTARY CERTIFICATION FOR MARIA GONZALEZ	AP011518	4213	Dues and Subscriptions	10.00
I.R.M.A.	2018 ANNUAL PREMIUM	AP011518	4219	Liability Insurance	245,966.00
MUNICIPAL WEB SERVICES	WEBSITE HOSTING \$367.00 / MAINT \$160.00	AP011518	4325	Consulting/Professional	527.00
OFFICE DEPOT	OFFICE SUPPLIES AND SPECIALTY PAPER	AP011518	4253	Supplies - Office	92.53
SHAW MEDIA	BIDS- 2018 STREET SWEEPING SERVICES	AP011518	4221	Legal Notices	163.80
VERIZON WIRELESS	VERIZON WIRELESS BILL CITY HALL (Nov 24 thru Dec 23 2017)	AP011518	4267	Telephone	1,272.56
				Total Administration	250,067.81

**CITY OF DARIEN
Expenditure Journal
General Fund
Community Development
From 1/15/2018 Through 1/15/2018**

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
DON MORRIS ARCHITECTS P.C.	INSPECTIONS -DECEMBER 2017	AP011518	4325	Consulting/Professional	2,220.00
DON MORRIS ARCHITECTS P.C.	PLAN REVIEWS -DECEMBER 2017	AP011518	4328	Const/Prof Reimbursable	2,320.00
OFFICE DEPOT	OFFICE SUPPLIES AND SPECIALTY PAPER	AP011518	4253	Supplies - Office	29.87
				Total Community Development	4,569.87

CITY OF DARIEN
Expenditure Journal
General Fund
Public Works, Streets
From 1/15/2018 Through 1/15/2018

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
ACCURATE TANK TECHNOLOGIES	PROKEE BOARD ASSY (FUEL PUMP MAINT)	AP011518	4223	Maintenance - Building	71.50
ADVANCED DISPOSAL	ROLL OFF SWEEPER DEBRIS	AP011518	4373	Street Sweeping	5,018.24
CASE LOTS, INC.	PAPER SUPPLIES FOR PUBLIC WORKS	AP011518	4223	Maintenance - Building	199.00
CHASE CARD SERVICES	LIGHT POLE BANNER SCREWS, BANDS	AP011518	4225	Maintenance - Equipment	978.19
CHASE CARD SERVICES	POST ADAPTER	AP011518	4257	Supplies - Other	224.65
CINTAS #769	MATT RENTAL - CITY HALL	AP011518	4223	Maintenance - Building	25.00
CINTAS #769	MATT RENTAL - CITY HALL	AP011518	4223	Maintenance - Building	25.00
CINTAS #769	MATT RENTAL - POLICE DEPT	AP011518	4223	Maintenance - Building	26.44
CINTAS #769	MATT RENTAL - POLICE DEPT	AP011518	4223	Maintenance - Building	26.44
CINTAS #769	MATT RENTAL- PUBLIC WORKS	AP011518	4223	Maintenance - Building	25.00
CINTAS #769	MATT RENTAL - PUBLIC WORKS	AP011518	4223	Maintenance - Building	25.00
CONSTELLATION NEW ENERGY, INC.	1-1D70-995 SW CORNER OF 75th/PLAINFIELD RD	AP011518	4359	Street Light Oper & Maint.	1,129.48
DUPAGE LAWN AND HOME SERVICES	SNOW REMOVAL -CITY HALL AND POLICE DEPT	AP011518	4223	Maintenance - Building	800.00
DYNEGY ENERGY SERVICES	ENERGY ..2510 ABBEY DR - LOT 278	AP011518	4359	Street Light Oper & Maint.	2,121.76
DYNEGY ENERGY SERVICES	ENERGY -2510 ABBEY DR - LOT 278	AP011518	4359	Street Light Oper & Maint.	1,890.73
GENE'S TIRE & AUTO REPAIR	TUBES FOR CITY HALL SNOW BLOWER	AP011518	4225	Maintenance - Equipment	61.80
GENE'S TIRE & AUTO REPAIR	TIRE DISPOSAL FEE	AP011518	4229	Maintenance - Vehicles	24.00
GENE'S TIRE & AUTO REPAIR	TIRE FOR 112	AP011518	4229	Maintenance - Vehicles	132.14
GENE'S TIRE & AUTO REPAIR	SERVICE CALL FOR 203	AP011518	4229	Maintenance - Vehicles	231.54

CITY OF DARIEN
Expenditure Journal
General Fund
Public Works, Streets
From 1/15/2018 Through 1/15/2018

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
JUST TIRES	SCRAP TIRE DISPOSAL	AP011518	4229	Maintenance - Vehicles	22.00
JUST TIRES	SCRAP TIRE DISPOSAL	AP011518	4229	Maintenance - Vehicles	4.00
KAMAN FLUID POWER LLC	REPAIR PARTS FOR 101	AP011518	4229	Maintenance - Vehicles	142.52
KAMAN FLUID POWER LLC	STOCK PARTS	AP011518	4229	Maintenance - Vehicles	442.06
LINDCO EQUIPMENT SALES, INC.	FISHER REPAIR END FOR HARNESS	AP011518	4229	Maintenance - Vehicles	149.67
NORWALK TANK	FILTER BASKETS FOR POLLUTANTS	AP011518	4257	Supplies - Other	443.94
RAGS ELECTRIC	LIGHT POLE- HAND HOLE COVER- POLICE DEPT	AP011518	4223	Maintenance - Building	125.00
RAGS ELECTRIC	INSPECT CLOCK TOWER GFCI - ALL OK	AP011518	4223	Maintenance - Building	292.50
RAGS ELECTRIC	REPLACED PHOTO CELL- 1520 DARIEN CLUB DR	AP011518	4359	Street Light Oper & Maint.	150.78
RAGS ELECTRIC	RELAMP, COVERED PC - 1425-1427 NORMAN DR	AP011518	4359	Street Light Oper & Maint.	222.50
RAGS ELECTRIC	INSPECTED LIGHT- NOT A DARIEN STREET LIGHT- 7805 FARMINGDALE	AP011518	4359	Street Light Oper & Maint.	100.00
RICMAR INDUSTRIES, INC.	SHOP WASH	AP011518	4223	Maintenance - Building	175.40
UNIQUE PRODUCTS & SERVICE CORP	CLEANING SUPPLIES FOR POLICE DEPT	AP011518	4223	Maintenance - Building	104.05
US GAS	GAS CYLINDER RENTAL	AP011518	4257	Supplies - Other	84.00
WHOLESALE DIRECT, INC.	SMALL PLOW BLADES	AP011518	4225	Maintenance - Equipment	992.46
WHOLESALE DIRECT, INC.	REPAIR PARTS #102	AP011518	4229	Maintenance - Vehicles	176.03
WHOLESALE DIRECT, INC.	REPAIR PARTS FOR STOCK	AP011518	4229	Maintenance - Vehicles	150.20
WHOLESALE DIRECT, INC.	SMALL PLOW BLADES	AP011518-2	4225	Maintenance - Equipment	992.46
WHOLESALE DIRECT, INC.	REPAIR PARTS FOR STOCK	AP011518-2	4229	Maintenance - Vehicles	150.25
WHOLESALE DIRECT, INC.	REPAIR PARTS FOR #102	AP011518-2	4229	Maintenance - Vehicles	176.03

CITY OF DARIEN
Expenditure Journal
General Fund
Public Works, Streets
From 1/15/2018 Through 1/15/2018

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
				Total Public Works, Streets	18,131.76

CITY OF DARIEN
Expenditure Journal
General Fund
Police Department
From 1/15/2018 Through 1/15/2018

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
ALPHA PRINTING	ENVELOPES FOR POLICE DEPT	AP011518	4235	Printing and Forms	107.00
ANTON HRUBY	HRUBY #302 -CLOTHING	AP011518	4269	Uniforms	76.65
B & B JOINT VENTURE	ADMIN TOW JUDGE	AP011518	4219	Liability Insurance	150.00
CHASE CARD SERVICES	DETECTIVES PHONE CHARGER	AP011518	4217	Investigation and Equipment	28.98
CHASE CARD SERVICES	AED BATTERIES AND BUTTER	AP011518	4219	Liability Insurance	61.51
CHASE CARD SERVICES	PHONE CHARGERS	AP011518	4225	Maintenance - Equipment	44.95
CHASE CARD SERVICES	SERVICE FOR TITLE	AP011518	4229	Maintenance - Vehicles	8.93
CHASE CARD SERVICES	4 COPIES OF TITLES FOR SQUADS	AP011518	4229	Maintenance - Vehicles	380.00
CHASE CARD SERVICES	DESK LOCK	AP011518	4253	Supplies - Office	9.33
CHASE CARD SERVICES	CABLES FOR EOC	AP011518	4253	Supplies - Office	21.23
CHASE CARD SERVICES	TACTICAL LEADERSHIP COURSE - JUMP and RUMICK	AP011518	4263	Training and Education	318.00
CHASE CARD SERVICES	VENDOR CHARGE ERROR- DUNKIN DONUTS	AP011518	4265	Travel/Meetings	68.78
CHASE CARD SERVICES	VENDOR VOIDED -DUNKIN DONUTS	AP011518	4265	Travel/Meetings	(68.78)
CHASE CARD SERVICES	DONUTS FOR PROCED JUSTICE CLASS	AP011518	4265	Travel/Meetings	62.96
CHASE CARD SERVICES	DONUTS FOR PROCED JUSTICE CLASS	AP011518	4265	Travel/Meetings	63.94
CHASE CARD SERVICES	PLATES AND NAPKINS FOR PROCED JUSTICE CLASS	AP011518	4265	Travel/Meetings	16.23
CHASE CARD SERVICES	2018 ILEAS CONFERENCE PICCOLI and LOREK	AP011518	4265	Travel/Meetings	200.00
CHASE CARD SERVICES	INTERNET FOR POLICE DEPT	AP011518	4267	Telephone	149.85

CITY OF DARIEN
Expenditure Journal
General Fund
Police Department
From 1/15/2018 Through 1/15/2018

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
CHASE CARD SERVICES	FLASH DRIVES FOR NEW RECRUITS	AP011518	4269	Uniforms	79.73
CHRISTINE CHARKEWYCZ	PROSECUTION FEES -DECEMBER 2017	AP011518	4219	Liability Insurance	960.00
DU-COMM	DUCOMM- QUARTERLY SHARE (2-1-18 thru 4-30-18)	AP011518	4325	Consulting/Professional	91,586.00
ELMHURST OCCUPATIONAL HEALTH	PO RECRUIT - MEDICAL EXAM	AP011518	4205	Boards and Commissions	896.00
IL ASSOC OF PROPERTY-EVIDENCE	2018 MEMBERSHIP- IL ASSOC OF PROPERTY/EVIDENCE MGRS -HELLMAN	AP011518	4213	Dues and Subscriptions	35.00
IL ASSOC OF PROPERTY-EVIDENCE	2018 MEMBERSHIP-IL ASSOC OF PROPERTY/EVID MGRS-NYKIEL	AP011518	4213	Dues and Subscriptions	35.00
KIM WRIGHT	MILEAGE- 26 X .535 (MEETING)	AP011518	4265	Travel/Meetings	13.91
LEXIS NEXIS RISK SOLUTIONS	INVESTIGATIVE SEARCHES	AP011518	4217	Investigation and Equipment	50.00
NORTHEAST MULTIREGIONAL TRNG	FTO TRAINING- MILAZZO	AP011518	4263	Training and Education	255.00
NORTHEAST MULTIREGIONAL TRNG	FTO TRAINING- RUNDELL	AP011518	4263	Training and Education	255.00
NOTARY PUBLIC ASSOCIATION OF I	NOTARY RENEWAL -SGT TOPEL	AP011518	4213	Dues and Subscriptions	54.00
RAY O'HERRON CO. INC.	TOPEL #318 - BEANIE	AP011518	4269	Uniforms	24.99
RAY O'HERRON CO. INC.	SOMOGYE #312 -BEANIE	AP011518	4269	Uniforms	24.99
RAY O'HERRON CO. INC.	CSO WHITESIDES - SHIRTS AND STREET GEAR	AP011518	4269	Uniforms	239.90
RAY O'HERRON CO. INC.	RENTKA ##325 - NAMEPLATE	AP011518	4269	Uniforms	8.50

CITY OF DARIEN
Expenditure Journal
General Fund
Police Department
From 1/15/2018 Through 1/15/2018

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
RAY O'HERRON CO. INC.	RENTKA #325 - GLOCK 43	AP011518	4269	Uniforms	363.00
RAY O'HERRON CO. INC.	CHIEF -- UNIFORMS	AP011518	4269	Uniforms	566.83
RAY O'HERRON CO. INC.	HELLMANN #331 - BEANIE	AP011518	4269	Uniforms	24.99
RAY O'HERRON CO. INC.	HELLMANN #331 - HOODIE	AP011518	4269	Uniforms	49.99
RAY O'HERRON CO. INC.	LISS #315 - BEANIE	AP011518	4269	Uniforms	24.99
RAY O'HERRON CO. INC.	JUMP #314 - ADD/REMOVE PATCHES	AP011518	4269	Uniforms	20.00
RAY O'HERRON CO. INC.	RUMICK #304 - BEANIE	AP011518	4269	Uniforms	24.99
RAY O'HERRON CO. INC.	DOLLINS #308 - BEANIE	AP011518	4269	Uniforms	24.99
RAY O'HERRON CO. INC.	STUTTE #321 - BEANIE	AP011518	4269	Uniforms	24.99
RAY O'HERRON CO. INC.	STUTTE #321 - HOODIE	AP011518	4269	Uniforms	49.99
RAY O'HERRON CO. INC.	NORTON #334 - BEANIE	AP011518	4269	Uniforms	24.99
RAY O'HERRON CO. INC.	MILAZZO #311 - NAMEPLATE	AP011518	4269	Uniforms	8.50
RAY O'HERRON CO. INC.	YEO #333 - BEANIE	AP011518	4269	Uniforms	24.99
RAY O'HERRON CO. INC.	SGT TOPEL - COLDGEAR	AP011518	4269	Uniforms	54.99
RINCON FAMILY SERVICES	CSO NOGA - CHILD SAFETY SEAT TRAINING	AP011518	4263	Training and Education	50.00
STAPLES BUSINESS ADVANTAGE	TONER, LABELS AND ENVELOPES FOR POLICE DEPT	AP011518	4253	Supplies - Office	538.29
THEODORE POLYGRAPH SERVICE	JIMENEZ POLY EXAM FEE	AP011518	4205	Boards and Commissions	150.00
VERIZON WIRELESS	VERIZON WIRELESS BILL POLICE DEPT (Nov 24 thru Dec 23 2017)	AP011518	4267	Telephone	798.23
YAHOO ACCOUNTS RECEIVABLE	YAHOO INVESTIGATIVE SEARCH- CASE #DA17-23733	AP011518	4219	Liability Insurance	40.00

CITY OF DARIEN
Expenditure Journal
General Fund
Police Department
From 1/15/2018 Through 1/15/2018

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
				Total Police Department	99,082.33
				Total General Fund	371,851.77

CITY OF DARIEN
Expenditure Journal
Water Fund
Public Works, Water
From 1/15/2018 Through 1/15/2018

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
ACCURATE TANK TECHNOLOGIES	PROKEE BOARD ASSY (FUEL PUMP MAINT)	AP011518	4223	Maintenance - Building	71.50
BEST QUALITY CLEANING, INC.	MONTHLY JANITORIAL CONTRACT- JAN 2018	AP011518	4223	Maintenance - Building	500.00
CASE LOTS, INC.	PAPER SUPPLIES FOR PUBLIC WORKS	AP011518	4223	Maintenance - Building	199.80
CORE & MAIN	2 INCH WATER METER	AP011518	4880	Water Meter Purchases	1,222.14
DUPAGE WATER COMMISSION	WATER PURCHASE	AP011518	4340	DuPage Water Commission	370,162.64
ELMHURST CHICAGO STONE COMPANY	ROAD PATCH FOR WATER REPAIRS	AP011518	4231	Maintenance - Water System	625.50
GENE'S TIRE & AUTO REPAIR	VEHICLE ALIGNMENT FOR 403	AP011518	4225	Maintenance - Equipment	122.35
I.R.M.A.	2018 ANNUAL PREMIUM	AP011518	4219	Liability Insurance	163,978.00
VERIZON WIRELESS	VERIZON WIRELESS BILL PUBLIC WORKS (Nov 24 thru Dec 23 2017)	AP011518	4267	Telephone	532.96
				Total Public Works, Water	537,414.89
				Total Water Fund	537,414.89

CITY OF DARIEN
Expenditure Journal
Motor Fuel Tax
MFT Expenses
From 1/15/2018 Through 1/15/2018

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
DETROIT SALT COMPANY	ROCK SALT SO-IL 103732	AP011518	4249	Salt	10,780.46
				Total MFT Expenses	10,780.46
				Total Motor Fuel Tax	10,780.46

CITY OF DARIEN
Expenditure Journal
Capital Improvement Fund
Capital Fund Expenditures
From 1/15/2018 Through 1/15/2018

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount	
SCORPIO CONSTRUCTION GROUP	SCORPIO MATERIALS FOR CONCRETE JUNCTION BOX	AP011518	4376	Ditch Projects	19,609.06	
SCORPIO CONSTRUCTION GROUP	SCORPIO LABOR 801 PLAINFIELD RD SEWER REPAIR	AP011518	4376	Ditch Projects	42,455.00	
SCORPIO CONSTRUCTION GROUP	SCORPIO EQUIPMENT- 801 PLAINFIELD RD SEWER REPAIR	AP011518	4376	Ditch Projects	11,050.00	
TESTING SERVICES CORP	SOIL SAMPLING	AP011518	4376	Ditch Projects	1,466.00	
THE BANK OF NEW YORK MELLON	GO Refunding 2015 Paying Agent Fee DARIEN15	AP011518	4945	Debt Retire - Property	750.00	
VULCAN CONSTRUCTION MATERIALS	SEWER REPAIR - 801 PLAINFIELD ROAD	AP011518	4376	Ditch Projects	3,832.70	
VULCAN CONSTRUCTION MATERIALS	STONE - 801 PLAINFIELD RD SEWER REPAIR	AP011518	4376	Ditch Projects	2,958.72	
VULCAN CONSTRUCTION MATERIALS	STONE- 801 PLAINFIELD RD SEWER REPAIR 12-21-17	AP011518	4376	Ditch Projects	1,885.73	
WILLCO GREEN LLC	SPOILS DISPOSAL FROM REPAIRS AT 801 PLAINFIELD RD	AP011518	4376	Ditch Projects	1,350.00	
					Total Capital Fund Expenditures	85,357.21
					Total Capital Improvement Fund	85,357.21
Report Total					1,005,404.33	



AGENDA MEMO
City Council
January 15, 2018

ISSUE STATEMENT

AN ORDINANCE ADOPTING A POLICY PROHIBITING SEXUAL HARASSMENT IN ACCORDANCE WITH PUBLIC ACT 100-0554

[ORDINANCE](#)

[BACKUP – ATTORNEY LETTER](#)

[BACKUP – AMENDED SEXUAL HARASSMENT POLICY](#)

BACKGROUND/HISTORY

On November 16, 2017, Illinois Public Act 100-0554 became effective. The Act mandates that all governmental units adopt, by resolution or ordinance, a policy prohibiting sexual harassment. Communities, such as Darien, that have an existing sexual harassment policy must revise the policy to comply with certain new requirements. Our City Attorney prepared the revised policy and ordinance for adoption by the City Council.

STAFF RECOMMENDATION

Staff recommends approval of this ordinance.

ALTERNATE CONSIDERATION

As directed.

DECISION MODE

This item will be on the January 15, 2018 City Council agenda for formal approval.

ROSENTHAL, MURPHEY, COBLENTZ & DONAHUE

LAW OFFICES
30 NORTH LA SALLE STREET
SUITE 1624
CHICAGO, ILLINOIS 60602
(312) 541-1070
FAX (312) 541-9191

PETER D. COBLENTZ
JOHN F. DONAHUE
JUDITH N. KOLMAN
JOHN B. MURPHEY
MATTHEW D. ROSE
PETER M. ROSENTHAL
(1950-2010)

AMBER M. SAMUELSON

November 30, 2017

WRITER'S DIRECT LINE
(312) 541-1079

MEMORANDUM

TO: RMC&D MUNICIPAL CLIENTS

FROM: Judith N. Kolman

RE: **Public Act 100-0554 amending the State Officials and Employees Ethics Act to include a Policy Prohibiting Sexual Harassment**

DATE: November 30, 2017

On November 16, 2017, Public Act 100-0554 became effective. The Act mandates that all governmental units adopt, by resolution or ordinance, within 60 days, (by January 15, 2018) a policy prohibiting sexual harassment.

The policy, at a minimum, must include: (i) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment; (3) a prohibition on retaliation against an individual reporting allegations of sexual harassment, including the protections afforded under the Whistleblower Act and the Illinois Human Rights Act; and (4) the consequences of a violation of the prohibition on sexual harassment and the consequences of knowingly filing a false report.

Most of you should already have a "sexual harassment" policy in place in your respective Personnel Manuals. The policy or the Manual, as a whole, would have been adopted by the corporate authorities by resolution or ordinance, thus being in compliance with P.A. 100-0554. If the sexual harassment policy was prepared a number of years ago it may not contain provisions regarding whistleblower protections or the consequences of filing a false report.

If you have an existing policy, the simplest thing to do is to revise it, if necessary, to come into compliance with P. A. 100-0554. If you would like us to review the policy and revise it accordingly, please forward a copy to my attention at jkolman@rmcj.com. If you do not have a policy in place, I would be happy to send you a copy of a sexual harassment I recently prepared, revising it for your specific governmental unit, or revise the model policy prepared by the Illinois Municipal League to fit your specific governmental unit. Again, please contact me at jkolman@rmcj.com.



CITY OF DARIEN AMENDED SEXUAL HARASSMENT POLICY

SECTION 54. SEXUAL HARASSMENT POLICY

I. POLICY

It is the policy of the City of Darien to preserve, protect and enhance the dignity of all City personnel and to provide a professional work environment free from sexual intimidation, ridicule, insult, and overtones perpetrated upon or by any employee. The Village prohibits sexual harassment of and by its employees. Sexual harassment is inappropriate, offensive and illegal and will not be tolerated by the City.

II. COVERAGE

This Policy prohibiting sexual harassment applies to all officers and employees of the City of Darien, including but not limited to full-time, part-time and seasonal employees, employees covered under the Board of Fire and Police Commission rules, collective bargaining agreements, and elected and appointed officials.

III. SEXUAL HARASSMENT DEFINED

Sexual harassment is behavior with sexual content or overtones that is unwelcome and personally offensive. For the purposes of this Policy "sexual harassment" means unwelcome sexual advances, direct or implied requests for sexual favors, and other verbal and/or physical conduct of a sexual nature:

- When submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, evaluation,, advancement or promotion;
- When submission to or rejection of such conduct by an individual is used as the basis or any part of the basis affecting such individual's career, job or employment conditions; or
- Such conduct has the purpose or effect of interfering with an individual's performance, or creating an intimidating, hostile or offensive working environment.

IV. PROHIBITED CONDUCT

- A. Sexual harassment includes conduct directed by men toward women, conduct directed by women towards men, conduct directed by women towards women, and conduct directed by men towards men. Sexual harassment consists of, but is not limited to, the following:

1. Verbal behavior; sexual innuendoes, negative or offensive comments, jokes, kidding or suggestions about another employee's gender or sexuality, threats related to sexual conduct, repeated unwelcome requests for dates, statements about other employees of a sexual nature, obscene or lewd sexual comments; using slang names or labels that can be considered derogatory or too familiar, such as "honey," "sweetie," "dear," "darling," "boy," "girl," or other terms people may find offensive; or talking about or calling attention to an employee's body or characteristics in a sexually negative or embarrassing way.
2. Nonverbal behavior: sexually suggestive looks, sexually suggestive or insulting sounds (whistling, catcalls, smacking or kissing noises), leering, or obscene or sexually suggestive bodily gestures.
3. Physical behavior: touching, unwelcome physical contact such as pats, squeezes, hugs, kissing, pinching, purposely rubbing up against another person's body or actual sexual assault or abuse.
4. Visual behavior: displaying pictures, cartoons, posters, pinups,, calendars, signs, etc. of a nude or sexual nature.
5. Other behavior that can constitute sexual harassment includes laughing at, ignoring or not taking seriously an employee who experiences sexual harassment; blaming the victim of sexual harassment for causing the problems; continuing the offensive behavior after a co-worker has expressed objection to the behavior; retaliating against an employee who rejects sexual advances by denying promotions or other job-related benefits; gossiping about or ridiculing a victim or alleged harasser with respect to the alleged harassment; demanding or requesting sexual favors tied to promises of better treatment or threats concerning employment; discriminating against an employee for refusing to "give in" to demands or requests for sexual favors; or rewarding or granting favors to one who submits to demands or requests for sexual favors.

6. Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communications (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites such as Facebook, Twitter and Instagram).

- B. Each individual employee has the responsibility to refrain from sexual harassment in the workplace. An individual employee who sexually harasses a fellow worker is liable for his/her own individual conduct. No employee shall directly or indirectly:

1. Threaten or insinuate that another employee's refusal to submit to sexual advances will adversely affect that employee's relationship with the Village, work status evaluation, wages, advancement, assigned duties, or any other condition of employment.
2. Promise, imply or grant preferential treatment in connection with another employee engaging in sexual conduct; or
3. Abuse the dignity of another employee through insulting or degrading sexual remarks or conduct.

V. SUPERVISOR/DEPARTMENT HEAD RESPONSIBILITY

- A. Each supervisor/department head is responsible for maintaining the workplace free from sexual harassment. This is best accomplished by promoting a professional environment and by treating sexual harassment the same as other forms of employee misconduct.
- B. A supervisor/department head, as well as the City, may be held liable for damages related to sexual harassment by a supervisor, department head, employee or third party (i.e., contractors).
- C. Liability is based either on the City's responsibility to maintain a certain level or order and discipline, or on the supervisor/department head's acting as an agent of the City. As such, a supervisor/department head must act quickly and responsibly, not only to minimize their own liability, but also the liability of the City.
- D. A supervisor/department head is to address an observed incident of sexual harassment or a complaint with seriousness, take prompt action to investigate it, report and end it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies where an employee informs a supervisor/department head about behavior considered to be sexual harassment but does not want to make a formal complaint.
- E. A supervisor/department head is to ensure that no retaliation will result against an employee making a sexual harassment complaint.

VI. COMPLAINTS/REPORTING

- A. An employee who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position as quickly as possible, in confidence, to an immediate supervisor, the department head, the City Administrator or the Mayor by electronic or direct communication. Additionally, the initial message by be verbal. It is not necessary for sexual

harassment to be directed at the person making the complaint. Persons receiving the complaints shall secure in written form the following information:

1. Name, department and position of complainant;
2. Name(s) of person(s) alleged to be in violation of this Policy, if known;
3. The specific action or series of acts or actions constituting the behavior alleged to be sexual harassment;
4. The length of time that such behavior has transpired;
5. The implied or actual employment action (i.e., failure to promote, job assignments, refusal to hire, etc.) That may have occurred. (NOTE: Sexual harassment does not necessarily have to be linked to the grant or denial of an economic "quid pro quo." Sexual harassment leading to an uneconomic injury is also prohibited).
6. The names of any witnesses or others with knowledge of such behavior.

B. Documentation of any incident may be submitted with any report (what was said or done, the date, time and place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

Formatted: Indent: Left: 0.5", Hanging: 0.5"

BC. All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the City. Every effort will be made to promptly investigate any allegation of sexual harassment in as confidential a manner as possible. No one making a complaint will be retaliated against even if a complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

VII. DISCLOSURE

Formatted: Indent: Left: 0", Hanging: 0.5"

The complainant shall be assured of confidentiality in the investigation to the extent possible. The complainant should be made aware that in order to investigate the complaint to its fullest extent, it may be necessary to make his/her name known and/or necessary for the complainant to confront the alleged harasser. Disclosure of the allegation of sexual harassment shall be restricted to individuals who have a "need to know" in order to conduct a proper investigation.

VIII. INVESTIGATION/DISPOSITION OF COMPLAINT

- A. The City Administrator or his/her designated agent, shall investigate complaints alleging violations of this Policy, except in an instance in which the allegations involve directly or by complicity, the City Administrator, in which event the investigative responsibilities shall be assigned by the Mayor to another employee.
- B. A written record of the investigation shall be made, inclusive of all notes made of conversations or verbal responses to questions posed by the investigator to the complainant, witness or respondent. The entire written record and report shall be provided to the City Administrator within ten (10) working days from the date the allegations were first reported in writing.
- C. The City Administrator shall, based upon the investigative report, evidence and all known circumstances, make a determination as to whether sexual harassment, as defined by this Policy, has occurred.
- D. If the determination is that sexual harassment has occurred, the City Administrator shall take immediate and appropriate disciplinary actions consistent with the nature and severity of the offense. Disciplinary action shall be in accordance with the rules and regulations of the City's Personnel Manual, the City Code, and when applicable, to the rules of the Board of Fire and Police Commissioners.
- E. In all instances, whether a violation of this Policy is determined to have occurred or to not have occurred, the respondent shall not retaliate in any way against the complainant, witnesses or any other person involved in the investigation.
- F. Complaints alleging violations of this Policy by:
 - 1. The City Administrator.

If the City Administrator is found, after appropriate investigation, to have violated this Policy, the Mayor shall present the investigative report and findings to the City Council. If the City Council concurs with the findings, the Council shall impose discipline in accordance with the applicable rules and ordinances of the City.
 - 2. An elected official of the City.

If any elected official of the City is found to have violated this Policy, the investigative report and findings shall be presented to the Mayor and the City Council, excluding the member alleged to have violated this Policy. If the members concur with the findings, they shall impose appropriate discipline.

3. Non-employees.

In instances of sexual harassment alleged to have been committed in the workplace or in a work-related situation by a non-employee, the City Administrator shall take all lawful action to insure the safety and dignity of the employee and to end the incidence of harassment.

IX. RETALIATION

Formatted: Indent: Left: 0", Hanging: 0.5"

In all instances, whether a violation of this Policy is determined to have occurred or to not have occurred, any official, department head or supervisor, the respondent, or any other employee of the City shall not retaliate in any way against the complainant, witnesses or any other person involved in the investigation. Prohibited retaliatory action includes, but is not limited to, reprimand, discharge, suspension, demotion, or denial of promotion or transfer, or change in the terms and conditions of employment. In addition to the prohibition against retaliation set forth in this policy, any individual reporting sexual harassment or any witness to such action is protected against retaliation under the following state statutes:

A. State Officials and Employees Ethics Act (5 ILCS 430/15-10), which provides whistleblower protection from retaliatory action for an employee who:

Formatted: Indent: Left: 0.5", Hanging: 0.25", Tab stops: 0", Left

1. Discloses or threatens to disclose to his/her supervisor, department head, City Administrator, or the Mayor an activity, policy or practice of any elected official, officer, other employee, or City agency that the employee reasonably believes is in violation of a law, rule or regulation.
2. Provides information to or testifies before the City Administrator or his/her designee, Mayor, or an independent investigator acting on behalf of the City, conducting an investigation, hearing, or inquiry into any violation of a law, rule or regulation by an elected official, officer, employee or City agency; or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Act.

B. Whistleblower Act (740 ILCS 174/15 et seq.), which provides that the City may not retaliate against an employee who discloses information in a court, administrative hearing, or before a City commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule or regulation. In addition, the City may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule or regulation.

C. Illinois Human Rights Act (775 ILCS 5/6-101), which provides that it is a civil rights violation for a person, or for two or more persons to conspire, retaliate against a person because she/he has opposed what she/he reasonably and in good faith believes to be sexual harassment in employment, because she/he has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding or hearing under the Illinois Human Rights Act.

Formatted: Indent: Left: 0", Hanging: 0.5"

VIII.X. OTHER REMEDIES

The filing of a sexual harassment complaint with the appropriate City official under this Policy does not limit, extend, replace, or delay the right of any person to file a similar charge or complaint with any federal or state agency having authority to hear matters of sexual harassment complaints. A complaint must be filed with the Illinois Department of Human Rights within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the U.S. Equal Employment Opportunity Commission must be filed within 300 days of the alleged incident(s).

XI. FALSE AND FRIVOLOUS COMPLAINTS

False and frivolous charges are cases where the accuser uses a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is considered a severe offense that may itself result in disciplinary action, up to and including discharge, taken against the accuser.

XII. VIOLATION OF THIS POLICY

Formatted: Indent: Hanging: 0.5"

Formatted: Font: Bold

Formatted: Indent: Left: 0.5"

In addition to the discipline set forth in subsection VIII.D. above, any person who violates this policy may be subject to a fine up to \$5,000 per offense and any applicable fines and penalties established pursuant to City ordinance, or state or federal law. Each violation may constitute a separate offense. Any discipline imposed by the City shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a state or federal agency.



CITY OF DARIEN

DU PAGE COUNTY, ILLINOIS

ORDINANCE NO. _____

**AN ORDINANCE ADOPTING A POLICY PROHIBITING
SEXUAL HARASSMENT IN ACCORDANCE WITH PUBLIC ACT 100-0554**

ADOPTED BY THE

MAYOR AND CITY COUNCIL

OF THE

CITY OF DARIEN

THIS 15TH DAY OF JANUARY, 2018

**Published in pamphlet form by authority
of the Mayor and City Council of the City
of Darien, DuPage County, Illinois, this
_____ day of January, 2018.**

ORDINANCE NO. _____

**AN ORDINANCE ADOPTING A POLICY PROHIBITING
SEXUAL HARASSMENT IN ACCORDANCE WITH PUBLIC ACT 100-0554**

WHEREAS, the City of Darien is a home rule unit of local government pursuant to the provisions of Article VII, Section 6, of the Illinois Constitution of 1970; and

WHEREAS, as a home rule unit of local government, the City may exercise any power and perform any function pertaining to its government except as limited by Article VII, Section 6; and

WHEREAS, the Illinois General Assembly has recently enacted Public Act 100-0554, an Act concerning government, which became effective immediately, dated November 16, 2017; and

WHEREAS, pursuant to the Act, all governmental units are required to adopt an ordinance or resolution establishing or amending an existing policy prohibiting sexual harassment that is in compliance with the provisions of the Act; and

WHEREAS, in order to be in compliance with the Act, the Mayor and City Council have determined that the City adopt a new Sexual Harassment Policy that incorporates the provisions of the Act.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, ILLINOIS, as follows:

SECTION 1: Adoption. The Amended Sexual Harassment Policy, attached hereto as “[Exhibit A](#)” and made a part hereof, is hereby adopted.

ORDINANCE NO. _____

SECTION 2: All prior existing sexual harassment policies adopted by the City shall be superseded by the Amended Sexual Harassment Policy adopted by this ordinance.

SECTION 3: Should any section or provision of the Amended Sexual Harassment Policy, attached hereto, be declared to be invalid, that decisions shall not affect the validity of the Policy as a whole or any part thereof, other than the part so declared invalid.

SECTION 4: Personnel Manual. This Policy shall be incorporated and made a part of the City of Darien Personnel Manual.

SECTION 5: This ordinance and each of its terms shall be the effective legislative act of a home rule municipality without regard to whether such ordinance should (a) contain terms contrary to the provisions of current or subsequent non-preemptive state law, or (b) legislate in a manner or regarding a matter not delegated to municipalities by state law. It is the intent of the corporate authorities of the City of Darien that to the extent that the terms of this ordinance should be inconsistent with any non-preemptive state law, that this ordinance shall supersede state law in that regard within its jurisdiction.

SECTION 6: Effective Date. This Ordinance shall be in full force and effect upon its passage, approval, and publication as required by law.

ORDINANCE NO. _____

PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 15th day of January, 2018.

ABSENT: _____

AYES _____

NAYS: _____

APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 15th day of January, 2018.

KATHLEEN MOESLE WEAVER, MAYOR

ATTEST:

JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY



CITY OF DARIEN AMENDED SEXUAL HARASSMENT POLICY

SECTION 54. SEXUAL HARASSMENT POLICY

I. POLICY

It is the policy of the City of Darien to preserve, protect and enhance the dignity of all City personnel and to provide a professional work environment free from sexual intimidation, ridicule, insult, and overtones perpetrated upon or by any employee. The Village prohibits sexual harassment of and by its employees. Sexual harassment is inappropriate, offensive and illegal and will not be tolerated by the City.

II. COVERAGE

This Policy prohibiting sexual harassment applies to all officers and employees of the City of Darien, including but not limited to full-time, part-time and seasonal employees, employees covered under the Board of Fire and Police Commission rules, collective bargaining agreements, and elected and appointed officials.

III. SEXUAL HARASSMENT DEFINED

Sexual harassment is behavior with sexual content or overtones that is unwelcome and personally offensive. For the purposes of this Policy “sexual harassment” means unwelcome sexual advances, direct or implied requests for sexual favors, and other verbal and/or physical conduct of a sexual nature:

- When submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment, evaluation, advancement or promotion;
- When submission to or rejection of such conduct by an individual is used as the basis or any part of the basis affecting such individual’s career, job or employment conditions; or
- Such conduct has the purpose or effect of interfering with an individual’s performance, or creating an intimidating, hostile or offensive working environment.

IV. PROHIBITED CONDUCT

A. Sexual harassment includes conduct directed by men toward women, conduct directed by women towards men, conduct directed by women towards women, and conduct directed by men towards men. Sexual harassment consists of, but is not limited to, the following:

1. Verbal behavior; sexual innuendoes, negative or offensive comments, jokes, kidding or suggestions about another employee's gender or sexuality, threats related to sexual conduct, repeated unwelcome requests for dates, statements about other employees of a sexual nature, obscene or lewd sexual comments; using slang names or labels that can be considered derogatory or too familiar, such as "honey," "sweetie," "dear," "darling," "boy," "girl," or other terms people may find offensive; or talking about or calling attention to an employee's body or characteristics in a sexually negative or embarrassing way.
 2. Nonverbal behavior: sexually suggestive looks, sexually suggestive or insulting sounds (whistling, catcalls, smacking or kissing noises), leering, or obscene or sexually suggestive bodily gestures.
 3. Physical behavior: touching, unwelcome physical contact such as pats, squeezes, hugs, kissing, pinching, purposely rubbing up against another person's body or actual sexual assault or abuse.
 4. Visual behavior: displaying pictures, cartoons, posters, pinups,, calendars, signs, etc. of a nude or sexual nature.
 5. Other behavior that can constitute sexual harassment includes laughing at, ignoring or not taking seriously an employee who experiences sexual harassment; blaming the victim of sexual harassment for causing the problems; continuing the offensive behavior after a co-worker has expressed objection to the behavior; retaliating against an employee who rejects sexual advances by denying promotions or other job-related benefits; gossiping about or ridiculing a victim or alleged harasser with respect to the alleged harassment; demanding or requesting sexual favors tied to promises of better treatment or threats concerning employment; discriminating against an employee for refusing to "give in" to demands or requests for sexual favors; or rewarding or granting favors to one who submits to demands or requests for sexual favors.
 6. Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communications (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites such as Facebook, Twitter and Instagram).
- B. Each individual employee has the responsibility to refrain from sexual harassment in the workplace. An individual employee who sexually harasses a fellow worker is liable for his/her own individual conduct. No employee shall directly or indirectly:

1. Threaten or insinuate that another employee's refusal to submit to sexual advances will adversely affect that employee's relationship with the Village, work status evaluation, wages, advancement, assigned duties, or any other condition of employment.
2. Promise, imply or grant preferential treatment in connection with another employee engaging in sexual conduct; or
3. Abuse the dignity of another employee through insulting or degrading sexual remarks or conduct.

V. SUPERVISOR/DEPARTMENT HEAD RESPONSIBILITY

- A. Each supervisor/department head is responsible for maintaining the workplace free from sexual harassment. This is best accomplished by promoting a professional environment and by treating sexual harassment the same as other forms of employee misconduct.
- B. A supervisor/department head, as well as the City, may be held liable for damages related to sexual harassment by a supervisor, department head, employee or third party (i.e., contractors).
- C. Liability is based either on the City's responsibility to maintain a certain level of order and discipline, or on the supervisor/department head's acting as an agent of the City. As such, a supervisor/department head must act quickly and responsibly, not only to minimize their own liability, but also the liability of the City.
- D. A supervisor/department head is to address an observed incident of sexual harassment or a complaint with seriousness, take prompt action to investigate it, report and end it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies where an employee informs a supervisor/department head about behavior considered to be sexual harassment but does not want to make a formal complaint.
- E. A supervisor/department head is to ensure that no retaliation will result against an employee making a sexual harassment complaint.

VI. COMPLAINTS/REPORTING

- A. An employee who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position as quickly as possible, in confidence, to an immediate supervisor, the department head, the City Administrator or the Mayor by electronic or direct communication. Additionally, the initial message by be verbal. It is not necessary for sexual harassment to be directed at the person making the complaint. Persons receiving the complaints shall secure in written form the following information:

1. Name, department and position of complainant;
 2. Name(s) of person(s) alleged to be in violation of this Policy, if known;
 3. The specific action or series of acts or actions constituting the behavior alleged to be sexual harassment;
 4. The length of time that such behavior has transpired;
 5. The implied or actual employment action (i.e., failure to promote, job assignments, refusal to hire, etc.) That may have occurred. (NOTE: Sexual harassment does not necessarily have to be linked to the grant or denial of an economic "quid pro quo." Sexual harassment leading to an uneconomic injury is also prohibited).
 6. The names of any witnesses or others with knowledge of such behavior.
- B. Documentation of any incident may be submitted with any report (what was said or done, the date, time and place), including, but not limited to, written records such as letters, notes, memos and telephone messages.
- C. All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the City. Every effort will be made to promptly investigate any allegation of sexual harassment in as confidential a manner as possible. No one making a complaint will be retaliated against even if a complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

VII. DISCLOSURE

The complainant shall be assured of confidentiality in the investigation to the extent possible. The complainant should be made aware that in order to investigate the complaint to its fullest extent, it may be necessary to make his/her name known and/or necessary for the complainant to confront the alleged harasser. Disclosure of the allegation of sexual harassment shall be restricted to individuals who have a "need to know" in order to conduct a proper investigation.

VIII. INVESTIGATION/DISPOSITION OF COMPLAINT

- A. The City Administrator or his/her designated agent, shall investigate complaints alleging violations of this Policy, except in an instance in which the allegations involve directly or by complicity, the City Administrator, in which event the investigative responsibilities shall be assigned by the Mayor to another employee.
- B. A written record of the investigation shall be made, inclusive of all notes made of conversations or verbal responses to questions posed by the investigator to the complainant, witness or respondent. The entire written

record and report shall be provided to the City Administrator within ten (10) working days from the date the allegations were first reported in writing.

- C. The City Administrator shall, based upon the investigative report, evidence and all known circumstances, make a determination as to whether sexual harassment, as defined by this Policy, has occurred.
- D. If the determination is that sexual harassment has occurred, the City Administrator shall take immediate and appropriate disciplinary actions consistent with the nature and severity of the offense. Disciplinary action shall be in accordance with the rules and regulations of the City's Personnel Manual, the City Code, and when applicable, to the rules of the Board of Fire and Police Commissioners.
- E. In all instances, whether a violation of this Policy is determined to have occurred or to not have occurred, the respondent shall not retaliate in any way against the complainant, witnesses or any other person involved in the investigation.
- F. Complaints alleging violations of this Policy by:

- 1. The City Administrator.

If the City Administrator is found, after appropriate investigation, to have violated this Policy, the Mayor shall present the investigative report and findings to the City Council. If the City Council concurs with the findings, the Council shall impose discipline in accordance with the applicable rules and ordinances of the City.

- 2. An elected official of the City.

If any elected official of the City is found to have violated this Policy, the investigative report and findings shall be presented to the Mayor and the City Council, excluding the member alleged to have violated this Policy. If the members concur with the findings, they shall impose appropriate discipline.

- 3. Non-employees.

In instances of sexual harassment alleged to have been committed in the workplace or in a work-related situation by a non-employee, the City Administrator shall take all lawful action to insure the safety and dignity of the employee and to end the incidence of harassment.

IX. RETALIATION

In all instances, whether a violation of this Policy is determined to have occurred or to not have occurred, any official, department head or supervisor, the respondent, or any

other employee of the City shall not retaliate in any way against the complainant, witnesses or any other person involved in the investigation. Prohibited retaliatory action includes, but is not limited to, reprimand, discharge, suspension, demotion, or denial of promotion or transfer, or change in the terms and conditions of employment. In addition to the prohibition against retaliation set forth in this policy, any individual reporting sexual harassment or any witness to such action is protected against retaliation under the following state statutes:

- A. State Officials and Employees Ethics Act (5 ILCS 430/15-10), which provides whistleblower protection from retaliatory action for an employee who:
 - 1. Discloses or threatens to disclose to his/her supervisor, department head, City Administrator, or the Mayor an activity, policy or practice of any elected official, officer, other employee, or City agency that the employee reasonably believes is in violation of a law, rule or regulation.
 - 2. Provides information to or testifies before the City Administrator or his/her designee, Mayor, or an independent investigator acting on behalf of the City, conducting an investigation, hearing, or inquiry into any violation of a law, rule or regulation by an elected official, officer, employee or City agency; or
 - 3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Act.

- B. Whistleblower Act (740 ILCS 174/15 *et seq.*), which provides that the City may not retaliate against an employee who discloses information in a court, administrative hearing, or before a City commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule or regulation. In addition, the City may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule or regulation.

- C. Illinois Human Rights Act (775 ILCS 5/6-101), which provides that it is a civil rights violation for a person, or for two or more persons to conspire, retaliate against a person because she/he has opposed what she/he reasonably and in good faith believes to be sexual harassment in employment, because she/he has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding or hearing under the Illinois Human Rights Act.

X. OTHER REMEDIES

The filing of a sexual harassment complaint with the appropriate City official under this Policy does not limit, extend, replace, or delay the right of any person to file a similar charge or complaint with any federal or state agency having authority to hear matters of sexual harassment complaints. A complaint must be filed with the Illinois Department of Human Rights within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the U.S. Equal Employment Opportunity Commission must be filed within 300 days of the alleged incident(s).

XI. FALSE AND FRIVOLOUS COMPLAINTS

False and frivolous charges are cases where the accuser uses a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is considered a severe offense that may itself result in disciplinary action, up to and including discharge, taken against the accuser.

XII. VIOLATION OF THIS POICY

In addition to the discipline set forth in subsection VIII.D. above, any person who violates this policy may be subject to a fine up to \$5,000 per offense and any applicable fines and penalties established pursuant to City ordinance, or state or federal law. Each violation may constitute a separate offense. Any discipline imposed by the City shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a state or federal agency.



CITY OF DARIEN

RULES FOR COMPLIANCE WITH PUBLIC COMMENT REQUIREMENTS OF THE ILLINOIS OPEN MEETINGS ACT

I. PURPOSE OF RULES.

The purpose of these Rules is to comply with the requirement of Section 2.06 of the Illinois Open Meetings Act that a public comment section be provided at each meeting subject to the Open Meetings Act.

II. DEFINITION OF “PUBLIC BODY” or “BODY.”

For purposes of these Rules, the term “Public Body” or “Body” shall mean the City Council, any Committee of the City Council, and any Board and Commission established by the City Council.

III. RULES GOVERNING PUBLIC COMMENT.

A. Unless otherwise allowed by a majority vote of the Body, the public comment periods shall be as follows:

1. For the City Council, as set forth on the attached **Agenda template**.
2. For Council committees and advisory committees, at the conclusion of the meeting immediately before adjournment. At the direction of the Body, the floor may be opened for public comment in conjunction with specific agenda items.

B. Individuals seeking to make public comment to the Body shall be formally recognized by the Chair.

C. Individuals addressing the Body shall identify themselves by name, but need not provide their home address.

D. Individuals addressing the Body shall do so by addressing their comments to the Body

itself and shall not turn to address the audience.

E. Public comment time shall be limited to three (3) minutes per person.

F. An individual will be allowed a second opportunity to address the Body only after all other interested persons have addressed the Body and only upon the majority vote of the Body.

G. In the case of a special meeting, public comment will be limited to subject matters germane to the agenda of the special meeting.

IV. PUBLIC HEARING REQUIREMENTS.

Additional public comments periods will be allowed as required by law in the case of public hearing, subject to the same time constraints.

Approved by a Motion on November 17, 2014