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**PRE-COUNCIL WORK SESSION — 7:00 P.M.**  
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Agenda of the Regular Meeting  
of the City Council of the  
**CITY OF DARIEN**  
September 17, 2018  
7:30 P.M.

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 — [September 4, 2018](#)
7. Receiving of Communications
8. Mayor's Report
9. City Clerk's Report
10. City Administrator's Report
11. Department Head Information/Questions
  - A. Police Department Monthly Report — [August 2018](#)
  - B. Municipal Services
12. Treasurer's Report
  - A. Warrant Number — [18-19-10](#)
  - B. Monthly Report — [August 2018](#)
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
  - A. Consideration of a Motion to Grant a Waiver of the Raffle License Bond Requirement for the [Darien Women in Business](#)
  - B. Consideration of a Motion to Approve a Resolution Authorizing the Mayor to Sign an Agreement with Clean Slate, Inc. to Provide [Janitorial Services](#) for the City of Darien Beginning October 1, 2018
17. New Business
  - A. Consideration of a Motion to Approve a Resolution Authorizing the Mayor to Execute a Collective Bargaining Agreement Between the [Metropolitan Alliance of Police \(MAP\) Darien Police Civilian Employees](#) Chapter #147 Unit “B” – Non-Sworn Employees and the City of Darien (May 1, 2018 through April 30, 2023)
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 7:00 P.M. BY MAYOR WEAVER FOR THE PURPOSE OF REVIEWING ITEMS ON THE SEPTEMBER 4, 2018 AGENDA WITH THE CITY COUNCIL. THE WORK SESSION ADJOURNED AT 7:27 P.M.

**Minutes of the Regular Meeting**

**of the City Council of the**

**CITY OF DARIEN**

**September 4, 2018**

**7:30 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 Mayor Weaver.

2. **PLEDGE OF ALLEGIANCE**

Mayor Weaver led the Council and audience in the Pledge of Allegiance.

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

Present:	Thomas J. Belczak	Sylvia McIvor
	Thomas M. Chlystek	Ted V. Schauer
	Joseph A. Kenny	Lester Vaughan
	Joseph A. Marchese	

Absent: None

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

4. **DECLARATION OF A QUORUM** — There being seven aldermen present, Mayor Weaver declared a quorum.

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

There were none.

6. **APPROVAL OF MINUTES** – August 6, 2018 City Council Meeting

It was moved by Alderman Schauer and seconded by Alderman Belczak to approve the minutes of the City Council Meeting of August 6, 2018.

Roll Call:       Ayes:       Belczak, Chlystek, Marchese, McIvor, Schauer, Vaughan

Abstain:       Kenny

Nays:         None

Absent:       None

Results: Ayes 7, Nays 0, Absent 0

**MOTION DULY CARRIED**

7. **RECEIVING OF COMMUNICATIONS**

Alderman Kenny received communication regarding New Business Item A.

8. **MAYOR’S REPORT**

**A. MAYORAL PROCLAMATION “CITY OF DARIEN ARTS DUPAGE MONTH” (OCTOBER 2018)**

Mayor Weaver read into the record proclamation declaring the month of October 2018 as Arts DuPage Month.

Mayor Weaver stated Darien Direct Connect has kept residents informed about the hazardous emissions from the Sterigenics Willowbrook facility. She provided an update on a letter elected officials sent to Sterigenics asking them to halt operations until further testing was conducted regarding Ethylene Oxide. Response received from Sterigenics indicated the need to remain operational in order to test the system.. A third party will conduct testing within the next week; Sterigenics is hoping the ILEPA and USEPA will participate in this testing. Illinois Department of Public Health (IDPH) will perform Cancer Incidence Study as recommended by the Agency for Toxic Substances and

Disease Registry (ATSDR). Mayor Weaver encouraged residents to visit <http://www.willowbrookil.org> for updated information.

9. **CITY CLERK'S REPORT**

There was no report.

10. **CITY ADMINISTRATOR'S REPORT**

There was no report.

11. **DEPARTMENT HEAD INFORMATION/QUESTIONS**

**A. POLICE DEPARTMENT – NO REPORT**

**B. MUNICIPAL SERVICES – NO REPORT**

Alderman McIvor inquired about the speed limit change to 35mph on Plainfield Road from Manning Road to Lemont Road; Director Gombac confirmed the speed limit changed within the last month.

Alderman Chlystek inquired about conducting independent testing due to the Sterigenics Willowbrook facility. Administrator Vana will contact Willowbrook Administrator to gain a better understanding of the scope of scheduled testing; schedule a meeting with EPA to address Council questions; and identify companies qualified to do additional testing if warranted.

12. **TREASURER'S REPORT**

**A. POLICE PENSION FUND ACTUARIAL VALUATION REPORT**

Jason Franken, Independent Actuary with Foster & Foster, Inc. reviewed highlights from the Police Pension Fund Actuarial Valuation as of May 1, 2018 and addressed Council questions.

**B. WARRANT NUMBER 18-19-08**

It was moved by Alderman Schauer and seconded by Alderman Kenny to approve payment of Warrant Number 18-19-08 in the amount of \$821,464.78 from the enumerated funds, and \$261,632.75 from payroll funds for the period ending 08/16/18 for a total to be approved of \$1,083,097.53.

Roll Call: Ayes: Belczak, Chlystek, Kenny, Marchese, McIvor, Schauer, Vaughan  
 Nays: None  
 Absent: None

Results: Ayes 7, Nays 0, Absent 0

**MOTION DULY CARRIED**

**C. WARRANT NUMBER 18-19-09**

It was moved by Alderman Belczak and seconded by Alderman Chlystek to approve payment of Warrant Number 18-19-09 in the amount of \$248,176.39 from the enumerated funds, and \$245,435.47 from payroll funds for the period ending 08/30/18 for a total to be approved of \$493,611.86.

Roll Call: Ayes: Belczak, Chlystek, Kenny, Marchese, McIvor, Schauer, Vaughan  
 Nays: None  
 Absent: None

Results: Ayes 7, Nays 0, Absent 0

**MOTION DULY CARRIED**

**D. MONTHLY REPORT – JULY 2018**

Treasurer Coren reviewed year-to-date sources of revenue, expenditures, and fund balances through the month of July 2018:

<u>General Fund:</u>	Revenue \$4,716,155; Expenditures \$3,350,828 Current Balance \$3,196,644
<u>Water Fund:</u>	Revenue \$2,431,582; Expenditures \$1,596,867; Current Balance \$1,865,340
<u>Motor Fuel Tax Fund:</u>	Revenue \$141,220; Expenditures \$86,252; Current Balance \$444,407
<u>Water Depreciation Fund:</u>	Revenue \$3,443,022; Expenditures \$703,189; Current Balance \$2,853,876
<u>Capital Improvement Fund:</u>	Revenue \$123,133; Expenditures \$2,410,517; Current Balance \$6,284,662

Treasurer Coren referenced the Cash Reserves Report and stated the surplus cash from the recent bond was used to purchase (1) 12 month CD and (1) 24 month CD earning 2.58% and 2.89%, respectively.

13. **STANDING COMMITTEE REPORTS**

**Administrative/Finance Committee** – Chairman Schauer stated the minutes of the August 6, 2018 meeting were approved and submitted to the Clerk’s Office. He announced the next meeting of the Administrative/Finance Committee is scheduled for October 1, 2018 at 6:00 P.M. in the City Hall Conference Room.

**Municipal Services Committee** – Chairman Marchese stated the minutes of the July 23, 2018 meeting were approved and submitted to the Clerk’s Office. He announced the next meeting of the Municipal Services Committee is scheduled for September 24, 2018 at 6:30 P.M.

**Police Committee** – Chairman McIvor advised the next meeting of the Police Committee is scheduled for September 17, 2018 at 6:00 P.M. in the Police Department Training Room.

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

Numerous members of the audience voiced their comments regarding Sterigenics Willowbrook facility and the proposed Sterling Bay trucking warehouse. Mayor Weaver, Attorney Murphey, Administrator Vana, Director Gombac addressed questions from the audience and Council.

15. **OLD BUSINESS**

There was no Old Business.

16. **CONSENT AGENDA**

It was moved by Alderman McIvor and seconded by Alderman Schauer to approve by Omnibus Vote the following items on the Consent Agenda:

**A. CONSIDERATION OF A MOTION TO GRANT A WAIVER OF THE RAFFLE LICENSE BOND REQUIREMENT FOR THE NICK KOT CHARITY FOR TBI**

**B. CONSIDERATION OF A MOTION TO GRANT A WAIVER OF THE RAFFLE LICENSE BOND REQUIREMENT FOR THE CANCER SMASHERS**

- C. CONSIDERATION OF A MOTION GRANTING A WAIVER OF THE \$50.00 A DAY FEE FOR THE CLASS “J” TEMPORARY LIQUOR LICENSE FOR OUR LADY OF PEACE SCHOOL**
- D. ORDINANCE NO. O-18-18**                      **AN ORDINANCE AUTHORIZING THE DISPOSAL OF SURPLUS PROPERTY (BICYCLES, CHAIRS, TABLES, ETC.)**
- E. CONSIDERATION OF A MOTION TO AUTHORIZE THE EXPENDITURE OF BUDGETED FUNDS UP TO \$10,000 TO ENTER INTO AN AGREEMENT WITH I/O SOLUTIONS TO CONDUCT TESTING TO ESTABLISH AN ELIGIBILITY LIST FROM WHICH TO HIRE POLICE OFFICER TO FILL ANTICIPATED OPENINGS**
- F. CONSIDERATION OF A MOTION TO AUTHORIZE THE EXPENDITURE OF BUDGETED FUNDS FROM LINE ITEM 01-40-4325 CONSULTING/PROFESSIONAL SERVICES, FOR THE ONE YEAR LAW ENFORCEMENT POLICY MANUAL UPDATE SUBSCRIPTION FROM LEXIPOL, LLC IN THE AMOUNT OF \$7,994.00**
- G. RESOLUTION NO. R-83-18**                      **A RESOLUTION ACCEPTING PUBLIC WATER MAIN IMPROVEMEMTS (PANATTONI WAREHOUSE - 7879 LEMONT ROAD**
- H. RESOLUTION NO. R-84-18**                      **A RESOLUTION AUTHORIZING THE MAYOR TO AWARD A CONTRACT EXTENSION TO HOMER TREE CARE, INC. IN AN AMOUNT NOT TO EXCEED \$155,515.00, FOR THE CITY'S 2018/2019 TREE TRIMMING AND REMOVAL PROGRAM**
- I. RESOLUTION NO. R-85-18**                      **A RESOLUTION AUTHORIZING THE MAYOR TO ACCEPT THE UNIT PRICE PROPOSAL FROM RAMIRO GUZMAN LANDSCAPING, INC. FOR THE PURCHASE AND INSTALLATION OF THE 50/50 PARKWAY TREE**



**PROGRAM AND THE PARKWAY  
TREE REPLACEMENT PROGRAM  
IN AN AMOUNT NOT TO EXCEED  
\$35,755.00**

Roll Call: Ayes: Belczak, Chlystek, Kenny, Marchese, McIvor,  
Schauer, Vaughan

Nays: None

Absent: None

Results: Ayes 7, Nays 0, Absent 0

**MOTION DULY CARRIED**

17. **NEW BUSINESS**

**A. CONSIDERATION OF A MOTION TO APPROVE AN ORDINANCE  
APPROVING A VARIATION TO THE DARIEN ZONING ORDINANCE  
AND GRANTING SITE PLAN APPROVAL (PZC 2018-06 1035 S.  
FRONTAGE ROAD STERLING BAY)**

It was moved by Alderman Belczak and seconded by Alderman Schauer to approve the motion as presented.

Alderman Kenny thanked the audience for their comments. He encouraged all to attend Council meetings on a regular basis to stay educated on local government.

Representative from Sterling Bay thanked Director Gombac and City Planner Manning.

Alderman Marchese shared his thoughts regarding his decision. Alderman McIvor inquired about the status of warehouse at 7879 Lemont Road; Director Gombac responded. Alderman Chlystek commented about the proposed 4' variance. Alderman Belczak asked Attorney Murphey to clarify guidelines for variance versus use of property; Attorney Murphey responded.

Roll Call: Ayes: Belczak, Marchese, Schauer

Nays: Chlystek, Kenny, McIvor, Vaughan

Absent: None

Results: Ayes 3, Nays 4, Absent 0

**MOTION FAILED**

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

Mayor Weaver commented that Council strives for transparency in disseminating all information.

Alderman Chlystek announced Ward 4 is having a garage sale on Saturday, September 8, 2018.

Mayor Weaver announced DarienFest is September 7 – 9, 2018 at the Darien Community Park.

Alderman McIvor inquired if residents will have the ability to register to vote at the DarienFest; Administrator Vana stated residents can register to vote as local political organization will be in attendance.

19. **ADJOURNMENT**

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

**VIA VOICE VOTE – MOTION DULY CARRIED**

The City Council meeting adjourned at 9:48 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 9-04-18. Minutes of 9-04-18 CCM.

# Darien Police Department

## Monthly Report

August 2018



## **NATIONAL NIGHT OUT**

Even with the threat of rain the National Night Out (NNO) event went very well. We had several hundred people show up to interact with neighbors and the police in a positive manner. The event was kicked off with a welcome by Mayor Weaver. Many activities followed including a demonstration by the Police K9 Unit and SWAT personnel. There were many games and prizes. People took an opportunity to see what it was like to try to pass the field sobriety tests by the use of special set of goggles that allow for the wearer to perceive the effects of intoxication.

The touch a truck portion went over extremely well with Public Works personnel taking riders up in their bucket truck.

## **IMPROVEMENTS IN DARIEN COMMUNICATION TO/FROM THE POLICE**

The police department moved from a product called Nixtle for public notifications of various activities in the community. We had about 350 users when we stopped using Nixtle and moved to twitter. Twitter is less expensive and reaches more people. The Darien Police Department has 883 followers on Twitter.

The Darien Police Department moved to a piece of Software called Frontline. This software was a purchase by DuCOMM in order for member agencies to manage a number of processes. We opted to use it with: overnight parking, vacation watches, directed patrols, pet management and at-risk people. The at-risk people has about 20 individuals identified. The software identifies individuals with autism, Alzheimer's disease, or other special needs. If the police are called to a location the responding officer is armed with a lot of information needed to help with the situation whatever that situation may entail. For example, if the individual has gotten lost before where the person was found, frequently visited locations, etc. The pet management currently has 34 lost or found pets listed. Vacation watches have been used about 11 times. Each time an officer checks on the house the homeowner gets an e-mail advising them that the house was found secure. There are four current locations that have been asked for directed patrol for parking violations, speeding violations, etc. and many more locations that have been resolved. The system is easy to use and has been operational since 07/16/18. There was no cost for Darien to make use of this system.

If you are interested in using the features of this software, the website is <https://www.frontlinepss.com/darien>. There is also a link on the Darien main page. The public can access the vacation watch and overnight parking sections of the software and enter the information. If want information added to at-risk, directed patrol, or pet management called the Darien Police Department and a clerk will add the information to Frontline. Officers on each shift, every day reviews the information within their patrol zone while on patrol. Officers are able to check the houses while home owners are out. Officers will look for the missing pets. Officers will respond appropriately regarding the directed patrol requests. The public is informed via an e-mail response to what action the officer took. See below e-mail from a resident thanking the Police Department for checking on his house and the e-mail that was sent to the resident advising him the house was checked.

Hello

Just wanted to say a big thank you. The new online form and the email notifications are great! Makes life so much easier.

Jim

### **Vacation Watch**

Dear Resident,

Per your request of the Darien Police Dept., we have performed a check of your residence and found no issues.

**August 30, 2018 - 10:23 AM**

We will continue to patrol the area and will inform you of any suspicious activity while you are away.

Enjoy your time away from your residence and safe travels.

Thank You,  
Darien Police Dept.  
630-353-8133  
[rgonzalez@darienil.gov](mailto:rgonzalez@darienil.gov)

*Courtesy of Frontline Public Safety Solutions*

# Calls for Service Summary

August 2018

## Citizen Generated Events

	<u>Aug</u> <u>2018</u>	<u>Aug</u> <u>2017</u>	<u>1 Year</u> <u>Change</u>	<u>YTD</u> <u>2018</u>	<u>YTD</u> <u>2017</u>	<u>1 Year</u> <u>Change</u>
Beat 1	197	201	-2.0%	1501	1551	-3.2%
Beat 2	174	195	-10.8%	1373	1413	-2.8%
Beat 3	221	260	-15.0%	1847	1916	-3.6%
Out of Town	11	8	37.5%	86	71	21.1%
<b>Total</b>	<b>603</b>	<b>664</b>	<b>-9.2%</b>	<b>4807</b>	<b>4951</b>	<b>-2.9%</b>
Shift 1	247	285	-13.3%	1892	2010	-5.9%
Shift 2	292	287	1.7%	2225	2216	0.4%
Shift 3	64	92	-30.4%	690	725	-4.8%
<b>Total</b>	<b>603</b>	<b>664</b>	<b>-9.2%</b>	<b>4807</b>	<b>4951</b>	<b>-2.9%</b>

## Top Ten Incidents Categories

Citizen Assist	85	99	-14.1%	699	658	6.2%
Investigative	74	80	-7.5%	550	504	9.1%
Suspicion	34	55	-38.2%	323	426	-24.2%
Alarm	74	43	72.1%	487	534	-8.8%
Accident	61	56	8.9%	427	407	4.9%
Public Order	38	49	-22.4%	328	360	-8.9%
Administrative	37	40	-7.5%	295	309	-4.5%
Disorder	19	30	-36.7%	225	268	-16.0%
Traffic	19	25	-24.0%	177	190	-6.8%
Animal	11	52	-78.8%	185	225	-17.8%
Theft	19	18	5.6%	130	149	-12.8%
Agency Assist	21	17	23.5%	191	171	11.7%
Domestic	29	21	38.1%	207	190	8.9%
Parking	20	12	66.7%	136	126	7.9%
Medical/Ambulance	24	23	4.3%	182	147	23.8%
Burglary	6	10	-40.0%	37	60	-38.3%
Forgery	7	7	0.0%	34	51	-33.3%
Hazard	8	9	-11.1%	43	39	10.3%
Fire	4	6	-33.3%	39	30	30.0%
Drug	1	5	-80.0%	13	29	-55.2%
Missing Person	5	1	400.0%	25	30	-16.7%
Warrant	0	3	-100.0%	26	17	52.9%
Assault	3	1	200.0%	18	10	80.0%
Weapons Violations	2	2	0.0%	17	6	183.3%
Rape	2	0	0.0%	10	9	11.1%
Robbery	0	0	0.0%	3	6	-50.0%
<b>Total</b>	<b>603</b>	<b>664</b>	<b>-9.2%</b>	<b>4807</b>	<b>4951</b>	<b>-2.9%</b>

# Calls for Service Summary (continued)

August 2018

<b>Officer Initiated Event Category</b>						
	<u>Aug</u> <u>2018</u>	<u>Aug</u> <u>2017</u>	<u>1 Year</u> <u>Change</u>	<u>YTD</u> <u>2018</u>	<u>YTD</u> <u>2017</u>	<u>1 Year</u> <u>Change</u>
Focused Patrol	53	225	-76.4%	460	1580	-70.9%
Crime Prevention	274	553	-50.5%	3330	4643	-28.3%
Traffic	383	412	-7.0%	3041	2895	5.0%
Administrative	108	157	-31.2%	864	1157	-25.3%
Parking	6	9	-33.3%	50	114	-56.1%
Suspicion	62	30	106.7%	277	301	-8.0%
Community Engagement	12	4	200.0%	193	146	32.2%
Citizen Assist	62	35	77.1%	518	264	96.2%
Investigative	7	10	-30.0%	68	113	-39.8%
Public Order	10	8	25.0%	50	98	-49.0%
Agency Assist	10	12	-16.7%	102	83	22.9%
Accident	3	1	200.0%	40	30	33.3%
Sex Offenses	1	0	0.0%	8	4	100.0%
Warrant	1	4	-75.0%	20	22	-9.1%
Animal	1	0	0.0%	6	12	-50.0%
Theft	0	4	-100.0%	8	17	-52.9%
Forgery	0	0	0.0%	3	9	-66.7%
Burglary	0	5	-100.0%	11	22	-50.0%
Disorder	1	0	0.0%	13	6	116.7%
Domestic	2	0	0.0%	11	6	83.3%
Alarm	0	0	0.0%	4	1	300.0%
Hazard	1	0	0.0%	3	2	50.0%
Missing Person	0	0	0.0%	2	1	100.0%
Assault	0	0	0.0%	2	4	-50.0%
Drug	0	0	0.0%	3	2	50.0%
Fire	0	0	0.0%	0	0	0.0%
Medical	0	0	0.0%	3	3	0.0%
Robbery	0	0	0.0%	0	0	0.0%
Alcohol	0	0	0.0%	0	0	0.0%
Shots Fired	0	0	0.0%	1	0	0.0%
<b>Total</b>	<b>997</b>	<b>1469</b>	<b>-32.1%</b>	<b>9091</b>	<b>11535</b>	<b>-21.2%</b>

# Crime Summary

August 2018

## Part 1 Offenses

	<u>Aug 2018</u>	<u>Aug 2017</u>	<u>Aug 2013</u>	<u>1 Year Change</u>	<u>5 Year Change</u>	<u>YTD 2018</u>	<u>YTD 2017</u>	<u>YTD 2013</u>	<u>1 Year Change</u>	<u>5 Year Change</u>
Murder	0	0	0	0.0%	0.0%	2	0	0	0.0%	0.0%
Sexual Assault	1	0	0	0.0%	0.0%	11	1	2	1000.0%	450.0%
Robbery	0	0	0	0.0%	0.0%	1	5	1	-80.0%	0.0%
Assault & Battery	0	1	0	-100.0%	0.0%	3	8	2	-62.5%	50.0%
<b>Violent Crime</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>	<b>17</b>	<b>14</b>	<b>5</b>	<b>21.4%</b>	<b>240.0%</b>
Burglary	1	2	6	-50.0%	-83.3%	12	17	39	-29.4%	-69.2%
Theft	18	26	17	-30.8%	5.9%	92	152	129	-39.5%	-28.7%
Motor Vehicle Theft	0	0	0	0.0%	0.0%	6	9	1	-33.3%	500.0%
Arson	0	0	0	0.0%	0.0%	2	0	0	0.0%	0.0%
<b>Property Crime</b>	<b>19</b>	<b>28</b>	<b>23</b>	<b>-32.1%</b>	<b>-17.4%</b>	<b>112</b>	<b>178</b>	<b>169</b>	<b>-37.1%</b>	<b>-33.7%</b>
<b>Part One Crime</b>	<b>20</b>	<b>29</b>	<b>23</b>	<b>-31.0%</b>	<b>-13.0%</b>	<b>129</b>	<b>192</b>	<b>174</b>	<b>-32.8%</b>	<b>-25.9%</b>

## Part 2 Offenses

	<u>Aug 2018</u>	<u>Aug 2017</u>	<u>Aug 2013</u>	<u>1 Year Change</u>	<u>5 Year Change</u>	<u>YTD 2018</u>	<u>YTD 2017</u>	<u>YTD 2013</u>	<u>1 Year Change</u>	<u>5 Year Change</u>
Assault	0	0	1	0.0%	-100.0%	3	4	3	-25.0%	0.0%
Battery	2	1	2	100.0%	0.0%	26	19	20	36.8%	30.0%
Domestic Battery	2	3	3	-33.3%	-33.3%	48	31	35	54.8%	37.1%
Criminal Damage	0	5	4	-100.0%	-100.0%	23	29	43	-20.7%	-46.5%
Criminal Trespass	1	0	0	0.0%	0.0%	7	4	5	75.0%	40.0%
Disorderly Conduct	2	2	2	0.0%	0.0%	27	31	30	-12.9%	-10.0%



# Arrest Report

August 2018

## Part One Offenses

	<u>Aug</u> <u>2018</u>	<u>Aug</u> <u>2017</u>	<u>Aug</u> <u>2013</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>	<u>YTD</u> <u>2018</u>	<u>YTD</u> <u>2017</u>	<u>YTD</u> <u>2013</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>
Murder	0	0	0	0.0%	0.0%	0	0	0	0.0%	0.0%
Sexual Assault	0	0	0	0.0%	0.0%	0	0	0	0.0%	0.0%
Robbery	0	2	0	-100.0%	0.0%	0	5	0	-100.0%	0.0%
Assault & Battery	0	0	0	0.0%	0.0%	1	2	1	-50.0%	0.0%
<b>Violent Crime</b>	0	2	0	-100.0%	0.0%	1	7	1	-85.7%	0.0%
Burglary	0	0	0	0.0%	0.0%	1	3	0	-66.7%	0.0%
Theft	4	6	6	-33.3%	-33.3%	34	35	23	-2.9%	47.8%
Motor Vehicle Theft	0	0	0	0.0%	0.0%	0	2	0	-100.0%	0.0%
Arson	0	0	0	0.0%	0.0%	0	2	1	-100.0%	-100.0%
<b>Property Crime</b>	4	6	6	-33.3%	-33.3%	35	42	24	-16.7%	45.8%
<b>Part One Crime</b>	4	8	6	-50.0%	-33.3%	36	49	25	-26.5%	44.0%

## Part Two Offenses

	<u>Aug</u> <u>2018</u>	<u>Aug</u> <u>2017</u>	<u>Aug</u> <u>2013</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>	<u>YTD</u> <u>2018</u>	<u>YTD</u> <u>2017</u>	<u>YTD</u> <u>2013</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>
Assault	0	0	1	0.0%	-100.0%	0	1	2	-100.0%	-100.0%
Battery	0	0	1	0.0%	-100.0%	7	6	11	16.7%	-36.4%
Domestic Battery	2	3	1	-33.3%	100.0%	23	20	20	15.0%	15.0%
Criminal Damage	0	0	1	0.0%	-100.0%	4	3	5	33.3%	-20.0%
Criminal Trespass	0	0	1	0.0%	-100.0%	2	4	4	-50.0%	-50.0%
Disorderly Conduct	0	1	0	-100.0%	0.0%	22	14	15	57.1%	46.7%
Alcohol Possession	0	1	1	-100.0%	-100.0%	2	1	3	100.0%	-33.3%
Alcohol Consumption	4	0	2	0.0%	100.0%	7	4	19	75.0%	-63.2%

# Arrest Report

August 2018

## Drug Related Offenses

	<u>Aug</u> <u>2018</u>	<u>Aug</u> <u>2017</u>	<u>Aug</u> <u>2013</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>	<u>YTD</u> <u>2018</u>	<u>YTD</u> <u>2017</u>	<u>YTD</u> <u>2013</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>
Cannabis	0	0	0	0.0%	0.0%	2	2	20	0.0%	-90.0%
Controlled Substance	0	0	0	0.0%	0.0%	4	7	1	-42.9%	300.0%
Hypodermic Syringes	0	0	0	0.0%	0.0%	0	0	0	0.0%	0.0%
Drug Paraphernalia	0	0	0	0.0%	0.0%	1	2	14	-50.0%	-92.9%
Methamphetamine	0	0	0	0.0%	0.0%	0	0	0	0.0%	0.0%

## Adult / Juvenile

	<u>Aug</u> <u>2018</u>	<u>Aug</u> <u>2017</u>	<u>Aug</u> <u>2013</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>	<u>YTD</u> <u>2018</u>	<u>YTD</u> <u>2017</u>	<u>YTD</u> <u>2013</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>
Adult	23	19	21	21.1%	9.5%	219	150	151	46.0%	45.0%
Juvenile	2	0	0	0.0%	0.0%	30	24	37	25.0%	-18.9%

## Warrants

	<u>Aug</u> <u>2018</u>	<u>Aug</u> <u>2017</u>	<u>Aug</u> <u>2013</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>	<u>YTD</u> <u>2018</u>	<u>YTD</u> <u>2017</u>	<u>YTD</u> <u>2013</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>
Served	5	4	5	25.0%	0.0%	40	23	27	73.9%	48.1%

# Traffic Summary

August 2018

## Accidents

<b>Type of Accident</b>	<b><u>Aug</u> <u>2018</u></b>	<b><u>Aug</u> <u>2017</u></b>	<b><u>Percent</u> <u>Change</u></b>	<b><u>YTD</u> <u>2018</u></b>	<b><u>YTD</u> <u>2017</u></b>	<b><u>Percent</u> <u>Change</u></b>
Property Damage	56	39	43.6%	380	355	7.0%
Personal Injury	1	9	-88.9%	49	46	6.5%
Fatal	0	0	0.0%	0	1	-100.0%
<b>Total</b>	<b>57</b>	<b>48</b>	<b>18.8%</b>	<b>429</b>	<b>402</b>	<b>6.7%</b>
Fatalities	0	1	-100.0%	0	1	-100.0%
Hit & Run	10	4	150.0%	58	45	28.9%
Private Property	22	14	57.1%	144	149	-3.4%
DUI	0	0	0.0%	1	5	-80.0%

# Traffic Summary (continued)

August 2018

## Enforcement

	<u>Aug</u> <u>2018</u>	<u>Aug</u> <u>2017</u>	<u>Percent</u> <u>Change</u>	<u>YTD</u> <u>2018</u>	<u>YTD</u> <u>2017</u>	<u>Percent</u> <u>Change</u>
Traffic Stops	313	284	10.2%	2488	2098	18.6%
Moving Citation	88	80	10.0%	783	639	22.5%
Moving Warning	134	151	-11.3%	1006	908	10.8%
<b>Total Moving</b>	<b>222</b>	<b>231</b>	<b>-3.9%</b>	<b>1789</b>	<b>1547</b>	<b>15.6%</b>
Non-Moving Citation	45	41	9.8%	481	379	26.9%
Non-Moving Warning	90	67	34.3%	650	573	13.4%
<b>Total Non-Moving</b>	<b>135</b>	<b>108</b>	<b>25.0%</b>	<b>1131</b>	<b>952</b>	<b>18.8%</b>
<b>Total Warning</b>	<b>224</b>	<b>218</b>	<b>2.8%</b>	<b>1656</b>	<b>1481</b>	<b>11.8%</b>
<b>Total Citations</b>	<b>133</b>	<b>121</b>	<b>9.9%</b>	<b>1264</b>	<b>1018</b>	<b>24.2%</b>
<b>Total Enforcement Actions</b>	<b>357</b>	<b>339</b>	<b>5.3%</b>	<b>2920</b>	<b>2499</b>	<b>16.8%</b>
DUI Arrests	10	4	150.0%	55	58	-5.2%
<b>Category</b>						
Speed	134	123	8.9%	1167	959	21.7%
Registration	38	46	-17.4%	363	351	3.4%
Traffic Sign or Signal	36	60	-40.0%	305	280	8.9%
Equipment	35	23	52.2%	243	200	21.5%
Distracted Driving	30	11	172.7%	212	149	42.3%
Insurance	11	15	-26.7%	153	136	12.5%
Lane Violation	24	26	-7.7%	153	162	-5.6%
License	9	9	0.0%	116	88	31.8%
Signal	10	8	25.0%	61	49	24.5%
Yield	6	10	-40.0%	38	37	2.7%
Seat Belt	5	4	25.0%	36	29	24.1%
Other	10	4	150.0%	24	16	50.0%
Accident	9	0	0.0%	31	29	6.9%
Parking	0	0	0.0%	13	6	116.7%
Alcohol	0	0	0.0%	5	6	-16.7%
Reckless	0	0	0.0%	0	2	-100.0%
<b>Total</b>	<b>357</b>	<b>339</b>	<b>5.3%</b>	<b>2920</b>	<b>2499</b>	<b>16.8%</b>



CITY OF DARIEN

EXPENDITURE APPROVAL LIST  
FOR CITY COUNCIL MEETING ON  
September 17, 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				<b>\$75,324.58</b>
Water Fund				<b>\$456,683.01</b>
Motor Fuel Tax Fund				<b>\$1,628.40</b>
Water Depreciation Fund				<b>\$369,910.41</b>
Special Service Area Tax Fund				
Debt Service Fund				
Capital Improvement Fund				<b>\$260,449.20</b>
State Drug Forfeiture Fund				
Federal Equitable Sharing Fund				<b>\$2,855.48</b>
DUI Technology Fund				
			<i>Subtotal:</i>	<u><b>\$1,166,851.08</b></u>
General Fund Payroll	09/13/18	\$		257,075.15
Water Fund Payroll	09/13/18	\$		15,733.23
			<i>Subtotal:</i>	<u><b>\$ 272,808.38</b></u>
<i>Total to be Approved by City Council:</i>				<u><b>\$ 1,439,659.46</b></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 9/17/2018 Through 9/17/2018**

<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.	CLEANING SERVICE - SEPTEMBER 2018	AP091718	4345	Janitorial Service	1,232.75
BEST QUALITY CLEANING, INC.	CLEANING SERVICE - SEPTEMBER 2018	AP091718	4345	Janitorial Service	500.00
CAREER BUILDER CDW GOVERNMENT, INC.	SOLICITOR SCREENING SLD & WIN PRO FOR POLICE DEPT- (R Gonzalez)	AP091718 AP091718	4219 4325	Liability Insurance Consulting/Professional	252.25 115.85
CHASE CARD SERVICES	INTERNET FOR PUBLIC WORKS	AP091718	4267	Telephone	89.85
CHASE CARD SERVICES	MEDIA ROOM -REPLACE UPS FOR EQUIPMENT	AP091718	4815	Equipment	699.99
CHRONICLE MEDIA LLC	LEGAL NOTICE- PREVAILING RATE OF WAGES 2018	AP091718	4221	Legal Notices	25.00
GOVTEMPSUSA LLC	VANA (8-19-18)	AP091718	4325	Consulting/Professional	3,415.38
GOVTEMPSUSA LLC	VANA (8-26-18)	AP091718	4325	Consulting/Professional	3,415.38
GOVTEMPSUSA LLC	VANA (7-8-18)	AP091718	4325	Consulting/Professional	3,415.38
GOVTEMPSUSA LLC	VANA (7-15-18)	AP091718	4325	Consulting/Professional	3,415.38
OFFICE DEPOT	SUPPLIES FOR CITY HALL	AP091718	4253	Supplies - Office	62.24
OFFICE DEPOT	BINDERS FOR CLERKS OFFICE	AP091718	4253	Supplies - Office	69.96
PITNEY BOWES GLOBAL FINANCIAL	POSTAGE MACHINE LEASE	AP091718	4243	Rent - Equipment	254.82
SUNCOM TV	MEDIA ROOM LABOR	AP091718	4815	Equipment	6,831.25
VERIZON WIRELESS	VERIZON WIRELESS BILL	AP091718	4267	Telephone	1,457.48
				Total Administration	25,252.96

**CITY OF DARIEN**  
**Expenditure Journal**  
**General Fund**  
**City Council**  
**From 9/17/2018 Through 9/17/2018**

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
SIGN LANGUAGE INTERPRETERS	SIGN LANGUAGE INTERPRETERS FOR CITY COUNCIL MEETING	AP091718	4325	Consulting/Professional	590.00
				Total City Council	590.00

**CITY OF DARIEN**  
**Expenditure Journal**  
**General Fund**  
**Community Development**  
**From 9/17/2018 Through 9/17/2018**

<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 - AUG 2018	AP091718	4325	Consulting/Professional	4,560.00
DON MORRIS ARCHITECTS P.C.	BUILDING CODE REVIEW- AUG 2018	AP091718	4328	Const/Prof Reimbursable	3,018.00
DUPAGE LAWN AND HOME SERVICES	LAWN MOWING - 4 PROPERTIES	AP091718	4328	Const/Prof Reimbursable	335.00
ELEVATOR INSPECTION SERVICE CO	RE-Inspection -HSHS	AP091718	4328	Const/Prof Reimbursable	25.00
ELEVATOR INSPECTION SERVICE CO	Study Center RE-Inspection	AP091718	4328	Const/Prof Reimbursable	25.00
ELEVATOR INSPECTION SERVICE CO	ELEVATOR RE-INSPECTION (HSHS)	AP091718	4328	Const/Prof Reimbursable	25.00
				Total Community Development	7,988.00



**CITY OF DARIEN**  
**Expenditure Journal**  
**General Fund**  
**Public Works, Streets**  
**From 9/17/2018 Through 9/17/2018**

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
A&W TRAILER LLC	PARTS FOR 316	AP091718	4229	Maintenance - Vehicles	80.98
A&W TRAILER LLC	BATTERY BOX ON TRAILER	AP091718	4229	Maintenance - Vehicles	10.99
AIS	NETWORK/CABLING PUBLIC WORKS	AP091718	4223	Maintenance - Building	2,512.50
AIS	NETWORK CABLING - NEW FMU	AP091718	4259	Small Tools & Equipment	840.00
CARLSEN'S ELEVATOR SERVICES	POLICE DEPT ELEVATOR REPAIR	AP091718	4223	Maintenance - Building	555.00
CASE LOTS, INC.	JANITORIAL SUPPLIES	AP091718	4223	Maintenance - Building	215.20
CASE LOTS, INC.	JANITORIAL SUPPLIES-PUBLIC WORKS	AP091718	4223	Maintenance - Building	291.20
CHASE CARD SERVICES	SPEED RADAR BATTERY	AP091718	4223	Maintenance - Building	68.15
CINTAS #769	MATT RENTAL - PUBLIC WORKS	AP091718	4223	Maintenance - Building	49.98
CINTAS #769	MATT RENTAL - POLICE DEPT	AP091718	4223	Maintenance - Building	48.81
CINTAS #769	MATT RENTAL- CITY HALL	AP091718	4223	Maintenance - Building	44.04
CONSTELLATION NEW ENERGY, INC.	STREET LIGHTS - CASS /75th	AP091718	4359	Street Light Oper & Maint.	233.07
CONSTELLATION NEW ENERGY, INC.	ENERGY- RT25 AND CASS AVE LITE	AP091718	4359	Street Light Oper & Maint.	17.08
DECKER SUPPLY CO.	RAIN CAPS	AP091718	4257	Supplies - Other	726.61
ETERNALLY GREEN	AUG 2018 LANDSCAPE -75th PLAINFIELD	AP091718	4223	Maintenance - Building	946.43
ETERNALLY GREEN	JULY 18 LANDSCAPE- 75TH PLAINFIELD	AP091718	4223	Maintenance - Building	946.43
EXPERT CHEMICAL & SUPPLY INC	RAIN SUITS	AP091718	4219	Liability Insurance	169.70
FORESTRY SUPPLIERS, INC.	FORESTRY TOOLS	AP091718	4350	Forestry	525.73
FREEWAY FORD-STERLING TRUCK	PARTS FOR 101	AP091718	4229	Maintenance - Vehicles	252.79
GENE'S TIRE & AUTO REPAIR	TRUCK TIRE REPAIRS	AP091718	4229	Maintenance - Vehicles	65.79
GENE'S TIRE & AUTO REPAIR	TIRE -KUBOTA	AP091718	4229	Maintenance - Vehicles	61.14
GENE'S TIRE & AUTO REPAIR	TIRE FOR 203	AP091718	4229	Maintenance - Vehicles	398.50

**CITY OF DARIEN**  
**Expenditure Journal**  
**General Fund**  
**Public Works, Streets**  
**From 9/17/2018 Through 9/17/2018**

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
GENE'S TIRE & AUTO REPAIR	TOWMAX FOR 203	AP091718	4229	Maintenance - Vehicles	92.00
GENE'S TIRE & AUTO REPAIR	TIRE REPAIR -106	AP091718	4229	Maintenance - Vehicles	234.60
GRADE A	DRAINAGE PROJECT: FOXHILL PLACE	AP091718	4374	Drainage Projects	3,080.00
HOME DEPOT	POLICE DEPT / SHOP	AP091718	4223	Maintenance - Building	809.87
HOME DEPOT	MAINT SUPPLIES	AP091718	4257	Supplies - Other	75.83
HOME DEPOT	MAILBOX SUPPLIES	AP091718	4257	Supplies - Other	737.00
INTERSTATE BILLING SERVICE INC	REPAIR PARTS-RUSH TRUCK CTR	AP091718	4229	Maintenance - Vehicles	155.00
JC LANDSCAPING/TREE SERVICE	RESTORATION ON 72ND STREET	AP091718	4257	Supplies - Other	1,057.00
JSN CONTRACTORS SUPPLY	GLOVES AND GLASSES	AP091718	4219	Liability Insurance	102.96
MAC TOOLS	MECHANIC TOOLS	AP091718	4259	Small Tools & Equipment	100.98
MARTIN IMPLEMENT SALES, INC.	COVER	AP091718	4225	Maintenance - Equipment	99.60
MARTIN IMPLEMENT SALES, INC.	20 INCH BLADE	AP091718	4225	Maintenance - Equipment	323.46
MARTIN IMPLEMENT SALES, INC.	CREDIT FOR FREIGHT	AP091718	4225	Maintenance - Equipment	(25.00)
MARTIN IMPLEMENT SALES, INC.	FUEL CAP	AP091718	4225	Maintenance - Equipment	68.58
MARTIN IMPLEMENT SALES, INC.	STOCK PART FOR 207	AP091718	4225	Maintenance - Equipment	183.94
MARTIN IMPLEMENT SALES, INC.	ASSY GUAGE FOR 207	AP091718	4225	Maintenance - Equipment	49.57
MARTIN IMPLEMENT SALES, INC.	BRAKE SWITCH FOR 207, 202	AP091718	4225	Maintenance - Equipment	26.26
MARTIN IMPLEMENT SALES, INC.	BRAKE SWITCHES	AP091718	4225	Maintenance - Equipment	26.26
McMASTER-CARR	AIR FILTER AT CITY HALL	AP091718	4223	Maintenance - Building	370.72
NICOR GAS	NICOR 12344110007 -1897 MANNING	AP091718	4271	Utilities (Elec,Gas,Wtr,Sewer)	28.46
NORWALK TANK	SPECIAL DITCH GRATE FOR CITY HALL DRAINAGE	AP091718	4223	Maintenance - Building	1,964.87
NORWALK TANK	DRAINAGE PROJ: FOXHILL PLACE	AP091718	4374	Drainage Projects	4,028.24
OFFICE DEPOT	TONER FOR PUBLIC WORKS	AP091718	4253	Supplies - Office	78.99
PATTEN INDUSTRIES, INC.	STOCK PARTS	AP091718	4225	Maintenance - Equipment	408.43
RAGS ELECTRIC	CHAMBER WALL REPAIR	AP091718	4223	Maintenance - Building	1,271.40

**CITY OF DARIEN**  
**Expenditure Journal**  
**General Fund**  
**Public Works, Streets**  
**From 9/17/2018 Through 9/17/2018**

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
RAGS ELECTRIC	POLICE DEPT FLOORING (phase 2)	AP091718	4223	Maintenance - Building	979.78
RAGS ELECTRIC	STREET LIGHT REPAIR AND OTHER ELECTRICAL	AP091718	4359	Street Light Oper & Maint.	1,377.77
RAGS ELECTRIC	BELLER & BREWER ELECTRICAL	AP091718	4359	Street Light Oper & Maint.	1,010.32
RED WING SHOES	BROWN- BOOTS, ORTHODICS	AP091718	4219	Liability Insurance	250.00
RED WING SHOES	CORNEILLS- BOOTS	AP091718	4219	Liability Insurance	157.24
RED WING SHOES	UNIFORMS	AP091718	4269	Uniforms	228.99
RICMAR INDUSTRIES, INC.	BUILDING SUPPLIES	AP091718	4223	Maintenance - Building	255.00
ROYAL OAK LANDSCAPING INC	PINE PARKWAY MOWING	AP091718	4350	Forestry	175.00
STATE INDUSTRIAL PRODUCTS	SEPTIC SYSTEM	AP091718	4223	Maintenance - Building	493.69
TRI-K INC	MAINTENANCE AT PUBLIC WORKS	AP091718	4223	Maintenance - Building	298.75
TRUGREEN	WEED & FEED- CLOCK TOWER	AP091718	4223	Maintenance - Building	50.00
TRUGREEN	WEED & FEED -CLOCK TOWER	AP091718	4223	Maintenance - Building	43.00
TRUGREEN	DRAINAGE BASINS	AP091718	4350	Forestry	430.00
TRUGREEN	DRAINAGE BASINS	AP091718	4350	Forestry	400.00
UNIQUE PRODUCTS & SERVICE CORP	JANITORIAL SUPPLIES FOR CITY HALL	AP091718	4223	Maintenance - Building	72.95
				Total Public Works, Streets	30,631.63

**CITY OF DARIEN**  
**Expenditure Journal**  
**General Fund**  
**Police Department**  
**From 9/17/2018 Through 9/17/2018**

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
B & B JOINT VENTURE	ADMIN TOW JUDGE FEE- AUGUST 2018	AP091718	4219	Liability Insurance	150.00
CHASE CARD SERVICES	FOOD & SUPPLIES FOR K-9 NIKO	AP091718	4217	Investigation and Equipment	115.30
CHASE CARD SERVICES	BATTERIES FOR POLICE DEPT	AP091718	4217	Investigation and Equipment	11.34
CHASE CARD SERVICES	IPHONE CASE AND BATTERIES FOR POLICE DEPT	AP091718	4217	Investigation and Equipment	29.42
CHASE CARD SERVICES	RETURN UNUSED SUPPLIES FROM NATIONAL NIGHT OUT	AP091718	4239	Public Relations	(5.40)
CHASE CARD SERVICES	RETURN UNUSED CANDY FROM NATIONAL NIGHT OUT	AP091718	4239	Public Relations	(29.82)
CHASE CARD SERVICES	RETURN UNUSED CANDY FROM NATIONAL NIGHT OUT	AP091718	4239	Public Relations	(30.28)
CHASE CARD SERVICES	SNO CONE MACHINE FOR NATIONAL NIGHT OUT	AP091718	4239	Public Relations	54.99
CHASE CARD SERVICES	CANDY FOR NATIONAL NIGHT OUT	AP091718	4239	Public Relations	62.90
CHASE CARD SERVICES	CANDY & SUPPLIES FOR NATIONAL NIGHT OUT	AP091718	4239	Public Relations	39.16
CHASE CARD SERVICES	ICE FOR SNO CONE MACHINE-NATIONAL NIGHT OUT	AP091718	4239	Public Relations	15.26
CHASE CARD SERVICES	LEGAL PADS AND CABLE FOR POLICE DEPT	AP091718	4253	Supplies - Office	13.83
CHASE CARD SERVICES	RETURNED VOICE RECORDER	AP091718	4253	Supplies - Office	(73.93)

**CITY OF DARIEN**  
**Expenditure Journal**  
**General Fund**  
**Police Department**  
**From 9/17/2018 Through 9/17/2018**

<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	PHOTO & DOCUMENT SCANNER FOR RECORDS DEPT	AP091718	4253	Supplies - Office	75.26
CHASE CARD SERVICES	VOICE RECORDER FOR PUBLIC MEETINGS	AP091718	4253	Supplies - Office	124.00
CHASE CARD SERVICES	TASER VEW INSTRUCTOR CERT- SOMOGYE	AP091718	4263	Training and Education	325.00
CHASE CARD SERVICES	IPLEA CONFERENCE-COMMA... RENTKA	AP091718	4265	Travel/Meetings	126.54
CHASE CARD SERVICES	LODGING -SRO TRAINING- RUNDELL	AP091718	4265	Travel/Meetings	830.25
CHASE CARD SERVICES	SUPPLIES FOR TRAINING MEETINGS	AP091718	4265	Travel/Meetings	16.80
CHASE CARD SERVICES	POLISH INTERPRETOR	AP091718	4267	Telephone	15.80
CHASE CARD SERVICES	INTERNET FOR POLICE DEPT	AP091718	4267	Telephone	199.85
CHRISTINE CHARKEWYCZ	PROSECUTION FEES- AUGUST 2018	AP091718	4219	Liability Insurance	1,285.00
DUPAGE COUNTY CHILDRENS	MUNICIPAL CONTRIBUTION (JULY 18 thru JUNE 19)	AP091718	4337	Dumeg/Fiat/Child Center	3,500.00
EV TECHNOLOGIES	COMPUTER REPAIR - D5	AP091718	4229	Maintenance - Vehicles	162.00
GRP & ASSOCIATES INC	DISPOSAL OF INFECTIOUS SUBSTANCES	AP091718	4217	Investigation and Equipment	384.00
ITOA	ITOA ANNUAL MEMBERSHIP - RUMICK	AP091718	4213	Dues and Subscriptions	40.00
KING CAR WASH	CAR WASHES -AUGUST 2018	AP091718	4229	Maintenance - Vehicles	261.50
NICOR GAS	NICOR 82800010009 POLICE DEPT	AP091718	4271	Utilities (Elec,Gas,Wtr,Sewer)	147.38

**CITY OF DARIEN**  
**Expenditure Journal**  
**General Fund**  
**Police Department**  
**From 9/17/2018 Through 9/17/2018**

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
NORTHEAST MULTIREGIONAL TRNG	TRAINING - SKWERES and DOLLINS (Internet Safety Presentation)	AP091718	4263	Training and Education	330.00
NOTARY PUBLIC ASSOCIATION OF I	NOTARY RENEWAL-ROSE GONZALEZ	AP091718	4205	Boards and Commissions	54.00
O'REILLY AUTOMOTIVE, INC.	PART FOR D34	AP091718	4229	Maintenance - Vehicles	17.31
OCCUPATIONAL HEALTH CENTERS	PRE-EMPLOYMENT SCREENING	AP091718	4219	Liability Insurance	57.00
PARTNERS & PAWS VETERINARY	BOARDING FEE FOR NIKO (1 day)	AP091718	4225	Maintenance - Equipment	40.00
PEP BOYS	REPAIRS ON D7	AP091718	4229	Maintenance - Vehicles	320.00
PEP BOYS	REPAIRS D4	AP091718	4229	Maintenance - Vehicles	483.97
RAY O'HERRON CO. INC.	WATTS #371 -LIGHT AND RADIO HOLDER	AP091718	4203	Auxiliary Police	154.98
RAY O'HERRON CO. INC.	SOMOGYE #312 -KNIFE	AP091718	4269	Uniforms	19.99
RICK HELLMANN	HELLMANN- SUIT (Mens Wearhouse)	AP091718	4269	Uniforms	352.24
STAPLES BUSINESS ADVANTAGE	TONER FOR EVIDENCE ROOM	AP091718	4253	Supplies - Office	59.06
STAPLES BUSINESS ADVANTAGE	TONER FOR REPORT WRITING RM	AP091718	4253	Supplies - Office	156.06
THEODORE POLYGRAPH SERVICE	NEW CSO EXAM	AP091718	4205	Boards and Commissions	175.00
VERIZON WIRELESS	VERIZON WIRELESS BILL	AP091718	4267	Telephone	796.23
				Total Police Department	10,861.99
				Total General Fund	75,324.58

**CITY OF DARIEN**  
**Expenditure Journal**  
**Water Fund**  
**Public Works, Water**  
**From 9/17/2018 Through 9/17/2018**

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
AIS	NETWORK/CABLING PUBLIC WORKS	AP091718	4223	Maintenance - Building	2,512.50
CASE LOTS, INC.	JANITORIAL SUPPLIES-PUBLIC WORKS	AP091718	4223	Maintenance - Building	291.20
CHASE CARD SERVICES	AWWA TRAINING -TUTTLE	AP091718	4263	Training and Education	60.00
DONALD BEUSSE	BEUSSE- CLOTHING (Outdoor World)	AP091718	4269	Uniforms	125.77
DUPAGE WATER COMMISSION	WATER PURCHASE	AP091718	4340	DuPage Water Commission	441,878.06
EXPERT CHEMICAL & SUPPLY INC	RAIN SUITS	AP091718	4219	Liability Insurance	169.70
HAWKINS INC	CHLORINE	AP091718	4231	Maintenance - Water System	180.44
HOME DEPOT	OTHER SUPPLIES	AP091718	4255	Supplies - Operation	295.36
JSN CONTRACTORS SUPPLY	GLOVES AND GLASSES	AP091718	4219	Liability Insurance	102.96
LAWSON PRODUCTS INCORPORATED	BOLTS	AP091718	4231	Maintenance - Water System	840.70
NICOR GAS	NICOR 23644110001- 8600 LEMONT RD	AP091718	4271	Utilities (Elec,Gas,Wtr,Sewer)	35.34
RED WING SHOES	SCHUSTER- BOOTS	AP091718	4219	Liability Insurance	161.49
RED WING SHOES	STANKO - BOOTS	AP091718	4219	Liability Insurance	748.30
RED WING SHOES	TUTTLE- PEET DRYER	AP091718	4269	Uniforms	50.99
RED WING SHOES	SCHUSTER- SOCKS	AP091718	4269	Uniforms	39.99
RED WING SHOES	SCHUSTER-UNIFORM	AP091718	4269	Uniforms	43.19
SCHROEDER ASPHALT SERVICES INC	2018 ROAD PROGRAM	AP091718	4231	Maintenance - Water System	4,956.49
TOTAL SAFETY U.S. INC	MAINTENANCE EQUIPMENT	AP091718	4225	Maintenance - Equipment	244.50
TOTAL SAFETY U.S. INC	HARNESS	AP091718	4231	Maintenance - Water System	151.09
TRI-K INC	MAINTENANCE AT PUBLIC WORKS	AP091718	4223	Maintenance - Building	298.75
VERIZON WIRELESS	VERIZON WIRELESS BILL	AP091718	4267	Telephone	580.19
ZIEBELL WATER SERVICE PRODUCTS	B-BOXES, VALVE BOXES	AP091718	4231	Maintenance - Water System	2,916.00
				Total Public Works, Water	456,683.01

**CITY OF DARIEN  
Expenditure Journal  
Water Fund  
Public Works, Water  
From 9/17/2018 Through 9/17/2018**

<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 Water Fund	456,683.01



**CITY OF DARIEN**  
**Expenditure Journal**  
**Motor Fuel Tax**  
**MFT Expenses**  
**From 9/17/2018 Through 9/17/2018**

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
NORWALK TANK	DEPRESSED CURB IRON	AP091718	4257	Supplies - Other	1,556.92
NORWALK TANK	MASTIC	AP091718	4257	Supplies - Other	<u>71.48</u>
				Total MFT Expenses	<u>1,628.40</u>
				Total Motor Fuel Tax	<u>1,628.40</u>

**CITY OF DARIEN**  
**Expenditure Journal**  
**Water Depreciation Fund**  
**Depreciation Expenses**  
**From 9/17/2018 Through 9/17/2018**

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
ACQUA CORPORATION	WATER MAIN PROJECT: PLAINFIELD RD	AP091718	4390	Capital Improv-Infrastructure	369,910.41
				Total Depreciation Expenses	369,910.41
				Total Water Depreciation Fund	369,910.41

**CITY OF DARIEN**  
**Expenditure Journal**  
**Federal Equitable Sharing Fund**  
**Drug Forfeiture Expenditures**  
**From 9/17/2018 Through 9/17/2018**

<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	DRY ERASE BOARDS FOR SERGEANTS OFFICE	AP091718	4213	Dues and Subscriptions	862.12
CHASE CARD SERVICES	REPLACEMENT LAPTOP	AP091718	4213	Dues and Subscriptions	926.36
SCHOOL OUTFITTERS	3 TABLES FOR ROLL CALL ROOM	AP091718	4213	Dues and Subscriptions	968.00
VILLA PARK OFFICE EQUIP, INC.	BOOKCASE FOR SERGEANTS ROOM	AP091718	4213	Dues and Subscriptions	99.00
				Total Drug Forfeiture Expenditures	2,855.48
				Total Federal Equitable Sharing Fund	2,855.48

**CITY OF DARIEN**  
**Expenditure Journal**  
**Capital Improvement Fund**  
**Capital Fund Expenditures**  
**From 9/17/2018 Through 9/17/2018**

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
DAS ENTERPRISES, INC.	DEVONSHIRE CONSTRUCTION /KNOTTINGHAM	AP091718	4376	Ditch Projects	2,111.81
DAS ENTERPRISES, INC.	DITCH PROJECT: DEVONSHIRE	AP091718	4376	Ditch Projects	5,973.42
DAS ENTERPRISES, INC.	DITCH PROJECT: DEVONSHIRE	AP091718	4376	Ditch Projects	3,097.34
DAS ENTERPRISES, INC.	DITCH PROJECT: DEVONSHIRE	AP091718	4376	Ditch Projects	5,651.61
DAS ENTERPRISES, INC.	DITCH PROJECT: DEVONSHIRE	AP091718	4376	Ditch Projects	3,177.77
DUPAGE TOPSOIL, INC.	DITCH PROJECT: CLARENDON HILLS TOPSOIL	AP091718	4376	Ditch Projects	2,100.00
HARD ROCK CONCRETE CUTTERS	ROAD CUTTING AT KNOTTINGHAM	AP091718	4376	Ditch Projects	385.00
HARD ROCK CONCRETE CUTTERS	ROAD CUTTING AT KNOTTINGHAM	AP091718	4376	Ditch Projects	3,450.00
RAGS ELECTRIC	DEVONSHIRE	AP091718	4376	Ditch Projects	765.56
SCHROEDER ASPHALT SERVICES INC	2018 ROAD PROGRAM	AP091718	4855	Street Reconstruction/Rehab	58,638.69
SCHROEDER ASPHALT SERVICES INC	2018 ROAD PROGRAM	AP091718	4855	Street Reconstruction/Rehab	61,500.00
SCORPIO CONSTRUCTION CORP	DEVONSHIRE - KNOTTINGHAM	AP091718	4376	Ditch Projects	95,490.00
SHREVE SERVICES INC	CLARENDON HILLS TOPSOIL	AP091718	4376	Ditch Projects	1,254.00
VULCAN CONSTRUCTION MATERIALS	KNOTTINGHAM STONE	AP091718	4376	Ditch Projects	844.37
VULCAN CONSTRUCTION MATERIALS	KNOTTINGHAM STONE	AP091718	4376	Ditch Projects	1,361.86
VULCAN CONSTRUCTION MATERIALS	DEVONSHIRE: STONE	AP091718	4376	Ditch Projects	4,591.28
VULCAN CONSTRUCTION MATERIALS	DEVONSHIRE; STONE	AP091718	4376	Ditch Projects	4,046.35
WELCH BROS INC	KNOTTINGHAM PROJECT	AP091718	4376	Ditch Projects	2,608.14
WILLCO GREEN LLC	DEVONSHIRE /KNOTTINGHAM	AP091718	4376	Ditch Projects	3,402.00

**CITY OF DARIEN**  
**Expenditure Journal**  
**Capital Improvement Fund**  
**Capital Fund Expenditures**  
**From 9/17/2018 Through 9/17/2018**

<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 Capital Fund Expenditures	260,449.20
				Total Capital Improvement Fund	260,449.20
Report Total					1,166,851.08



## ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
08/20	Payment Thank You - Web BRYON VANA TRANSACTIONS THIS CYCLE (CARD 4484) \$2508.67- INCLUDING PAYMENTS RECEIVED	-2,508.67
08/13	EAGLE RIDGE RESORT 815-7775000 IL <i>IPLEA CONFERENCE-RENTKA</i>	126.54
08/22	POLICEONE 4159628327 CA <i>DFC SOMDGYE-TASER INST CERT</i>	325.00
08/23	LANGUAGE LINE, INC. 800-7526096 CA <i>POLISH INTERPRETOR</i>	15.80
08/30	DMI* DELL HLTHCR/PTR 800-274-1550 TX <i>LAPTOP REPLACEMENT</i> ED RENTKA TRANSACTIONS THIS CYCLE (CARD 4583) \$1393.70	926.36
08/03	HAMPTON INNS 608-3626000 WI <i>LODGING-SRO TRAINING</i> GERALD R PICCOLI <i>BUNDELL</i> TRANSACTIONS THIS CYCLE (CARD 6171) \$830.25	830.25
08/02	Amazon.com Amzn.com/bill WA <i>RETURN-VOICE RECORDER</i>	-73.93
08/02	Amazon.com Amzn.com/bill WA <i>DOCUMENT SCANNER</i>	75.26
08/02	AMZN Mktp US Amzn.com/bill WA <i>VOICE RECORDER</i>	124.00
08/04	COMCAST CHICAGO CS 1X 800-266-2278 IL <i>INTERNET FOR POLICE</i>	199.85
08/07	Amazon.com Amzn.com/bill WA <i>LEGAL PADS FOR POLICE DEPT</i>	13.83
08/17	Amazon.com Amzn.com/bill WA <i>BATTERIES</i>	11.34
08/17	AMZN Mktp US Amzn.com/bill WA <i>IPHONE CASE + BATTERIES</i>	29.42
08/23	SCHOOL OUTFITTERS 513-619-5336 OH <i>DRY ERASE BOARDS</i> ROSE MARY GONZALEZ TRANSACTIONS THIS CYCLE (CARD 2755) \$1241.89	882.12
08/21	AMERICAN WATER WORKS ASSN 866-5213595 IL <i>AWWA REGISTRATION</i>	60.00
08/22	COMCAST CHICAGO 800-COMCAST IL <i>INTERNET - PUBLIC WORKS</i>	89.85
08/24	INTERSTATE BATTERIES O PLAINFIELD IL <i>SPEED RADAR BATTERY</i>	68.15
08/30	MICRO CENTER #025 WESTMONT IL <i>MEDIA ROOMS UPS</i> DANIEL GOMBAC TRANSACTIONS THIS CYCLE (CARD 8085) \$917.99	699.99
08/08	RENTALMAX DOWNERS GROV DOWNERS GROVE IL <i>RETURNED</i>	-5.40
08/07	WAL-MART #2215 DARIEN IL <i>GOODS FROM</i>	-29.82
08/20	WAL-MART #2215 DARIEN IL <i>NATIONAL NIGHT OUT</i>	-30.28
08/07	RENTALMAX DOWNERS GROV DOWNERS GROVE IL <i>SNOW CONE MACHINE</i>	54.99
08/07	WAL-MART #2215 DARIEN IL <i>CANDY + SUPPLIES</i>	62.90
08/07	WAL-MART #2215 DARIEN IL <i>FOR NND</i>	39.16
08/07	DARIEN CITGO AN DARIEN IL	15.26
08/20	PETSMART # 0422 DARIEN IL <i>FOOD &amp; SUPPLIES FOR K-9</i>	115.30
08/30	WAL-MART #2215 DARIEN IL <i>SUPPLIES FOR TRAINING</i> PAULINA NOGA TRANSACTIONS THIS CYCLE (CARD 1213) \$238.91	16.80

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.

**BUSINESS CARD STATEMENT**

CO: KCB a/h/c  
R.08c



Customer Service:  
1-800-275-0863



Mobile: Download the  
Chase Mobile® app today

September 2018						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

New Balance  
**\$4,622.74**

Minimum Payment Due  
**\$924.00**

Payment Due Date  
**09/24/18**

**CHASE ULTIMATE REWARDS®  
SUMMARY**

Previous points balance	16,716
+ 1 Point per \$1 earned on all purchases	4,623

**Total points available for redemption 21,339**

With the Chase Corporate Flex Card(SM), your business earns 1 point per \$1 spent on all purchases, with no caps or expiration on points. Redeem for travel, employee incentives, cash and more. View your options at [www.ultimaterewards.com](http://www.ultimaterewards.com)

**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.

**ACCOUNT SUMMARY**

Previous Balance	\$2,508.67
Payment, Credits	-\$2,648.10
Purchases	+\$4,762.17
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
<b>New Balance</b>	<b>\$4,622.74</b>
Opening/Closing Date	08/03/18 - 09/02/18
Revolving Credit Amount	\$50,000
Available Credit	\$45,377
Cash Access Line	\$10,000
Available for Cash	\$10,000
<b>Past Due Amount</b>	<b>\$0.00</b>
<b>Balance over the Credit Access Line</b>	<b>\$0.00</b>



**PRELIMINARY  
CITY OF DARIEN  
REVENUE AND EXPENDITURE REPORT SUMMARY  
August 31, 2018**

**GENERAL FUND - (01)**

	Current Month <u>Actual</u>	Year To Date <u>Actual</u>	Total <u>Budget</u>
Revenue	\$ 1,537,635	\$ 6,253,790	\$ 14,938,182
Expenditures	\$ 1,473,109	\$ 4,823,936	\$ 13,302,791
Audited 5/1/18 Opening Fund Balance:			\$ 4,281,317
Transfer to Capital Fund			\$ (2,450,000)
Transfer to DUI Technology Fund			\$ (117,481)
Current Fund Balance:			\$ 3,143,690

**WATER FUND - (02)**

	Current Month <u>Actual</u>	Year To Date <u>Actual</u>	Total <u>Budget</u>
Revenue	\$ 5,393	\$ 2,436,976	\$ 8,053,878
Expenditures	\$ 645,237	\$ 1,812,104	\$ 7,314,888
Audited 5/1/18 Cash Balance			\$ 1,460,625
Transfer to Water Depreciation Fund			\$ (430,000)
Current Modified Cash Balance:			\$ 1,655,497

**MOTOR FUEL TAX FUND - (03)**

	Current Month <u>Actual</u>	Year To Date <u>Actual</u>	Total <u>Budget</u>
Revenue	\$ 50,593	\$ 191,813	\$ 553,150
Expenditures	\$ 17,403	\$ 103,655	\$ 527,535
Audited 5/1/18 Opening Fund Balance:			\$ 389,439
Current Fund Balance:			\$ 477,596

**WATER DEPRECIATION FUND (12)**

	Current Month <u>Actual</u>	Year To Date <u>Actual</u>	Total <u>Budget</u>
Revenue	\$ 2,855	\$ 3,445,876	\$ 3,500,000
Expenditures	\$ 240,129	\$ 943,319	\$ 1,608,000
Audited 5/1/18 Cash Balance			\$ (315,956)
Transfer from Water Fund			\$ 430,000
Current Modified Cash Balance:			\$ 2,616,602

**CAPITAL IMPROVEMENT FUND (25)**

	Current Month <u>Actual</u>	Year To Date <u>Actual</u>	Total <u>Budget</u>
Revenue	\$ 41,010	\$ 164,143	\$ 218,427
Expenditures	\$ 387,504	\$ 2,798,021	\$ 4,244,868
Audited 5/1/18 Opening Fund Balance:			\$ 6,122,046
Transfer from General Fund			\$ 2,450,000
Current Fund Balance:			\$ 5,938,167

	Current Actual Year to Date	Current Budgeted F.Y.E. '19	Prior Year Actual Through August 17
Property Tax Collections	\$ 1,819,964	\$ 2,382,223	\$ 1,288,868
Sales Tax Collections	\$ 1,842,850	\$ 5,509,413	\$ 1,743,816
<b>Drug forfeiture Receipts</b>	\$ 20,450	\$ -	\$ 5,391



**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**General Fund**  
**Revenue**  
**From 8/1/2018 Through 8/31/2018**

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Revenue</b>								
<b>Taxes</b>								
Real Estate Taxes - Current	3110	471,282.88	363,966.00	1,675,901.30	1,091,898.00	2,183,796.00	(507,894.70)	23.25%
Road and Bridge Tax	3120	43,947.88	34,165.00	157,682.68	102,500.00	205,000.00	(47,317.32)	23.08%
Municipal Utility Tax	3130	81,792.53	82,000.00	319,617.79	290,000.00	985,000.00	(665,382.21)	67.55%
Amusement Tax	3140	5,705.13	7,400.00	29,401.38	29,300.00	82,000.00	(52,598.62)	64.14%
Hotel/Motel Tax	3150	8,336.07	7,000.00	26,518.64	31,900.00	75,000.00	(48,481.36)	64.64%
Local Gas Tax	3151	26,141.74	25,833.00	105,569.32	103,332.00	310,000.00	(204,430.68)	65.94%
Food and Beverage Tax	3152	54,388.81	51,000.00	211,721.34	207,000.00	580,000.00	(368,278.66)	63.49%
Personal Property Tax	3425	108.35	600.00	2,556.28	2,800.00	6,500.00	(3,943.72)	60.67%
<b>Total Taxes</b>		<b>691,703.39</b>	<b>571,964.00</b>	<b>2,528,968.73</b>	<b>1,858,730.00</b>	<b>4,427,296.00</b>	<b>(1,898,327.27)</b>	<b>42.88%</b>
<b>License, Permits, Fees</b>								
Business Licenses	3210	695.00	100.00	7,082.50	6,200.00	38,000.00	(30,917.50)	81.36%
Liquor License	3212	0.00	0.00	71,075.00	66,500.00	66,500.00	4,575.00	(6.87)%
Contractor Licenses	3214	1,585.00	1,700.00	9,625.00	13,000.00	20,000.00	(10,375.00)	51.87%
Court Fines	3216	11,773.66	9,000.00	49,724.10	39,000.00	100,000.00	(50,275.90)	50.27%
Towing Fees	3217	7,000.00	3,500.00	28,000.00	13,000.00	37,000.00	(9,000.00)	24.32%
Ordinance Fines	3230	775.00	2,200.00	5,450.00	7,900.00	20,000.00	(14,550.00)	72.75%
Building Permits and Fees	3240	9,306.56	2,000.00	50,570.56	32,000.00	35,000.00	15,570.56	(44.48)%
Telecommunication Taxes	3242	46,564.55	51,000.00	184,843.88	205,000.00	590,000.00	(405,156.12)	68.67%
Cable T.V. Franchise Fee	3244	4,836.16	5,400.00	116,411.72	107,800.00	452,800.00	(336,388.28)	74.29%
PEG - Fees - AT&T	3245	0.00	0.00	2,776.13	0.00	0.00	2,776.13	0.00%
NICOR Franchise Fee	3246	0.00	0.00	0.00	0.00	25,000.00	(25,000.00)	100.00%
Public Hearing Fees	3250	585.00	1,000.00	1,735.00	1,500.00	5,000.00	(3,265.00)	65.30%
Elevator Inspections	3255	2,175.00	2,250.00	2,050.00	2,250.00	4,500.00	(2,450.00)	54.44%
Engineering/Prof Fee Reimb	3265	3,634.68	4,000.00	17,447.93	54,000.00	74,000.00	(56,552.07)	76.42%
D.U.I. Technology Fines	3267	0.00	1,000.00	1,393.00	3,100.00	6,500.00	(5,107.00)	78.56%
Police Special Service	3268	3,598.20	3,000.00	30,974.19	29,000.00	99,597.00	(68,622.81)	68.90%
Developer Contribution/Impact	3275	0.00	20.00	0.00	80.00	200.00	(200.00)	100.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**General Fund**  
**Revenue**  
**From 8/1/2018 Through 8/31/2018**

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Total License, Permits, Fees		<u>92,528.81</u>	<u>86,170.00</u>	<u>579,159.01</u>	<u>580,330.00</u>	<u>1,574,097.00</u>	<u>(994,937.99)</u>	<u>63.21%</u>
Intergovernmental								
State Income Tax	3410	138,887.92	109,200.00	770,936.55	761,800.00	2,053,998.00	(1,283,061.45)	62.46%
Local Use Tax	3420	49,724.33	42,000.00	190,838.10	166,000.00	545,524.00	(354,685.90)	65.01%
Sales Taxes	3430	527,273.92	483,000.00	1,842,850.20	1,754,000.00	5,509,413.00	(3,666,562.80)	66.55%
Video Gaming Revenue	3432	16,784.28	12,000.00	65,521.67	47,000.00	140,000.00	(74,478.33)	53.19%
Total Intergovernmental		<u>732,670.45</u>	<u>646,200.00</u>	<u>2,870,146.52</u>	<u>2,728,800.00</u>	<u>8,248,935.00</u>	<u>(5,378,788.48)</u>	<u>65.21%</u>
Other Revenue								
Interest Income	3510	8,266.20	425.00	19,582.10	1,700.00	5,000.00	14,582.10	(291.64)%
Gain/Loss on Investment	3515	22.23	0.00	65.27	0.00	0.00	65.27	0.00%
Water Share Expense	3520	20,833.34	20,833.34	83,333.36	83,333.36	250,000.00	(166,666.64)	66.66%
Police Report/Prints	3534	447.50	420.00	1,857.50	1,680.00	5,000.00	(3,142.50)	62.85%
Drug Seizures	3537	(2,812.00)	0.00	(2,812.00)	0.00	0.00	(2,812.00)	0.00%
Reimbursement-Rear Yard Drain	3541	(2,041.48)	0.00	(2,191.29)	0.00	0.00	(2,191.29)	0.00%
Grants	3560	0.00	0.00	2,353.05	0.00	0.00	2,353.05	0.00%
Rents	3561	76.68	23,090.00	122,156.48	94,853.00	324,853.00	(202,696.52)	62.39%
Other Reimbursements	3562	(5,432.25)	3,750.00	(3,422.23)	15,000.00	45,000.00	(48,422.23)	107.60%
Residential Concrete Reimb	3563	0.00	0.00	37,729.58	0.00	0.00	37,729.58	0.00%
Miscellaneous - Reimbursable	3568	25.12	0.00	8,036.66	0.00	0.00	8,036.66	0.00%
Mail Box Reimbursement Program	3569	190.76	0.00	953.80	0.00	0.00	953.80	0.00%
Impact Fee Revenue	3570	0.00	0.00	125.00	0.00	0.00	125.00	0.00%
Sales of Wood Chips	3572	125.00	250.00	1,920.00	2,750.00	3,000.00	(1,080.00)	36.00%
Sale of Equipment	3575	0.00	3,500.00	0.00	21,000.00	35,000.00	(35,000.00)	100.00%
Miscellaneous Revenue	3580	1,031.33	1,700.00	5,828.36	6,700.00	20,000.00	(14,171.64)	70.85%
Total Other Revenue		<u>20,732.43</u>	<u>53,968.34</u>	<u>275,515.64</u>	<u>227,016.36</u>	<u>687,853.00</u>	<u>(412,337.36)</u>	<u>59.95%</u>
Total Revenue		<u>1,537,635.08</u>	<u>1,358,302.34</u>	<u>6,253,789.90</u>	<u>5,394,876.36</u>	<u>14,938,181.00</u>	<u>(8,684,391.10)</u>	<u>58.14%</u>

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**Water Fund**  
**Revenue**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Charges for Services							
Water Sales	3310      0.00	15,000.00	2,414,045.80	2,679,126.00	8,037,378.00	(5,623,332.20)	69.96%
Inspections/Tap on/Permits	3320      0.00	833.00	1,700.00	3,332.00	10,000.00	(8,300.00)	83.00%
Sale of Meters	3325    2,767.00	0.00	5,855.00	1,175.00	3,500.00	2,355.00	(67.28)%
Other Water Sales	3390    769.05	83.00	2,678.24	332.00	1,000.00	1,678.24	(167.82)%
Total Charges for Services	<u>3,536.05</u>	<u>15,916.00</u>	<u>2,424,279.04</u>	<u>2,683,965.00</u>	<u>8,051,878.00</u>	<u>(5,627,598.96)</u>	69.89%
Other Revenue							
Interest Income	3510    1,857.42	166.00	12,696.54	664.00	2,000.00	10,696.54	(534.82)%
Total Other Revenue	<u>1,857.42</u>	<u>166.00</u>	<u>12,696.54</u>	<u>664.00</u>	<u>2,000.00</u>	<u>10,696.54</u>	(534.83)%
Total Revenue	<u>5,393.47</u>	<u>16,082.00</u>	<u>2,436,975.58</u>	<u>2,684,629.00</u>	<u>8,053,878.00</u>	<u>(5,616,902.42)</u>	69.74%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**Motor Fuel Tax**  
**Revenue**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining	
Revenue								
Intergovernmental								
MFT Allotment	3440	50,067.50	46,012.50	189,833.72	184,050.00	552,150.00	(362,316.28)	65.61%
Total Intergovernmental		50,067.50	46,012.50	189,833.72	184,050.00	552,150.00	(362,316.28)	65.62%
Other Revenue								
Interest Income	3510	525.06	83.00	1,978.79	332.00	1,000.00	978.79	(97.87)%
Total Other Revenue		525.06	83.00	1,978.79	332.00	1,000.00	978.79	(97.88)%
Total Revenue		50,592.56	46,095.50	191,812.51	184,382.00	553,150.00	(361,337.49)	65.32%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**Impact Fee Agency Fund**  
**Revenue**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Other Revenue							
Interest Income	3510 5.82	0.00	23.64	0.00	0.00	23.64	0.00%
Total Other Revenue	5.82	0.00	23.64	0.00	0.00	23.64	0.00%
Total Revenue	5.82	0.00	23.64	0.00	0.00	23.64	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**Stormwater Management Fund**  
**Revenue**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Other Revenue							
Interest Income	3510 79.12	0.00	321.55	0.00	0.00	321.55	0.00%
Total Other Revenue	79.12	0.00	321.55	0.00	0.00	321.55	0.00%
Total Revenue	79.12	0.00	321.55	0.00	0.00	321.55	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**Special Service Area Tax Fund**  
**Revenue**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Taxes							
Real Estate Taxes - Current	3110 881.96	834.00	3,718.30	2,500.00	5,000.00	(1,281.70)	25.63%
Total Taxes	881.96	834.00	3,718.30	2,500.00	5,000.00	(1,281.70)	25.63%
Other Revenue							
Interest Income	3510 14.69	8.00	59.76	32.00	100.00	(40.24)	40.24%
Total Other Revenue	14.69	8.00	59.76	32.00	100.00	(40.24)	40.24%
Total Revenue	896.65	842.00	3,778.06	2,532.00	5,100.00	(1,321.94)	25.92%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**State Drug Forfeiture Fund**  
**Revenue**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining	
Revenue								
Other Revenue								
Interest Income	3510	6.16	0.00	49.59	0.00	0.00	49.59	0.00%
Drug Seizures	3537	(3,571.48)	0.00	(3,571.48)	0.00	0.00	(3,571.48)	0.00%
Drug Forfeiture Receipts	3538	0.00	0.00	598.22	0.00	0.00	598.22	0.00%
Total Other Revenue	<u>(3,565.32)</u>	<u>0.00</u>	<u>(2,923.67)</u>	<u>0.00</u>	<u>0.00</u>	<u>(2,923.67)</u>	<u>0.00%</u>	
Total Revenue	(3,565.32)	0.00	(2,923.67)	0.00	0.00	(2,923.67)	0.00%	



**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**Water Depreciation Fund**  
**Revenue**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Other Revenue							
Interest Income	3510 2,845.32	0.00	5,283.50	0.00	0.00	5,283.50	0.00%
Gain/Loss on Investment	3515 9.53	0.00	27.97	0.00	0.00	27.97	0.00%
Bond Issuance	3559 0.00	0.00	3,440,564.90	3,500,000.00	3,500,000.00	(59,435.10)	1.69%
Transfer from Water Fund	3610 0.00	0.00	430,000.00	430,000.00	430,000.00	0.00	0.00%
Total Other Revenue	<u>2,854.85</u>	<u>0.00</u>	<u>3,875,876.37</u>	<u>3,930,000.00</u>	<u>3,930,000.00</u>	<u>(54,123.63)</u>	<u>1.38%</u>
Total Revenue	2,854.85	0.00	3,875,876.37	3,930,000.00	3,930,000.00	(54,123.63)	1.38%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**Federal Equitable Sharing Fund**  
**Revenue**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Other Revenue							
Interest Income	3510	425.09	0.00	1,448.68	0.00	1,448.68	0.00%
Drug Forfeiture Receipts	3538	0.00	0.00	1,641.64	0.00	1,641.64	0.00%
Total Other Revenue	<u>425.09</u>	<u>0.00</u>	<u>3,090.32</u>	<u>0.00</u>	<u>0.00</u>	<u>3,090.32</u>	<u>0.00%</u>
Total Revenue	425.09	0.00	3,090.32	0.00	0.00	3,090.32	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**Seized Assets Fund**  
**Revenue**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining	
Revenue								
Other Revenue								
Interest Income	3510	54.37	0.00	172.61	0.00	0.00	172.61	0.00%
Drug Seizures	3537	6,383.48	0.00	6,383.48	0.00	0.00	6,383.48	0.00%
Total Other Revenue	<u>6,437.85</u>	<u>0.00</u>	<u>6,556.09</u>	<u>0.00</u>	<u>0.00</u>	<u>6,556.09</u>	<u>0.00%</u>	
Total Revenue	6,437.85	0.00	6,556.09	0.00	0.00	6,556.09	0.00%	

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**DOT - Federal Equitable Sharin**  
**Revenue**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining	
Revenue								
Other Revenue								
Interest Income	3510	25.07	0.00	49.27	0.00	0.00	49.27	0.00%
Drug Forfeiture Receipts	3538	0.00	0.00	18,210.33	0.00	0.00	18,210.33	0.00%
Total Other Revenue	<u>25.07</u>	<u>0.00</u>	<u>18,259.60</u>	<u>0.00</u>	<u>0.00</u>	<u>18,259.60</u>	<u>0.00%</u>	
Total Revenue	25.07	0.00	18,259.60	0.00	0.00	18,259.60	0.00%	

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**DUI Technology Fund**  
**Revenue**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining	
Revenue								
License, Permits, Fees								
D.U.I. Technology Fines	3267	1,117.46	0.00	3,527.81	0.00	0.00	0.00%	
Total License, Permits, Fees	1,117.46	0.00	3,527.81	0.00	0.00	3,527.81	0.00%	
Other Revenue								
Interest Income	3510	111.72	0.00	233.75	0.00	0.00	233.75	0.00%
Transfer from Other Funds	3612	108,794.88	0.00	108,794.88	0.00	0.00	108,794.88	0.00%
Total Other Revenue	108,906.60	0.00	109,028.63	0.00	0.00	109,028.63	0.00%	
Total Revenue	110,024.06	0.00	112,556.44	0.00	0.00	112,556.44	0.00%	

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**E-Citation Fund**  
**Revenue**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Other Revenue							
Interest Income	3510	8.94	0.00	18.68	0.00	18.68	0.00%
Transfer from Other Funds	3612	8,686.35	0.00	8,686.35	0.00	8,686.35	0.00%
Total Other Revenue	<u>8,695.29</u>	<u>0.00</u>	<u>8,705.03</u>	<u>0.00</u>	<u>0.00</u>	<u>8,705.03</u>	<u>0.00%</u>
Total Revenue	8,695.29	0.00	8,705.03	0.00	0.00	8,705.03	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Revenue**  
**Capital Improvement Fund**  
**Revenue**  
**From 8/1/2018 Through 8/31/2018**

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue								
Taxes								
Real Estate Taxes - Current	3110	34,924.00	32,238.00	140,344.71	96,713.00	193,427.00	(53,082.29)	27.44%
Total Taxes		34,924.00	32,238.00	140,344.71	96,713.00	193,427.00	(53,082.29)	27.44%
Other Revenue								
Interest Income	3510	6,085.69	2,083.00	23,797.84	8,332.00	25,000.00	(1,202.16)	4.80%
Transfer from Other Funds	3612	0.00	0.00	2,450,000.00	2,450,000.00	2,450,000.00	0.00	0.00%
Total Other Revenue		6,085.69	2,083.00	2,473,797.84	2,458,332.00	2,475,000.00	(1,202.16)	0.05%
Total Revenue		41,009.69	34,321.00	2,614,142.55	2,555,045.00	2,668,427.00	(54,284.45)	2.03%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**General Fund**  
**Administration**  
**From 8/1/2018 Through 8/31/2018**

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Expenditures</b>								
<b>Salaries</b>								
Salaries	4010	34,746.63	23,867.16	97,308.25	95,468.64	286,406.00	189,097.75	66.02%
<b>Total Salaries</b>		<b>34,746.63</b>	<b>23,867.16</b>	<b>97,308.25</b>	<b>95,468.64</b>	<b>286,406.00</b>	<b>189,097.75</b>	<b>66.02%</b>
<b>Benefits</b>								
Social Security	4110	2,053.50	1,753.25	5,721.26	7,013.00	21,039.00	15,317.74	72.80%
Medicare	4111	480.27	346.08	1,338.06	1,384.32	4,153.00	2,814.94	67.78%
I.M.R.F.	4115	4,126.03	3,024.00	12,063.21	12,096.00	36,288.00	24,224.79	66.75%
Medical/Life Insurance	4120	9,090.30	5,756.66	27,484.51	23,026.64	69,080.00	41,595.49	60.21%
Supplemental Pensions	4135	230.75	400.00	507.65	1,600.00	4,800.00	4,292.35	89.42%
<b>Total Benefits</b>		<b>15,980.85</b>	<b>11,279.99</b>	<b>47,114.69</b>	<b>45,119.96</b>	<b>135,360.00</b>	<b>88,245.31</b>	<b>65.19%</b>
<b>Materials and Supplies</b>								
Dues and Subscriptions	4213	0.00	28.00	10.00	392.00	1,490.00	1,480.00	99.32%
Liability Insurance	4219	3,043.00	2,499.00	3,571.68	9,996.00	311,639.00	308,067.32	98.85%
Legal Notices	4221	0.00	166.00	301.00	664.00	2,000.00	1,699.00	84.95%
Maintenance - Equipment	4225	298.00	199.00	438.67	796.00	7,900.00	7,461.33	94.44%
Postage/Mailings	4233	0.00	70.50	1,470.00	282.00	3,350.00	1,880.00	56.11%
Printing and Forms	4235	268.05	350.00	1,192.29	1,400.00	4,200.00	3,007.71	71.61%
Public Relations	4239	6,790.54	3,385.00	13,090.54	12,018.00	34,170.00	21,079.46	61.68%
Rent - Equipment	4243	0.00	0.00	254.82	504.75	2,019.00	1,764.18	87.37%
Supplies - Office	4253	767.83	666.00	1,323.02	2,664.00	8,000.00	6,676.98	83.46%
Supplies - Other	4257	0.00	41.00	0.00	164.00	500.00	500.00	100.00%
Training and Education	4263	0.00	166.00	0.00	664.00	2,000.00	2,000.00	100.00%
Travel/Meetings	4265	0.00	46.00	0.00	182.00	550.00	550.00	100.00%
Telephone	4267	4,351.38	4,265.00	11,436.30	17,060.00	51,200.00	39,763.70	77.66%
Utilities (Elec,Gas,Wtr,Sewer)	4271	0.00	250.00	0.00	1,000.00	3,000.00	3,000.00	100.00%
Vehicle (Gas and Oil)	4273	30.57	54.00	63.82	216.00	650.00	586.18	90.18%
<b>Total Materials and Supplies</b>		<b>15,549.37</b>	<b>12,185.50</b>	<b>33,152.14</b>	<b>48,002.75</b>	<b>432,668.00</b>	<b>399,515.86</b>	<b>92.34%</b>
<b>Contractual</b>								
Audit	4320	0.00	13,200.00	13,200.00	13,200.00	13,200.00	0.00	0.00%
Consulting/Professional	4325	21,181.28	24,844.50	76,647.95	105,378.00	304,750.00	228,102.05	74.84%
Contingency	4330	0.00	833.00	0.00	3,332.00	10,000.00	10,000.00	100.00%



**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**General Fund**  
**Administration**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Janitorial Service	4345 2,000.00	1,766.00	5,000.00	7,064.00	20,500.00	15,500.00	75.60%
Total Contractual	23,181.28	40,643.50	94,847.95	128,974.00	348,450.00	253,602.05	72.78%
Other Charges							
Transfer to Other Funds	4605 117,481.23	0.00	2,567,481.23	0.00	0.00	(2,567,481.23)	0.00%
Total Other Charges	117,481.23	0.00	2,567,481.23	0.00	0.00	(2,567,481.23)	0.00%
Capital Outlay							
Equipment	4815 20,383.39	0.00	20,383.39	45,000.00	45,000.00	24,616.61	54.70%
Total Capital Outlay	20,383.39	0.00	20,383.39	45,000.00	45,000.00	24,616.61	54.70%
Total Expenditures	227,322.75	87,976.15	2,860,287.65	362,565.35	1,247,884.00	(1,612,403.65)	(129.21)%
Total	(227,322.75)	(87,976.15)	(2,860,287.65)	(362,565.35)	(1,247,884.00)	1,612,403.65	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**General Fund**  
**City Council**  
**From 8/1/2018 Through 8/31/2018**

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures								
Salaries								
Salaries	4010	3,562.50	3,562.50	14,250.00	14,250.00	42,750.00	28,500.00	66.66%
Total Salaries		<u>3,562.50</u>	<u>3,562.50</u>	<u>14,250.00</u>	<u>14,250.00</u>	<u>42,750.00</u>	<u>28,500.00</u>	<u>66.67%</u>
Benefits								
Social Security	4110	220.87	221.00	883.50	883.00	2,651.00	1,767.50	66.67%
Medicare	4111	51.67	51.00	206.68	204.00	620.00	413.32	66.66%
Total Benefits		<u>272.54</u>	<u>272.00</u>	<u>1,090.18</u>	<u>1,087.00</u>	<u>3,271.00</u>	<u>2,180.82</u>	<u>66.67%</u>
Materials and Supplies								
Boards and Commissions	4205	57.00	83.00	84.00	332.00	2,000.00	1,916.00	95.80%
Cable Operations	4206	0.00	2,000.00	0.00	4,000.00	8,000.00	8,000.00	100.00%
Dues and Subscriptions	4213	1,013.87	0.00	1,013.87	20.00	2,850.00	1,836.13	64.42%
Public Relations	4239	0.00	250.00	2.18	500.00	500.00	497.82	99.56%
Training and Education	4263	0.00	83.00	0.00	332.00	1,000.00	1,000.00	100.00%
Travel/Meetings	4265	0.00	0.00	0.00	50.00	50.00	50.00	100.00%
Total Materials and Supplies		<u>1,070.87</u>	<u>2,416.00</u>	<u>1,100.05</u>	<u>5,234.00</u>	<u>14,400.00</u>	<u>13,299.95</u>	<u>92.36%</u>
Contractual								
Consulting/Professional	4325	965.00	1,166.00	1,291.00	1,664.00	5,000.00	3,709.00	74.18%
Trolley Contracts	4366	0.00	0.00	0.00	0.00	600.00	600.00	100.00%
Total Contractual		<u>965.00</u>	<u>1,166.00</u>	<u>1,291.00</u>	<u>1,664.00</u>	<u>5,600.00</u>	<u>4,309.00</u>	<u>76.95%</u>
Total Expenditures		<u>5,870.91</u>	<u>7,416.50</u>	<u>17,731.23</u>	<u>22,235.00</u>	<u>66,021.00</u>	<u>48,289.77</u>	<u>73.14%</u>
Total		(5,870.91)	(7,416.50)	(17,731.23)	(22,235.00)	(66,021.00)	(48,289.77)	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**General Fund**  
**Community Development**  
**From 8/1/2018 Through 8/31/2018**

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Expenditures</b>								
<b>Salaries</b>								
Salaries	4010	37,734.64	24,723.75	104,451.61	98,895.00	296,685.00	192,233.39	64.79%
Overtime	4030	0.00	41.00	0.00	164.00	500.00	500.00	100.00%
<b>Total Salaries</b>		<u>37,734.64</u>	<u>24,764.75</u>	<u>104,451.61</u>	<u>99,059.00</u>	<u>297,185.00</u>	<u>192,733.39</u>	<u>64.85%</u>
<b>Benefits</b>								
Social Security	4110	2,256.33	1,446.75	6,237.45	5,787.00	17,361.00	11,123.55	64.07%
Medicare	4111	527.70	359.00	1,458.77	1,436.00	4,316.00	2,857.23	66.20%
I.M.R.F.	4115	4,671.55	3,143.00	12,817.99	12,572.00	37,717.00	24,899.01	66.01%
Medical/Life Insurance	4120	4,268.98	4,113.50	16,827.25	16,454.00	49,362.00	32,534.75	65.91%
Supplemental Pensions	4135	138.45	300.00	138.45	1,200.00	3,600.00	3,461.55	96.15%
<b>Total Benefits</b>		<u>11,863.01</u>	<u>9,362.25</u>	<u>37,479.91</u>	<u>37,449.00</u>	<u>112,356.00</u>	<u>74,876.09</u>	<u>66.64%</u>
<b>Materials and Supplies</b>								
Boards and Commissions	4205	0.00	0.00	110.00	400.00	1,200.00	1,090.00	90.83%
Dues and Subscriptions	4213	0.00	0.00	0.00	0.00	500.00	500.00	100.00%
Liability Insurance	4219	7,320.09	1,916.00	8,750.09	7,664.00	23,000.00	14,249.91	61.95%
Maintenance - Vehicles	4229	0.00	41.00	0.00	164.00	500.00	500.00	100.00%
Printing and Forms	4235	0.00	140.50	420.00	560.00	1,865.00	1,445.00	77.47%
Economic Development	4240	0.00	0.00	303,111.39	0.00	278,000.00	(25,111.39)	(9.03)%
Supplies - Office	4253	518.12	75.00	535.71	300.00	900.00	364.29	40.47%
Training and Education	4263	0.00	0.00	149.00	0.00	550.00	401.00	72.90%
Travel/Meetings	4265	0.00	0.00	0.00	0.00	200.00	200.00	100.00%
Vehicle (Gas and Oil)	4273	295.35	112.50	419.60	450.00	1,350.00	930.40	68.91%
<b>Total Materials and Supplies</b>		<u>8,133.56</u>	<u>2,285.00</u>	<u>313,495.79</u>	<u>9,538.00</u>	<u>308,065.00</u>	<u>(5,430.79)</u>	<u>(1.76)%</u>
<b>Contractual</b>								
Consulting/Professional	4325	4,235.00	3,433.00	11,745.00	13,732.00	42,640.00	30,895.00	72.45%
ConsIt/Prof Reimbursable	4328	7,828.05	6,166.00	20,489.13	23,664.00	68,000.00	47,510.87	69.86%
<b>Total Contractual</b>		<u>12,063.05</u>	<u>9,599.00</u>	<u>32,234.13</u>	<u>37,396.00</u>	<u>110,640.00</u>	<u>78,405.87</u>	<u>70.87%</u>
<b>Total Expenditures</b>		<u>69,794.26</u>	<u>46,011.00</u>	<u>487,661.44</u>	<u>183,442.00</u>	<u>828,246.00</u>	<u>340,584.56</u>	<u>41.12%</u>
<b>Total</b>		(69,794.26)	(46,011.00)	(487,661.44)	(183,442.00)	(828,246.00)	(340,584.56)	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**General Fund**  
**Public Works, Streets**  
**From 8/1/2018 Through 8/31/2018**

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Expenditures</b>								
<b>Salaries</b>								
Salaries	4010	90,427.17	53,281.25	229,107.22	213,125.00	639,375.00	410,267.78	64.16%
Overtime	4030	6,560.27	5,833.00	22,867.49	23,332.00	70,000.00	47,132.51	67.33%
<b>Total Salaries</b>		<u>96,987.44</u>	<u>59,114.25</u>	<u>251,974.71</u>	<u>236,457.00</u>	<u>709,375.00</u>	<u>457,400.29</u>	<u>64.48%</u>
<b>Benefits</b>								
Social Security	4110	5,820.12	3,182.00	15,203.43	12,728.00	38,191.00	22,987.57	60.19%
Medicare	4111	1,361.19	744.00	3,555.82	2,976.00	8,932.00	5,376.18	60.19%
I.M.R.F.	4115	9,573.28	9,226.00	26,091.64	36,904.00	110,717.00	84,625.36	76.43%
Medical/Life Insurance	4120	10,914.31	9,946.75	43,021.50	39,787.00	119,361.00	76,339.50	63.95%
Supplemental Pensions	4135	138.45	200.00	415.35	800.00	2,400.00	1,984.65	82.69%
<b>Total Benefits</b>		<u>27,807.35</u>	<u>23,298.75</u>	<u>88,287.74</u>	<u>93,195.00</u>	<u>279,601.00</u>	<u>191,313.26</u>	<u>68.42%</u>
<b>Materials and Supplies</b>								
Liability Insurance	4219	327.76	1,507.50	3,144.96	6,027.00	23,029.00	19,884.04	86.34%
Maintenance - Building	4223	118,583.97	53,711.50	150,314.94	280,155.00	341,288.00	190,973.06	55.95%
Maintenance - Equipment	4225	1,219.11	3,038.00	3,843.24	12,152.00	36,500.00	32,656.76	89.47%
Maintenance - Vehicles	4229	31,961.70	4,000.00	42,585.10	16,000.00	48,000.00	5,414.90	11.28%
Postage/Mailings	4233	0.00	83.00	150.00	332.00	1,000.00	850.00	85.00%
Rent - Equipment	4243	1,695.00	1,974.00	4,507.00	7,896.00	23,700.00	19,193.00	80.98%
Supplies - Office	4253	0.00	253.75	317.57	1,013.00	3,053.00	2,735.43	89.59%
Supplies - Other	4257	52,802.23	11,173.75	63,989.68	108,195.00	138,165.00	74,175.32	53.68%
Small Tools & Equipment	4259	747.13	7,316.00	8,493.37	53,764.00	63,300.00	54,806.63	86.58%
Training and Education	4263	0.00	423.50	210.00	1,694.00	4,600.00	4,390.00	95.43%
Uniforms	4269	0.00	475.00	1,503.84	2,646.00	6,446.00	4,942.16	76.67%
Utilities (Elec,Gas,Wtr,Sewer)	4271	215.66	533.00	1,366.01	2,132.00	6,400.00	5,033.99	78.65%
Vehicle (Gas and Oil)	4273	9,403.97	5,025.00	13,497.79	20,100.00	60,300.00	46,802.21	77.61%
<b>Total Materials and Supplies</b>		<u>216,956.53</u>	<u>89,514.00</u>	<u>293,923.50</u>	<u>512,106.00</u>	<u>755,781.00</u>	<u>461,857.50</u>	<u>61.11%</u>
<b>Contractual</b>								
Consulting/Professional	4325	2,061.66	582.00	2,611.66	11,578.00	16,250.00	13,638.34	83.92%
Forestry	4350	(514.50)	12,582.00	5,469.33	54,328.00	65,411.00	59,941.67	91.63%
Street Light Oper & Maint.	4359	4,774.33	7,416.00	10,024.43	29,664.00	73,000.00	62,975.57	86.26%
Mosquito Abatement	4365	10,221.75	13,900.00	40,887.00	41,700.00	41,700.00	813.00	1.94%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**General Fund**  
**Public Works, Streets**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Street Sweeping	4373 420.00	0.00	6,825.00	10,825.00	38,250.00	31,425.00	82.15%
Drainage Projects	4374 2,558.50	20,325.00	57,358.92	81,300.00	81,300.00	23,941.08	29.44%
Tree Trim/Removal	4375 0.00	61,343.00	1,190.00	245,372.00	306,715.00	305,525.00	99.61%
Total Contractual	19,521.74	116,148.00	124,366.34	474,767.00	622,626.00	498,259.66	80.03%
Capital Outlay							
Residential Concrete Program	4381 0.00	0.00	39,090.38	0.00	0.00	(39,090.38)	0.00%
Equipment	4815 0.00	0.00	72,356.00	526,900.00	526,900.00	454,544.00	86.26%
Total Capital Outlay	0.00	0.00	111,446.38	526,900.00	526,900.00	415,453.62	78.85%
Total Expenditures	361,273.06	288,075.00	869,998.67	1,843,425.00	2,894,283.00	2,024,284.33	69.94%
Total	(361,273.06)	(288,075.00)	(869,998.67)	(1,843,425.00)	(2,894,283.00)	(2,024,284.33)	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**General Fund**  
**Police Department**  
**From 8/1/2018 Through 8/31/2018**

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Expenditures</b>								
<b>Salaries</b>								
Salaries	4010	42,245.00	33,623.75	128,474.70	134,495.00	414,970.00	286,495.30	69.04%
Salaries - Officers	4020	364,693.93	285,568.25	1,116,150.36	1,188,218.50	3,572,349.00	2,456,198.64	68.75%
Overtime	4030	77,162.17	37,833.00	200,066.52	156,332.00	475,000.00	274,933.48	57.88%
<b>Total Salaries</b>		<b>484,101.10</b>	<b>357,025.00</b>	<b>1,444,691.58</b>	<b>1,479,045.50</b>	<b>4,462,319.00</b>	<b>3,017,627.42</b>	<b>67.62%</b>
<b>Benefits</b>								
Social Security	4110	2,728.84	2,144.00	8,367.13	8,576.00	25,728.00	17,360.87	67.47%
Medicare	4111	6,415.22	5,392.00	19,244.20	21,568.00	64,704.00	45,459.80	70.25%
I.M.R.F.	4115	4,757.57	4,034.00	14,442.63	16,136.00	48,409.00	33,966.37	70.16%
Medical/Life Insurance	4120	42,536.62	36,171.00	146,998.12	144,684.00	434,053.00	287,054.88	66.13%
Police Pension	4130	341,355.55	134,906.00	1,224,767.33	539,624.00	1,618,878.00	394,110.67	24.34%
Supplemental Pensions	4135	1,630.65	3,733.00	10,157.82	14,932.00	44,800.00	34,642.18	77.32%
<b>Total Benefits</b>		<b>399,424.45</b>	<b>186,380.00</b>	<b>1,423,977.23</b>	<b>745,520.00</b>	<b>2,236,572.00</b>	<b>812,594.77</b>	<b>36.33%</b>
<b>Materials and Supplies</b>								
Animal Control	4201	0.00	125.00	20.00	500.00	1,500.00	1,480.00	98.66%
Auxiliary Police	4203	0.00	374.00	1,174.13	1,496.00	4,500.00	3,325.87	73.90%
Boards and Commissions	4205	1,596.00	1,857.00	2,653.74	7,428.00	22,300.00	19,646.26	88.09%
Dues and Subscriptions	4213	150.00	428.50	339.00	1,714.00	5,150.00	4,811.00	93.41%
Investigation and Equipment	4217	2,729.93	3,480.00	10,038.78	13,920.00	42,980.00	32,941.22	76.64%
Liability Insurance	4219	4,653.28	5,383.00	9,770.98	21,232.00	65,520.00	55,749.02	85.08%
Maintenance - Equipment	4225	1,960.98	1,624.00	6,395.25	5,896.00	15,850.00	9,454.75	59.65%
Maintenance - Vehicles	4229	6,753.34	1,765.00	14,402.27	7,060.00	21,200.00	6,797.73	32.06%
Postage/Mailings	4233	30.99	358.00	1,006.64	1,432.00	4,300.00	3,293.36	76.58%
Printing and Forms	4235	0.00	125.00	125.00	500.00	1,500.00	1,375.00	91.66%
Public Relations	4239	1,192.75	375.00	1,192.75	1,500.00	4,500.00	3,307.25	73.49%
Rent - Equipment	4243	500.00	550.00	500.00	1,800.00	5,500.00	5,000.00	90.90%
Supplies - Office	4253	738.73	541.00	1,905.32	2,164.00	6,500.00	4,594.68	70.68%
Training and Education	4263	1,810.90	3,229.00	2,646.33	12,916.00	38,755.00	36,108.67	93.17%
Travel/Meetings	4265	0.00	1,032.00	1,114.21	4,128.00	14,400.00	13,285.79	92.26%
Telephone	4267	996.06	1,196.25	2,988.20	4,785.00	14,375.00	11,386.80	79.21%
Uniforms	4269	5,748.46	3,341.00	10,752.41	58,764.00	63,100.00	52,347.59	82.95%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**General Fund**  
**Police Department**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Utilities (Elec, Gas, Wtr, Sewer)	4271 329.34	624.00	1,052.86	2,496.00	7,500.00	6,447.14	85.96%
Vehicle (Gas and Oil)	4273 13,612.46	6,250.00	20,646.46	25,000.00	75,000.00	54,353.54	72.47%
Total Materials and Supplies	42,803.22	32,657.75	88,724.33	174,731.00	414,430.00	325,705.67	78.59%
Contractual							
Consulting/Professional	4325 0.00	0.00	198,345.26	226,230.00	444,460.00	246,114.74	55.37%
Dumeg/Fiat/Child Center	4337 0.00	3,500.00	0.00	7,000.00	7,000.00	7,000.00	100.00%
Total Contractual	0.00	3,500.00	198,345.26	233,230.00	451,460.00	253,114.74	56.07%
Capital Outlay							
Equipment	4815 0.00	0.00	0.00	701,576.00	701,576.00	701,576.00	100.00%
Total Capital Outlay	0.00	0.00	0.00	701,576.00	701,576.00	701,576.00	100.00%
Total Expenditures	926,328.77	579,562.75	3,155,738.40	3,334,102.50	8,266,357.00	5,110,618.60	61.82%
Total	(926,328.77)	(579,562.75)	(3,155,738.40)	(3,334,102.50)	(8,266,357.00)	(5,110,618.60)	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**Water Fund**  
**Public Works, Water**  
**From 8/1/2018 Through 8/31/2018**

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Expenditures</b>								
<b>Salaries</b>								
Salaries	4010	54,069.07	42,779.00	158,045.92	171,116.00	513,355.00	355,309.08	69.21%
Overtime	4030	11,009.81	6,250.00	30,454.22	25,000.00	75,000.00	44,545.78	59.39%
<b>Total Salaries</b>		<b>65,078.88</b>	<b>49,029.00</b>	<b>188,500.14</b>	<b>196,116.00</b>	<b>588,355.00</b>	<b>399,854.86</b>	<b>67.96%</b>
<b>Benefits</b>								
Social Security	4110	3,884.19	3,169.00	11,024.83	12,676.00	38,028.00	27,003.17	71.00%
Medicare	4111	908.34	741.00	2,578.32	2,964.00	8,894.00	6,315.68	71.01%
I.M.R.F.	4115	8,830.36	6,567.00	24,205.35	26,268.00	78,809.00	54,603.65	69.28%
Medical/Life Insurance	4120	8,068.32	8,950.00	30,421.77	35,800.00	107,403.00	76,981.23	71.67%
Supplemental Pensions	4135	276.90	200.00	830.70	800.00	2,400.00	1,569.30	65.38%
<b>Total Benefits</b>		<b>21,968.11</b>	<b>19,627.00</b>	<b>69,060.97</b>	<b>78,508.00</b>	<b>235,534.00</b>	<b>166,473.03</b>	<b>70.68%</b>
<b>Materials and Supplies</b>								
Liability Insurance	4219	726.38	16,986.00	1,060.62	67,936.00	204,140.00	203,079.38	99.48%
Maintenance - Building	4223	7,636.82	7,372.50	17,923.41	29,488.00	88,540.00	70,616.59	79.75%
Maintenance - Equipment	4225	344.21	3,260.00	6,375.19	13,040.00	39,150.00	32,774.81	83.71%
Maintenance - Water System	4231	9,194.97	14,513.00	51,950.88	58,052.00	174,200.00	122,249.12	70.17%
Postage/Mailings	4233	0.00	166.00	0.00	664.00	2,000.00	2,000.00	100.00%
Quality Control	4241	1,707.80	903.00	2,625.60	3,612.00	10,850.00	8,224.40	75.80%
Service Charge	4251	20,833.34	20,833.00	83,333.36	83,332.00	250,000.00	166,666.64	66.66%
Supplies - Operation	4255	179.94	250.00	179.94	996.00	3,000.00	2,820.06	94.00%
Training and Education	4263	0.00	33.00	530.00	2,632.00	2,900.00	2,370.00	81.72%
Telephone	4267	662.09	870.50	3,354.50	3,482.00	10,450.00	7,095.50	67.89%
Uniforms	4269	1,085.64	679.00	1,382.55	2,716.00	8,150.00	6,767.45	83.03%
Utilities (Elec,Gas,Wtr,Sewer)	4271	2,826.81	4,291.00	9,660.83	17,164.00	51,500.00	41,839.17	81.24%
Vehicle (Gas and Oil)	4273	2,868.90	1,331.25	4,359.42	5,325.00	15,975.00	11,615.58	72.71%
<b>Total Materials and Supplies</b>		<b>48,066.90</b>	<b>71,488.25</b>	<b>182,736.30</b>	<b>288,439.00</b>	<b>860,855.00</b>	<b>678,118.70</b>	<b>78.77%</b>
<b>Contractual</b>								
Audit	4320	0.00	959.00	1,200.00	3,836.00	11,513.00	10,313.00	89.57%
Consulting/Professional	4325	0.00	1,703.00	0.00	6,812.00	20,450.00	20,450.00	100.00%
Leak Detection	4326	657.75	1,674.00	657.75	6,696.00	20,100.00	19,442.25	96.72%
Data Processing	4336	27,248.74	12,708.00	54,352.98	50,832.00	152,500.00	98,147.02	64.35%



**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**Water Fund**  
**Public Works, Water**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
DuPage Water Commission	4340 479,945.70	418,336.00	1,225,268.20	1,673,344.00	5,020,033.00	3,794,764.80	75.59%
Total Contractual	507,852.19	435,380.00	1,281,478.93	1,741,520.00	5,224,596.00	3,943,117.07	75.47%
Other Charges							
Transfer to Other Funds	4605 0.00	0.00	430,000.00	0.00	0.00	(430,000.00)	0.00%
Total Other Charges	0.00	0.00	430,000.00	0.00	0.00	(430,000.00)	0.00%
Capital Outlay							
Equipment	4815 209.97	416.00	40,162.91	75,189.00	78,525.00	38,362.09	48.85%
Water Meter Purchases	4880 2,061.00	2,250.00	9,224.00	9,000.00	27,000.00	17,776.00	65.83%
Total Capital Outlay	2,270.97	2,666.00	49,386.91	84,189.00	105,525.00	56,138.09	53.20%
Debt Service							
Debt Retire-Water Refunding	4950 0.00	0.00	40,940.50	150,025.00	300,025.00	259,084.50	86.35%
Total Debt Service	0.00	0.00	40,940.50	150,025.00	300,025.00	259,084.50	86.35%
Total Expenditures	645,237.05	578,190.25	2,242,103.75	2,538,797.00	7,314,890.00	5,072,786.25	69.35%
Total	(645,237.05)	(578,190.25)	(2,242,103.75)	(2,538,797.00)	(7,314,890.00)	(5,072,786.25)	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**Motor Fuel Tax**  
**MFT Expenses**  
**From 8/1/2018 Through 8/31/2018**

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures								
Salaries								
Salaries	4010	13,711.58	20,416.00	73,079.57	81,664.00	245,000.00	171,920.43	70.17%
Total Salaries		13,711.58	20,416.00	73,079.57	81,664.00	245,000.00	171,920.43	70.17%
Benefits								
Social Security	4110	850.12	1,266.00	4,530.93	5,062.00	15,190.00	10,659.07	70.17%
Medicare	4111	198.82	296.00	1,059.66	1,184.00	3,553.00	2,493.34	70.17%
I.M.R.F.	4115	1,697.49	2,768.50	9,047.25	11,074.00	33,222.00	24,174.75	72.76%
Total Benefits		2,746.43	4,330.50	14,637.84	17,320.00	51,965.00	37,327.16	71.83%
Materials and Supplies								
Road Material	4245	945.23	3,175.00	1,415.31	12,700.00	38,100.00	36,684.69	96.28%
Salt	4249	0.00	0.00	0.00	0.00	154,470.00	154,470.00	100.00%
Supplies - Other	4257	0.00	3,700.00	14,522.60	7,400.00	18,500.00	3,977.40	21.49%
Pavement Striping	4261	0.00	0.00	0.00	14,500.00	14,500.00	14,500.00	100.00%
Total Materials and Supplies		945.23	6,875.00	15,937.91	34,600.00	225,570.00	209,632.09	92.93%
Contractual								
Consulting/Professional	4325	0.00	0.00	0.00	0.00	5,000.00	5,000.00	100.00%
Total Contractual		0.00	0.00	0.00	0.00	5,000.00	5,000.00	100.00%
Total Expenditures		17,403.24	31,621.50	103,655.32	133,584.00	527,535.00	423,879.68	80.35%
Total		(17,403.24)	(31,621.50)	(103,655.32)	(133,584.00)	(527,535.00)	(423,879.68)	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**Impact Fee Agency Fund**  
**Impact Fee Expenditures**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures							
Materials and Supplies							
Impact Fees Disbursed	4215	0.00	7,382.00	0.00	0.00	(7,382.00)	0.00%
Total Materials and Supplies	0.00	0.00	7,382.00	0.00	0.00	(7,382.00)	0.00%
Total Expenditures	0.00	0.00	7,382.00	0.00	0.00	(7,382.00)	0.00%
Total	0.00	0.00	(7,382.00)	0.00	0.00	7,382.00	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**Special Service Area Tax Fund**  
**SSA Expenditures**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures							
Materials and Supplies							
Maintenance - Equipment	4225 0.00	125.00	0.00	500.00	1,500.00	1,500.00	100.00%
Total Materials and Supplies	0.00	125.00	0.00	500.00	1,500.00	1,500.00	100.00%
Contractual							
Consulting/Professional	4325 2,490.00	2,500.00	5,000.00	2,500.00	5,000.00	0.00	0.00%
Contingency	4330 0.00	125.00	0.00	500.00	1,500.00	1,500.00	100.00%
Total Contractual	2,490.00	2,625.00	5,000.00	3,000.00	6,500.00	1,500.00	23.08%
Total Expenditures	2,490.00	2,750.00	5,000.00	3,500.00	8,000.00	3,000.00	37.50%
Total	(2,490.00)	(2,750.00)	(5,000.00)	(3,500.00)	(8,000.00)	(3,000.00)	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**State Drug Forfeiture Fund**  
**Drug Forfeiture Expenditures**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures							
Materials and Supplies							
Vehicle (Gas and Oil)	4273 181.02	0.00	18,011.90	0.00	0.00	(18,011.90)	0.00%
Total Materials and Supplies	181.02	0.00	18,011.90	0.00	0.00	(18,011.90)	0.00%
Total Expenditures	181.02	0.00	18,011.90	0.00	0.00	(18,011.90)	0.00%
Total	(181.02)	0.00	(18,011.90)	0.00	0.00	18,011.90	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**Water Depreciation Fund**  
**Depreciation Expenses**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures							
Capital Outlay							
Capital Improv-Infrastructure	4390 240,129.17	321,600.00	943,318.61	1,286,400.00	1,608,000.00	664,681.39	41.33%
Total Capital Outlay	240,129.17	321,600.00	943,318.61	1,286,400.00	1,608,000.00	664,681.39	41.34%
Total Expenditures	240,129.17	321,600.00	943,318.61	1,286,400.00	1,608,000.00	664,681.39	41.34%
Total	(240,129.17)	(321,600.00)	(943,318.61)	(1,286,400.00)	(1,608,000.00)	(664,681.39)	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**Federal Equitable Sharing Fund**  
**Drug Forfeiture Expenditures**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures							
Materials and Supplies							
Dues and Subscriptions	4213 1,440.00	0.00	7,585.00	0.00	0.00	(7,585.00)	0.00%
Total Materials and Supplies	1,440.00	0.00	7,585.00	0.00	0.00	(7,585.00)	0.00%
Total Expenditures	1,440.00	0.00	7,585.00	0.00	0.00	(7,585.00)	0.00%
Total	(1,440.00)	0.00	(7,585.00)	0.00	0.00	7,585.00	0.00%

**CITY OF DARIEN**  
**Statement of Revenues and Expenditures - Expenditures**  
**Capital Improvement Fund**  
**Capital Fund Expenditures**  
**From 8/1/2018 Through 8/31/2018**

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures							
Contractual							
Consulting/Professional	4325 0.00	11,875.00	0.00	47,500.00	47,500.00	47,500.00	100.00%
Total Contractual	0.00	11,875.00	0.00	47,500.00	47,500.00	47,500.00	100.00%
Capital Outlay							
Ditch Projects	4376 345,303.02	489,925.00	1,050,490.82	1,959,700.00	1,959,700.00	909,209.18	46.39%
Sidewalk Replacement Program	4380 0.00	40,406.25	82,644.75	161,625.00	161,625.00	78,980.25	48.86%
Crack Seal Program	4382 0.00	38,545.25	154,176.00	154,181.00	154,181.00	5.00	0.00%
Curb & Gutter Replacement Prog	4383 0.00	108,333.75	385,106.93	433,335.00	433,335.00	48,228.07	11.12%
Capital Improv-Infrastructure	4390 42,201.40	0.00	82,854.40	0.00	0.00	(82,854.40)	0.00%
Street Reconstruction/Rehab	4855 0.00	323,525.00	1,033,534.50	1,294,100.00	1,294,100.00	260,565.50	20.13%
Total Capital Outlay	387,504.42	1,000,735.25	2,788,807.40	4,002,941.00	4,002,941.00	1,214,133.60	30.33%
Debt Service							
Debt Retire - Property	4945 0.00	48,606.75	9,213.75	194,427.00	194,427.00	185,213.25	95.26%
Total Debt Service	0.00	48,606.75	9,213.75	194,427.00	194,427.00	185,213.25	95.26%
Total Expenditures	387,504.42	1,061,217.00	2,798,021.15	4,244,868.00	4,244,868.00	1,446,846.85	34.08%
Total	(387,504.42)	(1,061,217.00)	(2,798,021.15)	(4,244,868.00)	(4,244,868.00)	(1,446,846.85)	0.00%



**CITY OF DARIEN -- CASH RESERVES**  
**August 31, 2018**

<b>FUND</b>	<b>FUND NAME</b>	<b>TOTAL</b>
01	General Fund	\$ 1,240,990.00
02	Water Fund	\$ 1,211,851.39
03	MFT Fund	\$ 427,035.66
05	Impact Fees Fund	\$ 15,978.40
7	Stormwater Management Fund	\$ 78,919.92
10	Special Service Area Tax Fund	\$ 13,048.43
11	State Drug Forfeiture Fund	\$ 577.55
12	Water Depreciation Fund	\$ 2,479,671.66
17	Federal Equitable Sharing Acct	\$ 308,666.93
18	Seized Asset Funds	\$ 44,597.44
19	DOT - Federal Equitable Sharing	\$ 18,259.60
23	DUI Technology Fund	\$ 112,556.44
24	E-Citation Fund	\$ 9,005.15
25	Capital Improvement Fund	\$ 5,938,167.99
	<b>TOTAL</b>	<b>\$ 11,899,326.56</b>

*Prior Month Cash Balance*

<b>\$ 12,951,992.60</b>
-------------------------

<b>Bank Accounts and Interest Rates</b>	<b>Account Balances</b>
Republic Bank Drug Forfeiture Account - 1.63% *	\$ 45,356.01
Republic Bank Equitable Federal Sharing Acct - 1.63% *	\$ 326,926.53
Republic Bank Now Account - 1.63% *	\$ 9,372,372.65
Republic Bank Operating Account	\$ 112,149.46
Republic Bank Payroll Account - Zero Balance Acct	\$ (26,022.65)
Illinois Funds Money Market Account - 1.962%	\$ 45,465.87
IMET Investment Fund 1.91%	\$ 16,564.68
Wintrust Community Bank 12 Month CD - 2.58% - MAT - 7/19/2019	\$ 1,003,075.94
Wintrust Community Bank 24 Month CD - 2.89% - MAT - 7/19/2020	\$ 1,003,438.07
	<b>TOTAL</b>
	<b>\$ 11,899,326.56</b>

**Market Value**

Letter of Credit as of 08/31/2018

<b>\$ 20,000,000</b>
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\* Republic Bank interest rate is Annual Percentage Rate



**AGENDA MEMO**  
**City Council**  
**Meeting Date: September 17, 2018**

**Issue Statement**

Consideration of a Motion to Grant a Waiver of the Raffle License Bond Requirement for Darien Women in Business.

**BACKUP**

**Background/History**

The Darien Women in Business has applied for a Class a Raffle License for a raffle to be held on Friday, September 28, 2018 (with a rain date scheduled for Tuesday, October 2, 2018, they have also requested waiver of the bond requirement.

**Staff/Committee Recommendation**

It is recommended that the raffle license bond requirement for Women in Business (DCC) raffle be waived.

**Alternate Consideration**

Not approve waiver.

**Decision Mode**

This item will be placed on the September 17, 2018 Council Agenda for formal consideration.



**DARIEN WOMEN IN BUSINESS**  
**1702 PLAINFIELD ROAD**  
**DARIEN, IL 60561**

September 11, 2018

Darien City Council  
1702 Plainfield Road  
Darien, IL 60561

To Whom It May Concern:

Attached please find an APPLICATION FOR RAFFLE LICENSE from the Darien Women in Business. Our annual event, **Paint the Town Pink Ribbon Lighting**, will be held this year on Friday, September 28, 2018 at Darien Pointe Plaza. (Our rain date is scheduled for Tuesday, October 2.)

The Darien Women in Business started “Paint the Town Pink” 4 years ago to raise money to provide meals for local residents going through cancer treatment, donations to not-for-profit organizations dedicated to helping people who face cancer and for cancer research. During that time we also raised funds to purchase 3 pink ribbons for the Clock Tower, which are displayed during the month of October. This year our dedication will be held September 28 to honor those that have been affected by cancer.

The Darien Women in Business hereby requests waiver of the raffle license bond.

If you have any questions, please contact me (630) 327-8202 or by email at [barb@bjvondracpa.com](mailto:barb@bjvondracpa.com). Thank you for consideration to help support the needs of our projects that make ***DARIEN A NICE PLACE TO LIVE!***

Sincerely,

Barbara J. Vondra  
Chairman, Darien Women in Business

# CITY OF DARIEN

## APPLICATION FOR RAFFLE LICENSE

Class A License  
 Class B License

NAME OF ORGANIZATION: Darien Women in Business

ADDRESS: 1702 Plainfield Rd., Darien, IL 60561

TELEPHONE NUMBER: 630-327-8202 (Barb Vondra) FAX NUMBER: \_\_\_\_\_

TYPE OF ORGANIZATION: Charitable & Community Service  
(Charitable, Educational, Religious, Fraternal, Veterans or Labor)

LIST THE AREA (S) WITHIN THE CITY IN WHICH RAFFLE CHANCES WILL BE SOLD OR ISSUED:  
Tickets will be sold at Darien Point Plaza on day of Event  
(September 28, 2018; Rain date is Oct 2, 2018)

LIST THE TIME (S) OF DAY DURING WHICH RAFFLE CHANCES WILL BE SOLD OR ISSUED:  
At Event, 6:30-8:30 PM

LIST THE DATE AND TIME OF THE DETERMINATION OF WINNING CHANCES:  
At Event – on Sept 28, 2018 (Rain date Oct 2) approximately 8:30 PM

LIST THE LOCATION (S) AT WHICH WINNING CHANCES WILL BE DETERMINED:  
Darien Point Plaza, Cass & Plainfield, Darien, IL

I, **Barbara J. Vondra**, being the first duly sworn, state on oath that the foregoing organization is a not-for-profit organization.

*Barbara J. Vondra*  
Presiding Officer

ATTEST:

\_\_\_\_\_  
Secretary

\*\*\*\*\*

APPROVED BY: \_\_\_\_\_  
Mayor

DATE: \_\_\_\_\_

MAILED ON: \_\_\_\_\_  
Date

BY: \_\_\_\_\_

**AGENDA MEMO**  
**City Council**  
**September 17, 2018**

**ISSUE STATEMENT**

A **resolution** authorizing the Mayor to sign an agreement with Clean Slate, Inc. to provide janitorial services for the City of Darien beginning October 1, 2018.

**RESOLUTION**

**BACKGROUND/HISTORY**

The janitorial services agreement between the City of Darien and Best Quality Cleaning has expired. Best Quality Cleaning has continued to provide their services to keep the buildings clean and dispose of garbage. Staff solicited proposals from six companies and three submitted a bid.

The lowest bid ([Attachment A](#)) was received from Clean Slate, Inc. for \$1,884.20 per month. Currently, Best Quality charges \$2,000.00 per month. While the number of days being serviced has been reduced, we expect the quality of services to increase. References provided by Clean Slate, Inc. have been verified and Clean Slate, Inc. is in good standing as a member of Darien's Chamber of Commerce. Additionally, bids were requested for 3 years extension; Clean Slate, Inc. continued to be the low bid ([Attachment B](#)).

The FYE 19 budget for Cleaning/Janitorial Services is split as follows:

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET FY 18/19</b>	<b>YEARLY COST</b>
10-4345	Janitorial Services (75% split)	\$19,000.00	\$16,957.80
50-4223	Janitorial Services (25% split)	7,750.00	\$ 5,652.60
	TOTAL	\$26,750.00	\$22,610.40

**STAFF/COMMITTEE RECOMMENDATION**

Admin/Finance Committee recommends approval of a resolution authorizing the Mayor to sign an agreement with Clean Slate, Inc.

**ALTERNATE CONSIDERATION**

As directed.

**DECISION MODE**

This item will be placed on the September 17, 2018 City Council Agenda for approval.



**BID TAB - CLEANING/JANITORIAL SERVICES**  
**August 2018**

DESCRIPTION	UNIT	TOTAL	Service Master		Eco Clean		Clean Slate	
			Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual
City Hall - 3x per week	Monthly	12	649.00	\$7,788.00	890.00	\$10,680.00	529.93	\$6,359.16
Police Department - 5x per week	Monthly	12	1,935.00	\$23,220.00	1,280.00	\$15,360.00	883.22	\$10,598.64
Public Works - 5x per week	Monthly	12	1,075.00	\$12,900.00	690.00	\$8,280.00	471.05	\$5,652.60
<b>TOTALS</b>			<b>3,659.00</b>	<b>\$43,908.00</b>	<b>2,860.00</b>	<b>\$34,320.00</b>	<b>1,884.20</b>	<b>\$22,610.40</b>



**BID TAB - CLEANING/JANITORIAL SERVICES  
OPTIONAL EXTENSIONS  
YEAR 2**

DESCRIPTION	UNIT	TOTAL	Service Master		Eco Clean		Clean Slate	
			Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual
City Hall - 3x per week	Monthly	12	668.47	\$8,021.64	890.00	\$10,680.00	546.32	\$6,555.84
Police Department - 5x per week	Monthly	12	1,993.05	\$23,916.60	1,280.00	\$15,360.00	910.54	\$10,926.48
Public Works - 5x per week	Monthly	12	1,107.25	\$13,287.00	690.00	\$8,280.00	485.62	\$5,827.44
<b>TOTALS</b>			<b>3,768.77</b>	<b>\$45,225.24</b>	<b>2,860.00</b>	<b>\$34,320.00</b>	<b>1,942.48</b>	<b>\$23,309.76</b>

**BID TAB - CLEANING/JANITORIAL SERVICES  
YEAR 3**

DESCRIPTION	UNIT	TOTAL	Service Master		Eco Clean		Clean Slate	
			Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual
City Hall - 3x per week	Monthly	12	688.52	\$8,262.24	890.00	\$10,680.00	563.22	\$6,758.64
Police Department - 5x per week	Monthly	12	2,052.84	\$24,634.08	1,280.00	\$15,360.00	938.70	\$11,264.40
Public Works - 5x per week	Monthly	12	1,140.57	\$13,686.84	690.00	\$8,280.00	500.64	\$6,007.68
<b>TOTALS</b>			<b>3,881.93</b>	<b>\$46,583.16</b>	<b>2,860.00</b>	<b>\$34,320.00</b>	<b>2,002.56</b>	<b>\$24,030.72</b>

**BID TAB - CLEANING/JANITORIAL SERVICES  
YEAR 4**

DESCRIPTION	UNIT	TOTAL	Service Master		Eco Clean		Clean Slate	
			Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual
City Hall - 3x per week	Monthly	12	709.17	\$8,510.04	890.00	\$10,680.00	580.64	\$6,967.68
Police Department - 5x per week	Monthly	12	2,114.42	\$25,373.04	1,280.00	\$15,360.00	967.73	\$11,612.76
Public Works - 5x per week	Monthly	12	1,174.78	\$14,097.36	690.00	\$8,280.00	516.12	\$6,193.44
<b>TOTALS</b>			<b>3,998.37</b>	<b>\$47,980.44</b>	<b>2,860.00</b>	<b>\$34,320.00</b>	<b>2,064.49</b>	<b>\$24,773.88</b>



RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT WITH CLEAN SLATE, INC. TO PROVIDE JANITORIAL SERVICES FOR THE CITY OF DARIEN BEGINNING OCTOBER 1, 2018**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS**, as follows:

**SECTION 1:** The City Council of the City of Darien hereby authorizes the Mayor to sign an agreement with Clean Slate, Inc. to provide janitorial services for the City of Darien beginning October 1, 2018, a copy of which is attached hereto as "[Exhibit A](#)".

**SECTION 2:** This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS**, this 17<sup>th</sup> day of September, 2018.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS**, this 17<sup>th</sup> day of September, 2018.

\_\_\_\_\_  
KATHLEEN MOESLE WEAVER, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY





## Commercial Cleaning Services

### Facility Cleaning Proposal

*for*

**CITY OF DARIEN**

1702 Plainfield Rd., Darien, IL 60561

**REQUEST FOR PROPOSAL (RFP)  
FOR  
MUNICIPAL FACILITY CLEANING SERVICES  
FOR  
THE CITY OF DARIEN**

**City Facilities Included in Request:**

**City Hall – 1702 Plainfield Road**

**Police Department – 1710 Plainfield Road**

**Public Works – 1041 S. Frontage Road**

**Pre-Proposal Meeting, Tuesday, August 7, 2018 – 10:00 a.m.**

**Proposal Due Tuesday, August 14, 2018 – 10:00 a.m.**

## **PART 1 – GENERAL TERMS AND CONDITIONS**

### **1. INTENT**

It is the intent of the City of Darien, to solicit bids from qualified vendors to furnish all supervision, labor, janitorial supplies, consumable materials, tools, and equipment necessary to complete all cleaning and janitorial services in a workmanlike and acceptable manner at three (3) City-owned facilities, which locations are in DuPage County, within the corporate limits of the City of Darien, Illinois.

### **2. MANDATORY PRE-BID MEETING:**

Failure to attend the pre-bid meeting will result in disqualification from the bid process. The pre-proposal meeting will be held in the City Hall Conference Room, 1702 Plainfield Road (630) 852-5000, on the date and time shown on the cover page of these Specifications and Proposal Documents.

### **3. AWARD**

Award shall be made to the lowest responsive and responsible bidder who best meets the specifications including financial capacity to perform, experience and qualifications performing similar work, and scheduling based upon the evaluation criteria specified herein.

The City of Darien reserves the right to reject any or all bids, waive technicalities, and to award in part or in whole or not award any portion of the bid, whatever is deemed to be in the best interest of the City.

This contract is a non-exclusive contract with the City of Darien. The City reserves the right to use other contractors or its own employees to perform work similar to that being performed under the terms of this contract. Performance of work by others shall be considered consistent with the terms of this contract and shall not be construed as cause for the Contractor to cease performance of work as directed.

### **4. FAMILIARITY**

Bidders are responsible to verify and become familiar with all conditions, instructions and specifications governing this contract. Before submission of a bid, Bidders are advised to 1) Inspect the site(s) of the proposed work and become familiarized with all the site conditions that may affect the performance of the work; and 2) Review all General Conditions, Specifications, and details provided with these bid documents.

### **5. BIDDER QUALIFICATIONS AND EVALUATION CRITERIA**

To be considered for award of a contract, Bidders must demonstrate the capability to provide services required in accordance with these bid specifications. This includes:

- A. Attendance at Mandatory Pre-Proposal Meeting
- B. Bid pricing
- C. Compliance with specifications
- D. References
- E. Not currently suspended from participation in any Local, State or Federal Projects

### **6. ADDENDA AND REQUESTS FOR INFORMATION**

Any and all changes to these specifications are valid only if they are included by written Addendum to All Bidders. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure of any bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this bid as submitted. All addenda so issued shall become part of the bid documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a bidder to improperly submit a bid.

**7. PREVAILING WAGE/CERTIFIED PAYROLL REQUIREMENTS (Public Act 94-0515)**

N/A

**8. EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS ACT (30 ILCS 570/)**

N/A

**9. ILLINOIS HUMAN RIGHTS ACT (775 ILCS 5/)**

In the event the Contractor's non-compliance with the provision of the Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Applicable Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

**10. WAIVER OF WORKERS COMPENSATION/OCCUPATIONAL DISEASE EXPENSE REIMBURSEMENT**

The Contractor agrees to waive any and all rights to reimbursement of workers' compensation expenses under Section 1(a)(4) of the Illinois Workers' Compensation Act (820 ILCS 305), and as amended; and the Contractor agrees to waive any and all rights to reimbursement of occupational disease expenses under Section 1(a)(3) of the Illinois Occupational Diseases Act (820 ILCS 310), and as amended.

**11. SUBCONTRACTORS**

If any Bidder intends on subcontracting out all or any portion of the engagement, that fact, and the name of the proposed subcontracting firm(s) must be clearly disclosed on the form provided herein (use additional sheets if necessary). Failure to identify subcontractors could result in disqualification.

In the event the Contractor requires a change of the subcontractor(s) identified, a written request from the Contractor and a written approval from the City of Darien is required.

Notwithstanding written consent to subcontract, the Contractor shall perform with the Contractor's own organization, work amounting to not less than fifty (50%) percent of the total contract cost, and with materials purchased or produced by the Contractor. A subcontractor shall be bound by the conditions of this contract and shall perform in accordance with all terms and specifications of the contract.

**12. CHANGE IN STATUS**

The Contractor shall notify the City immediately of any change in its status resulting from any of the following: (a) Contractor is acquired by another party; (b) change in greater than 5% ownership interest; (c) Contractor becomes insolvent; (d) Contractor, voluntarily or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (e) Contractor ceases to conduct its operations in the normal course of business. The City shall have the option to terminate its agreement with the Contractor immediately on written notice based on any such change in status.

**13. INVOICES, PAYMENTS, AND QUANTITIES**

Payment will be made by the City of Darien thirty (30) days after receipts of statement or invoice from Contractor for services rendered.

**14. INDEPENDENT CONTRACTOR**

The Contractor is an independent contractor and no employee or agent of the Contractor shall be deemed for any reason to be an employee or agent of the City.

**15. TERMINATION**

The City of Darien reserves the right to terminate this contract, or any part of this contract, upon ten (10) days written notice. In case of such termination, the Contractor(s) shall be entitled to receive payment for work completed to date in accordance with the terms and conditions of this contract. In the event that this contract is terminated due to Contractor's default, the City shall be entitled to purchase substitute items and/or services elsewhere and to charge the Contractor with any or all losses incurred, including attorney's fees and expenses.

**16. INSURANCE REQUIREMENTS**

The successful bidder ("Contractor") shall furnish, separately to the City of Darien, within ten (10) calendar days after being notified of the acceptance of bid, and shall 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 the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

**MINIMUM SCOPE OF INSURANCE – Coverage shall be at least as broad as:**

Insurance Services Office Commercial General Liability occurrence form CG 0001 with the City of Darien named as additional insured on a primary and non-contributory basis. This primary, non-contributory additional insured coverage shall be confirmed through the following required policy endorsements:

- A. ISO Additional Insured Endorsement CG 20 10; and
- B. Owners and Contractors Protective Liability (OCP) policy with the City of Darien as insured; and
- C. Insurance Service Office Business Auto Liability coverage form number CA 0001, Symbol 01 "Any Auto."; and
- D. Workers' Compensation as required by the Workers' Compensation Act of the State of Illinois and Employers' Liability insurance.

**MINIMUM LIMITS OF INSURANCE – Contractor shall maintain limits no less than the following:**

- A. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, and property damage and \$1,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.
- B. Owners and Contractors Protective Liability (OCP): \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
- C. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- D. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident.

**DEDUCTIBLES AND SELF-INSURED RETENTIONS – Any deductibles or self-insured retentions must be declared to and approved by the City of Darien. At the option of the City of Darien, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City of Darien, its officials, employees, agents and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.**

**OTHER INSURANCE PROVISIONS – The policies are to contain, or be endorsed to contain, the following provisions:**

**A. General Liability and Automobile Liability Coverages**

- a. The City of Darien, its officials, employees, agents and volunteers are to be covered as additional insureds as respects: liability arising out of the Contractor's work, including 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 City of Darien, its officials, agents, employees and volunteers.
- b. The Contractor's insurance coverage shall be primary and non-contributory as respects the City of Darien, its officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City of Darien, its officials, employees, agents 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 City of Darien, its officials, employees, agents 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 who claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- e. If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form," then the Contractor shall be required to name the City of Darien, its officials, employees, agents and volunteers as additional insureds.
- f. All general liability coverages shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.
- g. The contractor and all subcontractors hereby agree to waive any limitation as to the amount of contribution recoverable against them by City of Darien. This specifically includes any limitation imposed by any state statute, regulation, or case law including any Workers' Compensation Act provision that applies a limitation to the amount recoverable in contribution such as *Kotecki v. Cyclops Welding*.

**B. Workers' Compensation and Employers' Liability Coverage**

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

**C. All Coverages**

- a. No Waiver. Under no circumstances shall the City of Darien be deemed to have waived any of the insurance requirements of this Contract by any act or omission, including, but not limited to
  - i. Allowing work by Contractor or any subcontractor to start before receipt of Certificates of Insurance and Additional Insured Endorsements.
  - ii. Failure to examine, or to demand correction of any deficiency, of any Certificate of Insurance and Additional Insured Endorsement received.
- b. Each insurance policy required shall have the City of Darien expressly endorsed onto the policy as a Cancellation Notice Recipient. Should any of the policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

**ACCEPTABILITY OF INSURERS** – Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

**VERIFICATION OF COVERAGE** – Contractor shall furnish the City of Darien with certificates of insurance naming the City of Darien, its officials, employees, agents 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 that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the City of Darien before any work commences. The City of Darien reserves the right to request full certified copies of the insurance policies and endorsements.

**SUBCONTRACTORS** – Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

**ASSUMPTION OF LIABILITY** – The contractor assumes liability for all injury to or death of any person or persons including employees of the contractor, any sub-contractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to this agreement.

**17. REGULATORY REQUIREMENTS**

Successful bidder must comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and/or other governmental unit or regulatory body now in effect or which may be in effect during the performance of the work. Included within the scope of the laws, regulations, and rules referred to in this paragraph but in no way to operate as a limitation, are Occupational Safety & Health Act (OSHA), Illinois Department of Labor (IDOL), Department of Transportation, all forms of traffic regulations, public utility, Intrastate and Interstate Commerce Commission regulations, Workers' Compensation Laws, Prevailing Wage Laws, the Social Security Act of the Federal Government and any of its titles, the Illinois Department of Human Rights, Human Rights Commission, or EEOC statutory provisions and rules and regulations.



## **PART 2 – TECHNICAL TERMS AND SPECIAL PROVISIONS**

### **1. SCOPE OF WORK**

- 1.1. The successful bidder ('Contractor') shall furnish the necessary labor, equipment and materials required to provide a high level of janitorial services and cleaning in accordance with these contract terms, conditions and special provision. The bid shall include all costs associated with furnishing supervision, lead workers, labor, contractor-supplied materials, tools, consumable materials, and equipment necessary meet or exceed the quality standards described herein.
- 1.2. The Contractor shall become fully acquainted with the nature of the work, all sites at which work is to be accomplished, and the conditions affecting the cost and performance of work at these locations within the corporate limits of the City of Darien, which locations are in DuPage Counties, Illinois, and to be serviced as follows:
  - 1) City Hall, 1702 Plainfield Road – three (3) alternating days cleanings/week: Monday, Wednesday, Friday
  - 2) Police Station, 1710 Plainfield Road – five (5) consecutive days cleanings/week: Monday-Friday.
  - 3) Public Works, 1041 S. Frontage Road – five (5) consecutive cleanings/week: Monday-Friday.
- 1.3. A list of tasks by location and frequency is included in Appendix A - Cleaning and Janitorial Task Schedule. A separate description of facility use is included in these special provisions to familiarize bidders with the extent of cleaning expected at each.
- 1.4. The Contractor will provide professional cleaning and janitorial services in accordance with safety data sheets (SDS, formerly MSDS), equipment manufacturer recommendations, applicable industry safety codes, and the Occupational Safety and Health Administration (OSHA) regulations.
- 1.5. Damage to Property: Contractor shall exercise caution to avoid damaging equipment, buildings, walls, flooring, and especially the finished workspaces. The Contractor shall be responsible for damage caused by their actions or failure to protect appropriately, and shall immediately notify the Police Department of any such damage. The City reserves the right to repair or replace that which was damaged or assess the Contractor such cost as may be reasonable and related to damage caused by the Contractor, and deduct these costs from any payment due the Contractor.

### **2. CONTRACT TERM AND RENEWAL**

- 2.1. The initial term of this contract will be for the period of September 1, 2018 through August 30, 2019 with the option for three (3) annual renewals. There shall be no pricing adjustments for the initial contract term.
- 2.2. The City may, at its option and with the concurrence of the Contractor, extend the period of this agreement an additional three (3) years in one (1) year increments through December 31, 2021. All renewals shall commence on September 1st and terminate on August 31st of any calendar year.
- 2.3. The Contractor shall be notified in writing of the City's intention to renew the contract period not less than sixty (60) calendar days prior to the expiration of the contract. The optional annual renewals will be based on performance and rating of services provided.
- 2.4. Unit price adjustments may be made at the time of any renewal of the contract. The unit price adjustments cannot exceed the percentage increase of the Chicago Area Consumer Price Index

(Chicago-Gary-Kenosha) for the most recent twelve (12) month period preceding the renewal notification, as published by the Labor Department, and in no case can increase more than 5 percent in any one year. Expenditure category used shall be "All Items".

- 2.5. The Contractor shall accept or decline the renewal in writing no later than fifteen (15) business days after the date contained in the City's renewal request.

### 3. NOTIFICATION OF WORK AND FACILITY SCHEDULES

- 3.1. Supervision: This contract will be under the direct supervision of the assigned designee and detailed supervision provided by the Public Works Superintendent or their authorized representative(s). Any alterations, modifications, or claims for any extra work to be performed under this contract shall be made only by written agreement between the Contractor and the Director and shall be made prior to commencement of such changes.
- 3.2. The Contractor will meet once per month with the assigned designee during the first 90 days of the contract, and once per 3-months (quarter) thereafter.
- 3.3. The Contractor shall have at least one telephone number for calls 24 hours per day, seven (7) days per week including holidays.
- 3.4. The Contractor shall establish a routine normal schedule for the completion of the work. The schedule shall be submitted for approval to the assigned designee at the commencement of the contract and shall be re-submitted anytime revisions in the schedule occur. It shall be the Contractor's responsibility to provide sufficient manpower to complete the schedule each day regardless of sickness, leaves, or other personnel matters.
- 3.5. The Contractor may have to occasionally revise the normal cleaning and janitorial work schedule in various meeting rooms and nearby common areas so as to not interfere with scheduled meetings or events. The City will provide advance notice of meetings and events. Such meeting room use is considered a normal activity of the facility and shall in no way diminish the Contractor's responsibility for cleaning the meeting rooms and common areas following the meeting.
- 3.6. The facilities' uses, hours of operation and normal times at which cleaning and janitorial services could be completed, has been generalized herein and is not intended to be all-inclusive:
- 3.6.1. City Hall – upper and lower levels, includes administrative offices, conference room, bathrooms, and coffee station. The lower level includes council chambers, bathrooms and breakroom. Permanent file storage and computer network equipment rooms are also located on the lower level.
    - 3.6.1.1. Normal use hours are 8:30 AM to 5:00 PM.
    - 3.6.1.2. The Contractor will have access normally Monday through Friday 6:00 P.M. through 6:00 A.M., and all times on weekends and holidays.
    - 3.6.1.3. The Contractor shall be responsible for cleaning all offices, common areas, stairways, meeting rooms, break rooms, and restrooms.
  - 3.6.2. Police Station – upper and lower, includes administrative offices of the Police Department, secured offices of the Police Chief and Commanders, as well as criminal evidence and prisoner processing rooms. The meeting room is frequently scheduled for daytime and evening meetings. Break rooms are used daily for employees' preparation and consumption of snacks and meals as well as public use associated with the meeting rooms. Locker rooms are used daily and its showers used occasionally. *This contract does not include the temporary prisoner detention areas.*

- 3.6.2.1. This building is operating 24-hours each day with law enforcement staff; however administrative normal use hours are 8:00 AM to 5:00 PM.
  - 3.6.2.2. The Contractor will have access normally Monday through Friday 6:00 P.M. through 6:00 A.M., and all times on weekends and holidays.
  - 3.6.2.3. The Contractor will be restricted occasionally from the offices of the Police Chief and Commanders, and the Evidence Processing Room when doors are locked; however, unlocked doors shall indicate a request for routine cleaning and janitorial services.
  - 3.6.2.4. The Contractor shall be responsible for cleaning all offices, common areas, meeting rooms, break rooms, restrooms, and locker rooms.
- 3.6.3. Public Works – two levels, includes administrative offices, restrooms, work spaces and meeting rooms. The conference room is used occasionally for daytime and evening meetings. The break room is used daily for employees' preparation and consumption of snacks and meals, and occasionally for daytime meetings. This contract does not include the garage areas or locker room.
- 3.6.3.1. Normal use hours are 7:00 AM to 3:30 PM.
  - 3.6.3.2. The Contractor will have access normally Monday through Friday 4:00 P.M. through 6:00 A.M., and all times on weekends and holidays.
  - 3.6.3.3. This building may occasionally operate with personnel all hours each day; for example, emergency repairs or wintertime snow and ice control operations.
  - 3.6.3.4. Personnel can have on their boots and clothing a great deal of grease, dust, dirt, mud, salt, and asphalt. Extra effort may be required to maintain floors.
  - 3.6.3.5. The Contractor shall be responsible for cleaning all offices, work spaces, common areas, meeting rooms, break rooms, and restrooms.

#### **4. CONTRACTOR'S PERSONNEL**

- 4.1. The Contractor shall provide to the City a designated contact person on all work performed by the Contractor's crew(s). At all times that crews are working in any City facility the designated contact person shall be available by telephone and be able to contact crews working in those facilities. The designated contact person shall be responsible for the instruction and training of personnel in the proper work methods and procedures. The designated contact person will schedule and coordinate all services and functions as required by the contract and as specified in the task schedules. It is not necessary for the designated contact person to be on site.
- 4.2. **Employee Work List and Background Check:** The Contractor shall confidentially submit a current list of the names, addresses, date of births, and photo identification of all employees who will perform work under this contract. All employees on this list shall be first required to submit to a fingerprint-based background check conducted by the City's Police Department prior to being allowed access to City facilities. Changes in this employment list shall be reported to the City Administrator within 48 hours. No employee shall be allowed on the job site until the documentation has been provided and the City has had sufficient time to conduct its background checks to approve each employee. The City shall have and shall exercise full and complete control over clearance for Contractor's employees, or to request changes to the employee list.
- 4.3. All Contractors' employees will display photo identification badges while working on City premises. No employees will be allowed access to any area without displaying the required identification badge.

- 4.4. Keys and access cards issued by the City to the Contractor's personnel shall be in the possession of a single employee at all times when in City facilities. In the event that a card is lost or damaged, Contractor shall IMMEDIATELY NOTIFY THE POLICE DEPARTMENT so that access for that card may be halted. The Contractor shall reimburse the City for the cost of keys and access cards, including all costs associated with replacement keys and changing of locks if deemed necessary by the City.
- 4.5. All employees and representatives of the Contractor's company must be able to read and understand all chemical labels, building signs, and warning signs.
- 4.6. To ensure competent and safe performance of the work, all employees shall be bonded under the Contractor's company, and the Contractor shall provide appropriate training to employees prior to the beginning of service under this Contract. The Contractor is responsible for any theft or tampering by his workers or during the period the workers are in the building.
- 4.7. The Contractor's employees will be working in areas which are under secured access and other areas which will be generally open to the public during reasonable hours for meetings and other uses. All secured areas shall be maintained in a secured condition and these areas shall be locked immediately upon completing the required work. The Contractor, upon completion of the public use, will secure access to the public meeting areas of the buildings. All areas shall be secured when the Contractor has completed his daily operations.
- 4.8. Any employee(s) of the Contractor whom the City deems careless, discourteous, or otherwise objectionable or who cannot meet standards required for security or other reasons will be prohibited from entering the buildings to perform work. The Contractor shall be required to provide alternate employee(s) to complete the work required.

## **6. CLEANING AND JANITORIAL SERVICES SPECIFICATIONS**

- 5.1. The Contractor shall provide all equipment, labor, and supplies for the services described in this section. The Contractor shall provide, at no additional cost to the City, all equipment and janitorial supplies required to support these work activities with the exception of consumable materials as may be optioned herein.
- 5.2. The Contractor shall provide a high level of cleaning and janitorial services with the care and expectations as described herein and at the frequency specified in Appendix A - Cleaning and Janitorial Task Schedule. These descriptions are not all-inclusive, as the Contractor's exceptional work practices should be the standard when conducting cleaning activities.
- 5.2.1. **DUSTING:** Satisfactory and acceptable dusting will present a surface free from all dust and other loose material and shall be completed using appropriate means such as treated cloths or micro-fiber cloths.
- 5.2.2. **CLEANING (Non-Floor Surfaces):** A satisfactory and acceptable clean surface shall be completely free of all loose and adhering dirt or other foreign material down to the original finish of the surface. A clean surface will appear both physically and visually clean, free from streaks or other residue. If a cleaning agent is required, an approved agent for the surface to be cleaned shall be used in accordance with the manufacturer's use recommendations.
- 5.2.3. **RESTROOMS AND LOCKER ROOMS:** All porcelain fixtures, chrome and metal work, and glass shall be cleaned and free from streaks, dirt or grime using approved cleaners. Bowls, urinals and sinks shall be free from water stains, rings and biological stains. Floors, walls, and partitions shall be cleaned and free from stains, dirt, grime or streaks. Sanitizing shall be completed with an approved disinfectant. Restrooms shall be free of objectionable odors.
- 5.2.4. **KITCHENS AND LUNCHROOMS:** All fixtures, appliances, chrome and metal work, and glass shall be cleaned and polished to a shiny appearance free from streaks, dirt, grease and grime. Sinks shall be free from rings and stains and free from objectionable odor. Floors, walls, cabinets, tables, chairs and garbage receptacles shall be free from stains, dirt, grime, odors, grease and streaks. Microwave ovens shall be clean and free from "cooked on" foodstuffs.
- 5.2.5. **FLOORS AND CARPETS:** A satisfactory and acceptable floor or carpet will not have dust, streaks, marks or dirt in corners behind doors or under furniture. All paper clips, staples, etc. shall be picked up. The use of vacuuming equipment and/or treated dust mops will be used to keep the floors clean and free of all dust, dirt and loose foreign material, including all corners, crevices and other hard to reach areas, regardless of the surface. Waxed floors will show a "wet look" gloss and shall not be yellowed, streaked, cloudy, foggy, hazy, or otherwise show signs of films. Heavy use carpet areas will be spot cleaned as needed to maintain a dirt-free appearance between contractual cleanings. Baseboard shall be cleaned periodically to remove dirt, dust, and scuff marks.
- 5.2.6. **WET MOPPING:** Satisfactory and acceptable wet mopping will present a clean floor free from streaks, smears and dried dirt. Safe, all-purpose detergents will be used on all resilient and hard floor surfaces. During winter months when snow & ice control chemicals may be in use Contractor shall use an approved neutralizing product. Water will be changed daily at a minimum, between cleaning processes, or when the level of soil is such that more frequent water changes are required to maintain satisfactory cleaning. These same standards shall apply to cleaning of stairways and chairmats.
- 5.2.7. **SPOT CLEANING:** When a spot or stain is detected in the carpet, effort shall be made to identify the stain and use an appropriate spot cleaner to eliminate the stain. If the stain

cannot be cleaned, the City Administrator shall be notified of the approximate location of the stain and methods attempted to remove it.

5.2.8. **GLASS:** A satisfactory and acceptable glass, mirror or vitreous surface will be free from streaks, smears, and spots. All interior glass and at entrances shall be cleaned.

5.2.9. **MISCELLANEOUS CLEAN UP, RESTRICTIONS AND REQUESTS:**

5.2.9.1. Use wet floor warning signs whenever floors are mopped and dampened.

5.2.9.2. Pick up swept dirt.

5.2.9.3. Empty mop bucket and rinse out mop in designated sinks or basins.

5.2.9.4. Clear all sink drains of debris.

5.2.9.5. Restore any materials to proper storage location.

5.2.9.6. Turn-off all lights.

5.2.9.7. Keep clean and orderly the dumpster sites.

5.2.9.8. Keep storage areas and janitor's closets clean, safe and organized.

5.2.9.9. Never leave keys or access cards off your person. Lost or stolen keys or access cards shall be **REPORTED TO THE POLICE DEPARTMENT IMMEDIATELY**. Do not go into cabinets, closets, or storage areas that you have not been authorized to access.

5.2.9.10. Do not remove paper, boxes, or other items from the floor that are not in wastebaskets.

5.2.9.11. Place all "found" valuables on desk in the Clerk's Office at the City Hall.

5.2.9.12. Place a sign on both the front and rear windshield of your car if you drive to a work location showing "JANITOR".

5.2.9.13. Do not use office telephones for personal calls.

5.2.9.14. Do not allow anyone except Contractor's personnel or authorized City employees to enter the building if the building has been locked or secured.

5.2.9.15. Note immediately if anything was broken or damaged when Contractor's personnel entered a work location, and **NOTIFY THE POLICE DEPARTMENT** within one (1) hour.

5.2.9.16. If Contractor's personnel feel harassed or witness a crime, **CALL THE POLICE DEPARTMENT IMMEDIATELY**

5.3. The City will provide at each facility the secure locations for storage of Contractor's equipment, cleaning supplies, and consumable materials, as well as all containers for refuse disposal both inside and outside the facilities, including recycling containers when applicable.

5.4. If for any reason the City objects to the use of a cleaning or janitorial product, the Contractor shall discontinue use and find a substitute acceptable to the City. All products supplied or used under this Contract shall be new in their original containers and within product expiration dates.

5.5. **SAFETY, LABELING & COMPLIANCE:** All supplies of the Contractor and stored at the City facilities shall meet all applicable standards for product safety, and which shall be deemed stored safely in the City facilities without modifications. Any items determined not to be in compliance

shall be corrected or removed. Contractor shall furnish the City copies of Safety Data Sheets (SDS, formerly MSDS), for all products used, prior to beginning service, and shall update copies of the SDS annually and at any time a new chemical or cleaning product is to be used.

- 5.6. **Building Alarms:** Contractor's personnel are responsible for arming and disarming alarm systems at the City facilities. For each false alarm that occurs due to the action of the Contractor's personnel, the Contractor shall be charged the fines assessed by the Fire Protection District.
- 5.7. **Inspections & Corrections:** Periodic inspections shall assess the Contractor's performance in meeting these standards. The Contractor and the City shall jointly establish a system whereby the City can give notice to the Contractor indicating problems, complaints and other discrepancies. The Contractor shall formally respond to these requests and notices. Any deficiencies noted in any inspection shall be corrected within twenty-four (24) hours, or by such time mutually agreed to by the City.
- 5.8. The Contractor shall accept the facilities and appurtenances in their current condition. No compensation will be allowed for modifications or repairs to meet Contractor's requirements. Under no circumstances will any facility's components be upgraded, enhanced, or improved, after the bid has been awarded, to the Contractor's specifications or for the benefit of the Contractor.

## **6. CONSUMABLE MATERIALS – OPTION BID**

- 6.1. All bidders shall provide with this bid the annual costs to furnish consumable products for City facility use which will be replenished as part of routine cleaning and janitorial services including hand soap, shower soap and urinal blocks. The City has previously provided consumable materials through other purchasing contracts; however, it may be in the best interest of the City for the Contractor to purchase and replenish these consumable supplies as part of the Cleaning and Janitorial Services Contract.
- 6.2. All products furnished shall be compatible with existing dispensing units or containers, and replenished during the course of routine services under this Contract. This item does not include facial tissues.
- 6.3. Contractor's selected products for consumable supplies shall be of the highest quality. The selected bidder (Contractor) may be requested to make available at no cost to the City sufficient samples of the proposed paper towels, liquid hand soap, and deodorant urinal blocks to assess product quality.
- 6.4. The total contract award of this Cleaning and Janitorial Services Contract may include the Consumable Materials–Option Bid if bid prices for this Option are within the City budget and pricing is most advantageous to the City.

The City is exempt from paying Illinois Sales Tax and Federal Excise Taxes. Prices submitted shall not include any of these taxes. Prices bid must include all applicable costs to the City including shipping costs to City facilities if necessary.

## **7. SPECIAL CLEANING – OPTION BIDS**

7.1. All bidders shall provide on the Bid Proposal Form the one-time costs per each special cleaning service at City facilities, which services are not specified as part of routine services of this contract, including washing exterior windows, stripping and refinishing vinyl tile floors, hot-water extraction cleaning of carpeted areas, and hot-water extraction cleaning of cloth office furniture during the carpet cleaning.

7.1.1. The City will move and replace furniture as may be requested by the Contractor.

7.1.2. Costs for special cleaning services shall include all labor, equipment, materials, and supplies. No additional mark-up or cost increases may be later requested for mobilization, transportation, fuel, unique equipment, overhead, profit, etc. for completing this work as may be scheduled outside of normal facility hours including on weekends.

7.2. Payment will be made based on the prices provided by the selected bidder (Contractor) of this Cleaning and Janitorial Services Contract, at such time these special services are needed.

## **8. PAYMENT**

8.1. Payment for all work completed and accepted will be made on the basis of the contract prices unless other agreements have been authorized in writing as specified herein. The Contractor shall submit the invoice to the City for all work completed during the month.

8.2. If scheduled work has not been completed in accordance with the approved schedule, payment will be withheld for the appropriate value of uncompleted work. At such time that the work is completed and accepted, payment will be made with the next scheduled monthly payment.

8.3. Any liquidated damages accrued and assessed as specified herein will be deducted from any monies due or to become due to the Contractor from the City.



## REFERENCES

The Contractor must provide four (4) references, including at least one (1) municipality, listing firm, name, address, telephone number and contact person, for whom the Contractor has supplied janitorial services similar to those provided in these specifications for a period no less than six (6) months.

COMPANY NAME: CROWNE PLAZA CHICAGO O'HARE HOTEL & CONF.  
ADDRESS: 5440 N RIVER RD.  
CITY, STATE, ZIP: ROSEMONT, IL 60018  
PHONE NUMBER: 847.671.6350 FAX: \_\_\_\_\_  
CONTACT PERSON: CHEF MICHAEL GROVE  
DATE OF SERVICE(S): FEB 2017 TO PRESENT

COMPANY NAME: TRP MANAGEMENT COMPANY  
ADDRESS: 7630 PLAZA COURT, SUITE 100  
CITY, STATE, ZIP: WILLOWBROOK, IL 60527  
PHONE NUMBER: 630.455.9151 FAX: \_\_\_\_\_  
CONTACT PERSON: JILL BONFIGLIO - PROPERTY MANAGER  
DATE OF SERVICE(S): JANUARY 2017 TO PRESENT

COMPANY NAME: HUNTINGTON SQUARE APARTMENTS  
ADDRESS: 1300 ELMHURST RD.  
CITY, STATE, ZIP: MT. PROSPECT, IL 60056  
PHONE NUMBER: 847.364.4444 FAX: \_\_\_\_\_  
CONTACT PERSON: MICHELLE CHAVEZ - PROPERTY MANAGER  
DATE OF SERVICE(S): APRIL 2015 TO PRESENT

COMPANY NAME: GOOSEHEAD INSURANCE  
ADDRESS: 612 EXECUTIVE DR.  
CITY, STATE, ZIP: WILLOWBROOK, IL 60527  
PHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_  
CONTACT PERSON: JOHN DeVAE  
DATE OF SERVICE(S): DEC. 2016 TO PRESENT

Bidder's Name: JOHN BON B. CHIONG. - CLEANSLATE, INC.

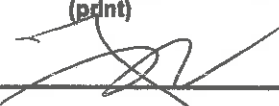
Signature & Date: \_\_\_\_\_  


**CITY OF DARIEN  
CLEANING/JANITORIAL SERVICES  
BID SHEET**

September 1, 2018 – August 31, 2019

APPENDIX A DUTIES/ LOCATION	MONTHLY COST	TOTAL MONTHS	ANNUAL COST
City Hall – 3x week	\$ 529.93	12	\$ 6,359.16
Police Department – 5x week	\$ 883.22	12	\$ 10,598.64
Public Works – 5x week	\$ 471.05	12	\$ 5,652.60
<b>TOTAL</b>	<b>\$ 1,884.20</b>		<b>\$ 22,610.40</b>

**Name:** JOHN BOY B. CHIONG  
(print)

**Signature:** 

**Company Name:** CLEAN SLATE, INC.

**Address:** 510 PLAINFIELD RD., DARIEN, IL 60561

**Office Phone:** 312-927-4858

**Cell Phone:** 312-927-4858

**Email:** john.cleanslateinc@outlook.com

**CITY OF DARIEN  
CLEANING/JANITORIAL SERVICES  
BID SHEET**

Optional Contract Extension – Year 2

APPENDIX A DUTIES/ LOCATION	MONTHLY COST	TOTAL MONTHS	ANNUAL COST
City Hall – 3x week	\$ 546.32	12	\$ 6,555.84
Police Department – 5x week	\$ 910.54	12	\$ 10,926.48
Public Works – 5x week	\$ 485.62	12	\$ 5,827.44
<b>TOTAL</b>	<b>\$ 1,942.48</b>		<b>\$ 23,309.76</b>

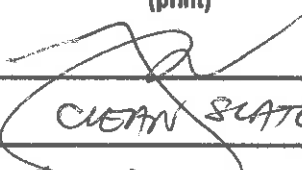
Optional Contract Extension – Year 3

APPENDIX A DUTIES/ LOCATION	MONTHLY COST	TOTAL MONTHS	ANNUAL COST
City Hall – 3x week	\$ 563.22	12	\$ 6,758.64
Police Department – 5x week	\$ 938.70	12	\$ 11,264.40
Public Works – 5x week	\$ 500.64	12	\$ 6,007.68
<b>TOTAL</b>	<b>\$ 2,002.56</b>		<b>\$ 24,030.72</b>

Optional Contract Extension – Year 4

APPENDIX A DUTIES/ LOCATION	MONTHLY COST	TOTAL MONTHS	ANNUAL COST
City Hall – 3x week	\$ 580.64	12	\$ 6,967.68
Police Department – 5x week	\$ 967.73	12	\$ 11,612.76
Public Works – 5x week	\$ 576.12	12	\$ 6,913.44
<b>TOTAL</b>	<b>\$ 2,064.49</b>		<b>\$ 24,793.88</b>

Name: JOHN BON A. CHIONG  
(print)

Signature: 

Company Name: CLEAN SLATE, INC.

Address: 570 PLAINFIELD RD, DAMEN, IL 60501

Office Phone: 312.927.4858

Cell Phone: 312.927.4858

Email: john.cleanslateinc@outlook.com

In witness whereof, the said parties have executed these provisions on the date below mentioned

CITY OF DARIEN

FOR: THE CONTRACTOR

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: Mayor

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**CLEANING AND JANITORIAL TASK SCHEDULE**

	City Hall				Police Station				Public Works			
	Each Visit	Weekly	Monthly	April & October	Each Visit	Weekly	Monthly	April & October	Each Visit	Weekly	Monthly	April & October
<b>GENERAL HOUSEKEEPING</b>												
Gather all waste paper, insert liners, and remove to proper disposal or recycling area. Paper and other recyclable materials shall be collected, and stored for removal as designated.	•				•				•			
Dust as necessary exposed area of tables, countertops, file cabinets, bookcases and shelves, and return vents.	•				•				•			
Spot clean soiled areas	•				•				•			
Wipe clean working areas of tables, other work surfaces. Papers on these surfaces should not be disturbed.	•				•				•			
Clean, scour, and sanitize drinking fountains	•				•				•			
Spot clean interior door glass, glass partitions, office windows, and light switches.	•				•				•			
Damp clean top handrail on all stairways	•				•				•			
Wipe clean all desktops, if free of clutter		•				•				•		
Dust as necessary all horizontal blinds in offices and common areas		•				•				•		
Empty exterior waste containers and insert new liners if required		•				•				•		
Clean and sanitize telephones		•				•				•		
Dust all horizontal surfaces including sills, ledges, moldings, picture frames, wall hangings, and radiators (including washrooms and lunchrooms)		•				•				•		
Dust tops of all room divider partitions, including attached cabinets		•				•				•		
Dust tops of all lockers						•						
Clean & Polish Kickplates		•				•				•		
Clean and polish all railings with approved cleaner		•				•						
Clean all entrance door glass & interior glass surfaces (not exterior windows)		•				•				•		
Remove fingerprints from doors, moldings and from around light switch plates (including washrooms and lunchrooms)		•				•				•		
Damp wipe complete railings of all stairways		•				•				•		
Vacuum upholstered chairs and furniture			•				•				•	
Damp wipe and mop clean the elevator			•				•					
Clean all entrance door glass & interior glass surfaces (not exterior windows)			•				•				•	
Dust HVAC vents & returns for cobwebs, dust & dirt, up to 10 feet			•				•				•	
Dust exterior of all lighting fixtures			•				•				•	
Clean or vacuum all vertical surfaces of room dividers and partitions, including attached cabinets			•				•				•	
Vacuum dust from all window blinds				•				•				•

**CLEANING AND JANITORIAL TASK SCHEDULE**

	City Hall				Police Station				Public Works			
	Each Visit	Weekly	Monthly	April & October	Each Visit	Weekly	Monthly	April & October	Each Visit	Weekly	Monthly	April & October
<b>RESTROOMS, SINKS, KITCHENS/BREAKROOMS</b>												
Clean, sanitize and polish all metal and vitreous fixtures including toilet bowls, urinals, hand basins, and sinks	•				•				•			
Clean and sanitize toilet seats (both sides) and all counter areas	•				•				•			
Clean mirrors	•				•				•			
Empty all waste containers and insert liners	•				•				•			
Dust tops of partitions as necessary	•				•				•			
Spot clean partition doors as necessary	•				•				•			
Spot clean walls around sinks and walls around and under towel cabinets and urinals	•				•				•			
Clean and refill all dispensers	•				•				•			
Clean interior and exterior of microwaves	•				•				•			
Empty and clean coffee makers and coffee pots	•				•				•			
Spot clean exterior of refrigerators and dishwashers	•				•				•			
Damp clean exterior of waste containers		•				•						
Damp clean seats and backs of plastic chairs in breakrooms		•				•						
Damp clean partitions and partition doors and remove all writing where possible		•				•						
Spot clean all walls		•				•						
Damp clean seats and handles of exercise equipment in wellness room						•						
Change urinal blocks			•				•				•	
Thoroughly clean all washroom, locker room partitions and walls			•				•				•	
Clean exterior of all lockers							•					
<b>FLOOR CARE: RESILIENT AND HARD</b>												
Dust mop with treated mop, or sweep all open hard floor surfaces including stairways	•				•				•			
Mop all hard floor surfaces & entryways (mats to be picked up).	•				•				•			
Clean floor mats with vacuum	•				•				•			
Detergent mop and rinse and disinfect all washroom floor and locker room floors	•				•				•			
Damp clean all stair steps		•				•				•		
Machine spray buff all resilient tile areas			•				•				•	
Machine scrub and refinish all washroom floors (no wax). Scrub and clean all baseboards with appropriate mark remover if necessary			•				•				•	
<b>FLOOR CARE: CARPETS</b>												
Remove any spots with cleaner as needed	•				•				•			
Vacuum traffic areas and all meeting rooms	•				•				•			
Detail vacuum all corners and under chairs and tables		•				•				•		
Lift and vacuum under all plastic chair mats, damp wipe mat			•				•				•	
Damp clean all baseboards. Scrub and clean all baseboards with a City approved mark remover			•				•				•	



Commercial Cleaning Services

License & Insurance



Clean Slate Inc.  
Attn: Mr. John Bon B. Chiong  
510 Plainfield Rd  
Darien, IL 60561

June 22, 2018

Dear Mr. Chiong,

Enclosed is the 2018-19 Home Occupation License decal for **Clean Slate Inc.**, please affix the decal to the glass of your front door or window so that it is visible from the street. According to the manufacturer, the decal should peel off in one piece for easy removal at the next renewal period.

Thank you for locating your business in Darien and your continued efforts to make "Darien a Nice Place to Live."

Sincerely,

City of Darien

  
JoAnne E. Ragona,  
City Clerk

mg

Enclosure



# Taxpayer Notification

## Business Authorization



#BWNKMGV  
#CNXX XX4X 9749 8X88#  
CLEAN SLATE INC  
510 PLAINFIELD RD  
DARIEN IL 60561-4210

August 6, 2018



Letter ID: CNXXXX4X97498X88

Account ID: 4282-8260

## We have enclosed your Illinois Business Authorization.

We have enclosed your Illinois Business Authorization. Verify that all of the information is correct. If any corrections are needed you must contact us immediately at the telephone number listed below.

If all of the information is correct, your authorization must be visibly displayed at the address listed.

**Do not discard.** Your Illinois Business Authorization is an important tax document that provides you the authorization to legally do business in Illinois.

If you wish to be registered for any other taxes or fees, you must complete a new application. For questions, visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us weekdays between 8:00 a.m. and 4:30 p.m. at the telephone number below.

CENTRAL REGISTRATION DIVISION  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19030  
SPRINGFIELD IL 62794-9030

217 785-3707

Enclosure(s)

Verify that all of your Illinois Business Authorization information is correct.

- ✓ **If not**, contact us immediately.
- ✓ **If yes**, cut along the dotted line (fits a standard 5 x 7" frame). Your authorization must be visibly displayed at the address listed. **Do not discard**- your Illinois Business Authorization is an important tax document that provides you the authorization to legally do business in Illinois.

OFFICIAL DOCUMENT

State of Illinois - Department of Revenue

**Illinois Business Authorization**

**CLEAN SLATE INC**

**510 PLAINFIELD RD  
DARIEN IL 60561-4210**

**Loc. Code: 022-0062-7-001**

**Darien  
DuPage County**

**Expiration Date:  
5/1/2019**

**Certificate of Registration**


**Sales and use taxes and fees (4252-8260)**

ILLINOIS REVENUE

*Christine Beard*  
Director

OFFICIAL DOCUMENT - DO NOT DESTROY

**Issued Date: 08/06/2018**





# CERTIFICATE OF LIABILITY INSURANCE

PKG  
R045DATE (MM/DD/YYYY)  
8/21/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b>		<b>CONTACT NAME:</b>	
GOOSEHEAD INSURANCE/PHS		PHONE (AC, No, Ext): (866) 467-8730	
505997 P: (866) 467-8730 F: (888) 443-6112		FAX (AC, No): (888) 443-6112	
PO BOX 33015		E-MAIL ADDRESS:	
SAN ANTONIO TX 78265		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Twin City Fire Ins Co	
		INSURER B: Hartford Accident & Indemnity Co	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	
		NAIC#	
		29459	
		22357	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	COMMERCIAL GENERAL LIABILITY			46 SBM VU4356	02/24/2018	02/24/2019	EACH OCCURRENCE		
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						\$2,000,000		
	General Liab	<input checked="" type="checkbox"/>					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000	
							MED EXP (Any one person)	\$10,000	
							PERSONAL & ADV INJURY	\$2,000,000	
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$4,000,000	
	POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COM/POP AGG	\$4,000,000	
	OTHER:							\$	
B	AUTOMOBILE LIABILITY			46 UEC IA4510	02/24/2018	02/24/2019	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000	
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$	
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY	<input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
								\$	
A	UMBRELLA LIAB	<input checked="" type="checkbox"/>	OCCUR	46 SBM VU4356	02/24/2018	02/24/2019	EACH OCCURRENCE	\$1,000,000	
	EXCESS LIAB		CLAIMS-MADE				AGGREGATE	\$1,000,000	
	DED <input checked="" type="checkbox"/>	RETENTION \$ 10,000						\$	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							PER STATUTE	OTH-ER	
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		Y/N					E.L. EACH ACCIDENT	\$	
if yes, describe under DESCRIPTION OF OPERATIONS below			N/A				E.L. DISEASE - EA EMPLOYEE	\$	
							E.L. DISEASE - POLICY LIMIT	\$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations. RE: Darien Chamber of Commerce and Darien Park District, all their staff, officers, agents & employees, Darien Fest 2018. Certificate holder is an additional insured per the Business Liability Coverage Form SS0008 attached to this policy.

**CERTIFICATE HOLDER**

Darien Chamber of Commerce  
1702 PLAINFIELD RD  
DARIEN, IL 60561

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Susan L. Castaneda*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/21/2018

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

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<b>PRODUCER</b> GOOSEHEAD INSURANCE/PHS 46505997 THE HARTFORD BUSINESS SERVICE CENTER 3600 WISEMAN BLVD SAN ANTONIO, TX 78265	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>CONTACT NAME:</b></td> </tr> <tr> <td>PHONE (A/C, No, Ext):</td> <td style="text-align: center;">(866) 467-8730</td> </tr> <tr> <td>FAX (A/C, No):</td> <td style="text-align: center;">(888) 443-8112</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS:</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>INSURER(S) AFFORDING COVERAGE</b></td> </tr> <tr> <td style="width: 80%;">INSURER A: The Hartford Fire Insurance Company</td> <td style="text-align: right;">NAIC# 19682</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	<b>CONTACT NAME:</b>		PHONE (A/C, No, Ext):	(866) 467-8730	FAX (A/C, No):	(888) 443-8112	E-MAIL ADDRESS:		<b>INSURER(S) AFFORDING COVERAGE</b>		INSURER A: The Hartford Fire Insurance Company	NAIC# 19682	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER D:																							
INSURER E:																							
INSURER F:																							
<b>INSURED</b> CLEAN SLATE INC 510 PLAINFIELD RD DARIEN IL 60561-4210																							

**COVERAGES    CERTIFICATE NUMBER:    REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																				
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG																				
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)																				
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A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under	Y/N <input type="checkbox"/>	N/A <input type="checkbox"/>	46 WEC AA1N4A	02/24/2018	02/24/2019	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 10%;">PER STATUTE</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 10%;">OTHER</td> <td style="width: 50%;"></td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$1,000,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$1,000,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$1,000,000</td> </tr> </table>		PER STATUTE	X	OTHER		E.L. EACH ACCIDENT				\$1,000,000	E.L. DISEASE - EA EMPLOYEE				\$1,000,000	E.L. DISEASE - POLICY LIMIT				\$1,000,000
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E.L. DISEASE - EA EMPLOYEE				\$1,000,000																							
E.L. DISEASE - POLICY LIMIT				\$1,000,000																							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Those usual to the Insured's Operations.

**CERTIFICATE HOLDER**  
 DARIEN CHAMBER OF COMMERCE  
 1702 PLAINFIELD RD  
 DARIEN IL 60561-5044

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
*Susan S. Castaneda*

# DARIEN CHAMBER OF COMMERCE

---

## 2018

### Membership Certificate

## CLEAN SLATE

is recognized as a "Member in Good Standing"

by having fulfilled the requirements and honoring the mission statement of the

### Darien Chamber of Commerce

*a corporation not for pecuniary profit, with all the rights, but subject to all the conditions granted or imposed  
by the By-Laws of said corporation now or at any time hereafter in force and effect.*

*IN WITNESS WHEREOF, the said Corporation has caused this Certificate to be signed  
By its duly authorized officers and to be sealed with the Official Seal in Darien, Illinois.*



  
Gail Sablick, Chairman of the Board

  
April Padalik, Executive Director

Member  
Since  
2016



**Darien Chamber  
of Commerce**

Your Connection to Business Success



**AGENDA MEMO**  
**City Council**  
**September 17, 2018**

**ISSUE STATEMENT**

A resolution authorizing the Mayor to execute a collective bargaining agreement between the City of Darien and the Metropolitan Alliance of Police, Darien Police Civilian Employees Chapter #147, May 1, 2018 through April 30, 2023.

**RESOLUTION**

**BACKGROUND/HISTORY**

The Darien Police Civilian Employees Chapter #147 contacted the City of Darien after the previous agreement expired on April 30, 2018. Over the next several months, staff met and bargained with the employee group that currently consists of four records clerks. A five year agreement with wage increases of:

- Year 1: An equity adjustment of Salary and Merit Pay to match other city employees. A reduction of ICMA contribution to match other city employees.
- Year 2: A 2% Salary increase, \$200 increase in Merit Pay and no change to ICMA contribution.
- Year 3: A 2% Salary increase, \$100 increase in Merit Pay and no change to ICMA contribution.
- Year 4: A 2.25% Salary increase, \$100 increase in Merit Pay and no change to ICMA contribution. If the salary increase to comparable city employees is less the Clerks will receive the same, but not less than 1.75%. If the salary increase to comparable city employees is more the Clerks get the matching increase.
- Year 5: A 2.5% Salary increase, \$100 increase in Merit Pay and no change to ICMA contribution. If the salary increase to comparable city employees is less the Clerks will receive the same, but not less than 1.75%. If the salary increase to comparable city employees is more the Clerks get the matching increase.

Several places correcting run on sentences, spelling, organization, duplication, etc. Scheduling and overtime sections reflect how schedules are done and how overtime is distributed. Cleanup of language pertaining to vacation accrual.

The resolution authorizes the Mayor to sign the attached agreement.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approving the contract.

**ALTERNATE CONSIDERATION**

Not approving the contract is an alternate consideration.



RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE METROPOLITAN ALLIANCE OF POLICE (MAP) DARIEN POLICE CIVILIAN EMPLOYEES CHAPTER #147 UNIT "B" - NON-SWORN EMPLOYEES AND THE CITY OF DARIEN (MAY 1, 2018 THROUGH APRIL 30, 2023)**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, as follows:**

**SECTION 1:** The City Council of the City of Darien hereby authorizes the Mayor to Execute a Collective Bargaining Agreement between the City of Darien and the Metropolitan Alliance of Police, Darien Police Civilian Employees Chapter #147, Unit "B" - Non-Sworn Employees (May 1, 2018 through April 30, 2023), a copy of which is attached hereto as "[Exhibit A](#)" and is by this reference expressly incorporated herein.

**SECTION 2:** This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 17<sup>th</sup> day of September, 2018.**

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_



**RESOLUTION NO. \_\_\_\_\_**

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY,  
ILLINOIS, this 17<sup>th</sup> day of September, 2018.**

\_\_\_\_\_  
KATHLEEN MOESLE WEAVER, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY



NEGOTIATED AGREEMENT BETWEEN  
THE METROPOLITAN ALLIANCE OF POLICE  
DARIEN POLICE CIVILIAN EMPLOYEES  
CHAPTER #147  
UNIT "B" - NON-SWORN EMPLOYEES

AND

THE CITY OF DARIEN

05/01/18 to 04/30/23

# Table of Contents

PREAMBLE .....		1
ARTICLE I	RECOGNITION .....	2
SECTION 1.1	RECOGNITION .....	2
SECTION 1.2	PROBATIONARY PERIOD .....	2
SECTION 1.3	FAIR REPRESENTATION .....	2
SECTION 1.4	GENDER .....	2
SECTION 1.5	CHAPTER OFFICERS .....	2
SECTION 1.6	CHIEF OF POLICE .....	2
ARTICLE II	MANAGEMENT RIGHTS .....	3
SECTION 2.1	MANAGEMENT RIGHTS .....	3
ARTICLE III	LAYOFF .....	4
SECTION 3.1	LAYOFF .....	4
SECTION 3.2	RECALL .....	4
ARTICLE IV	COMPENSATION & HOURS OF WORK .....	5
SECTION 4.1	COMPENSATION .....	5
	<i>Section 4.1a Compensation</i> .....	5
	<i>Section 4.1b ICMA</i> .....	5
	<i>Section 4.1c Merit Evaluation</i> .....	5
SECTION 4.2	NORMAL WORK HOURS .....	6
SECTION 4.3	SCHEDULED SHIFTS & WORKDAYS .....	6
	<i>Section 4.3a Shift Exchanges</i> .....	6
	<i>Section 4.3b Compensatory Time Off</i> .....	7
SECTION 4.4	OVERTIME .....	7
	<i>Section 4.4a Scheduled Overtime</i> .....	7
	<i>Section 4.4b Unscheduled Overtime</i> .....	7
	<i>Section 4.4c Call Back Overtime</i> .....	7
	<i>Section 4.4d Meetings/Training</i> .....	8
	<i>Section 4.4e Court Time</i> .....	8
SECTION 4.5	COMPENSATORY TIME .....	8
ARTICLE V	UNION SECURITY AND DUES CHECK-OFF .....	9
SECTION 5.1	FAIR SHARE .....	9
SECTION 5.2	DUES DEDUCTIONS .....	9
SECTION 5.3	INDEMNITY .....	9
SECTION 5.4	REVOCAION OF DUES .....	9
SECTION 5.5	BULLETIN BOARDS .....	9
ARTICLE VI	VACATION .....	10
SECTION 6.1	VACATION ELIGIBILITY & ALLOWANCES .....	10
SECTION 6.2	VACATION PAY .....	10
SECTION 6.3	VACATION SCHEDULING .....	10
SECTION 6.4	VACATION ACCRUAL .....	10
SECTION 6.5	VACATION USAGE & BUYBACK .....	11
SECTION 6.6	DEATH BENEFIT OF VACATION ACCRUAL .....	11
SECTION 6.7	CANCELLATION OF VACATION .....	11

ARTICLE VII	HOLIDAY & PERSONAL TIME .....	12
SECTION 7.1	HOLIDAY .....	12
	<i>Section 7.1a Holiday Days</i> .....	12
	<i>Section 7.1b Holiday Pay</i> .....	12
SECTION 7.2	PERSONAL DAYS .....	12
ARTICLE VIII	LEAVE OF ABSENCE.....	13
SECTION 8.1	SICK LEAVE.....	13
	<i>Section 8.1a Sick Leave Reporting</i> .....	13
	<i>Section 8.1b Sick Leave Eligibility</i> .....	13
	<i>Section 8.1c Sick Leave Accrual &amp; Usage</i> .....	13
	<i>Section 8.1d Sick Leave Incentive Program</i> .....	14
	<i>Section 8.1e Sick Leave Buyback</i> .....	14
SECTION 8.2	FUNERAL LEAVE .....	14
SECTION 8.3	GENERAL LEAVE OF ABSENCE .....	15
SECTION 8.4	FMLA LEAVE.....	15
SECTION 8.5	MILITARY LEAVE .....	15
SECTION 8.6	JURY DUTY.....	15
ARTICLE IX	EDUCATION BENEFITS .....	16
SECTION 9.1	ON-DUTY TRAINING AND DUTY-RELATED MATTERS.....	16
SECTION 9.2	EDUCATIONAL INCENTIVE .....	16
ARTICLE X	GRIEVANCES .....	17
SECTION 10.1	DEFINITIONS .....	17
SECTION 10.2	FEES AND EXPENSES OF ARBITRATION .....	18
SECTION 10.3	FORMS .....	18
SECTION 10.4	GENERAL RULES .....	18
SECTION 10.5	NOTICE OF UNION REPRESENTATION .....	19
SECTION 10.6	RIGHTS OF CHAPTER .....	19
ARTICLE XI	NON-DISCRIMINATION.....	19
SECTION 11.1	NON-DISCRIMINATION .....	19
SECTION 11.2	CHAPTER ACTIVITY .....	19
ARTICLE XII	DISCIPLINE.....	20
SECTION 12.1	PROCEDURE OF DISCIPLINE.....	20
SECTION 12.2	PROCEDURE FOR ADMINISTRATION OF DISCIPLINE .....	20
SECTION 12.3	WRITTEN REPRIMAND.....	20
SECTION 12.4	PURGE OF PERSONNEL FILE.....	20
SECTION 12.5	PERSONNEL FILE.....	20
ARTICLE XIII	HEALTH, DENTAL, OPTICAL & LIFE INSURANCE .....	21
SECTION 13.1	HOSPITALIZATION .....	21
SECTION 13.2	LIFE INSURANCE.....	21
ARTICLE XIV	UNIFORM BENEFITS.....	21
SECTION 14.1	CLOTHING REQUIREMENTS .....	21
ARTICLE XV	SENIORITY.....	21
SECTION 15.1	SENIORITY.....	21
SECTION 15.2	DETERMINATION OF SENIORITY .....	21
SECTION 15.3	MAINTENANCE OF SENIORITY LIST.....	21
SECTION 15.4	FORFEITURE OF SENIORITY .....	22

<b>ARTICLE XVI</b>	<b>SAVINGS CLAUSE .....</b>	<b>22</b>
<b>SECTION 16.1</b>	<b>SAVINGS CLAUSE.....</b>	<b>22</b>
<b>ARTICLE XVII</b>	<b>ENTIRE AGREEMENT.....</b>	<b>22</b>
<b>SECTION 17.1</b>	<b>ENTIRE AGREEMENT.....</b>	<b>22</b>
<b>SECTION 17.2</b>	<b>RATIFICATION &amp; AMENDMENT.....</b>	<b>22</b>
<b>ARTICLE XVIII</b>	<b>TERMINATION.....</b>	<b>23</b>
<b>SECTION 18.1</b>	<b>TERMINATION .....</b>	<b>23</b>
<b>APPENDIX A</b>	<b>SENIORITY LIST .....</b>	<b>24</b>

## **PREAMBLE**

This Agreement entered into by the City of Darien, DuPage County, Illinois, hereinafter referred to as the City, and the Metropolitan Alliance of Police Darien Chapter, Unit B (Records Clerks, Community Service Officers, and Crime Analysts of the Police Department), hereinafter referred to as either the Chapter collectively or Chapter Unit B, and is intended to promote harmonious and mutually beneficial relations between the City and the Chapter. This Agreement sets forth the basic and full agreement between the parties concerning rates of pay, wages and other conditions of employment for all full-time records clerks, community service officers, and crime analysts including all probationary employees in those positions within the Police Department in the City of Darien hereinafter referred to as "employees", or when the context requires a singular noun, as "employee".

## **ARTICLE I RECOGNITION**

### Section 1.1 Recognition

Pursuant to an election and certification by the Illinois Labor Relations Board under Case No. S-RC-94-129, Unit A and Unit B dated July 19, 1994, and the certification issued thereon to the Chapter by the State of Illinois Labor Relations Board. The City recognizes the Chapter as the exclusive bargaining agent for the purpose of establishing wages, hours and other conditions of employment for (Unit B) all full-time non-sworn employees of the Darien Police Department.

None of the provisions of this Agreement shall be construed to require either the City or the Chapter to violate any Federal or State Laws. In the event any provisions hereof or hereinafter stated shall conflict with any such law, such provision shall be modified to the extent necessary to conform to said laws.

### Section 1.2 Probationary Period

As established by the City, the probationary period for Employees in Unit B shall be twelve (12) months in duration from the date of appointment. During the probationary period, an employee is subject to discipline, including discharge with or without cause and with no recourse to the grievance procedure or any other forum within this Agreement. At the end of the probationary period, if there is reason to believe that the employee may need additional time to develop the ability to perform satisfactorily, the probationary period may be extended for two (2) additional ninety (90) day periods.

A probationary employee shall not be eligible to use benefits for sick leave, military leave, or vacation during the initial six (6) months of the probationary period, but will earn credit for those to be taken at a later date. Probationary employees shall be entitled to use said benefits during any extension of the probationary period. It is further agreed that probationary employees shall be entitled to all other right, privileges and benefits conferred by this agreement except as previously stated.

### Section 1.3 Fair Representation

The Chapter recognizes its responsibility as bargaining agent and agrees fairly to represent all employees in the bargaining unit, whether or not they are members of the Chapter.

### Section 1.4 Gender

Whenever the male gender is used in this Agreement, it shall be construed to include both males and females equally.

### Section 1.5 Chapter Officers

For purposes of this Agreement, the term "Chapter Officers" shall refer to the Chapter's duly elected President, Vice-President, Secretary and Treasurer.

### Section 1.6 Chief of Police

When the term Chief is used it shall mean the Chief of Police for the City of Darien.

## ARTICLE II MANAGEMENT RIGHTS

### Section 2.1 Management Rights

Except as specifically limited by the express provisions of this Agreement, the City retains all traditional rights to manage and direct the affairs of the City in all of its various aspects and to manage and direct its employees, including but not limited to the following: to plan, direct, control and determine the budget and all the operations, services and missions of the City; to supervise and direct the working forces; to establish the qualifications for employment and to employ employees; to schedule and assign work; to establish specialty positions; to establish work and productivity standards and, from time to time, to change those standards; to assign overtime; to contract out for goods and services; to determine the methods, means, organization and number of personnel by which such operations and services shall be made or purchased; to make, alter and enforce reasonable rules, regulations, orders, policies and procedures; to evaluate employees; to establish performance standards for employees; to discipline, suspend and discharge non-probationary employees for just cause (probationary employees without cause); to change or eliminate existing methods, equipment or facilities or introduce new ones; to determine training needs and assign employees to training; to determine work hours (shift hours); to determine internal investigation procedures; to take any and all actions as may be necessary to carry out the mission of the City and the Police Department in the event of civil emergency as may be declared by the Mayor, Police Chief, or their authorized designees, it is the sole discretion of the Mayor to determine that civil emergency conditions exist which may include, but not be limited to, riots, civil disorders, tornado conditions, floods or other catastrophes. In the event of such emergency action, the provisions of this Agreement may be suspended, if necessary, provided that all provisions of the Agreement shall be immediately reinstated once the local disaster or emergency condition ceases to exist; and to carry out the mission of the City.



## **ARTICLE III LAYOFF**

### Section 3.1 Layoff

The City shall determine when and whether lay-offs are necessary. If the City so determines that these conditions exist employees covered by this Agreement will be laid off in accordance with their category of employment and their length of service with the City, as follows: part-time employees will be laid off first, then probationary employees will be laid off. Thereafter, full-time employees with the least seniority shall be laid off.

Employees who are laid off shall be placed on a recall list.

All employees shall receive notice in writing of the layoff at least fifteen (15) days in advance of the effective date of such layoffs.

### Section 3.2 Recall

Employees who are laid off shall be placed on a recall list for a period of one (1) year. If there is a recall, employees who are still on the recall list shall be recalled, in the inverse order of their layoff. If further training is necessary for the employee to perform the work for which s/he is recalled the City shall provide that training at the City's expense.

Employees who are eligible for recall shall be given fifteen (15) calendar days' notice of recall. Notice of recall shall be sent to the employee by certified mail, return receipt requested, with a copy to the Chapter. The employee must notify the Chief or his/her designee of his/her intention to return to work within seven (7) days after receiving notice of recall. The City shall be deemed to have fulfilled its obligations by mailing the recall notice by certified, return receipt requested, to the mailing address last provided by the employee, it being the obligation and responsibility of the employee to provide the Chief or his/her designee with his/her latest mailing address. If an employee fails to timely respond to a recall notice, his/her name shall be removed from the recall list.

**ARTICLE IV  
COMPENSATION & HOURS OF WORK**

Section 4.1 Compensation

*Section 4.1a Compensation*

Employees shall be paid in accordance with the below table and shall be effective as set forth in the table.

Any and all retroactive pay shall be distributed to the employees in a lump sum on or before 45 days after the date of execution of this agreement.

In years 2021 and 2022 the pay increase is 2.25 and 2.5 respectively. However, if the administrative personnel within City Hall receive a change at a different percentage (higher or lower) Records Clerks shall receive the same percentage change with the exception that if lower the percentage change cannot be lower than 1.5%.

<u>Year</u>	<u>5/1/2018</u>	<u>5/1/2019</u>	<u>5/1/2020</u>	<u>5/1/2021</u>	<u>5/1/2022</u>
Start	\$37,822.00	\$38,578.44	\$39,350.01	\$40,235.38	\$41,241.27
1	\$42,262.00	\$43,107.24	\$43,969.38	\$44,958.70	\$46,082.66
2	\$45,262.00	\$46,167.24	\$47,090.58	\$48,150.12	\$49,353.88
3	\$48,262.00	\$49,227.24	\$50,211.78	\$51,341.55	\$52,625.09
4	\$51,262.00	\$52,287.24	\$53,332.98	\$54,532.98	\$55,896.30
5	\$54,262.00	\$55,347.24	\$56,454.18	\$57,724.40	\$59,167.51
6	\$57,262.00	\$58,407.24	\$59,575.38	\$60,915.83	\$62,438.73
7	\$60,262.00	\$61,467.24	\$62,696.58	\$64,107.26	\$65,709.94

*Section 4.1b ICMA*

All employees covered by this Agreement shall be allowed to participate in the City provided ICMA program. All employees shall be given matching funds to be deposited in a tax-deferred account for the member up to \$1,200.

*Section 4.1c Merit Evaluation*

An evaluation system has been developed by the department and agreed to by the Chapter. The evaluation system will be responsible for determining the merit bonus.

Full Merit Bonus Level, Contract Year Beginning:

- May 1, 2018: \$2,250
- May 1, 2019: \$2,450
- May 1, 2020: \$2,550
- May 1, 2021: \$2,650
- May 1, 2022: \$2,750

The Union and/or employee reserve the right to grieve the merit if below the 75% of full merit bonus level. In the event of a grievance arbitration concerning this provision, the Arbitrator

is authorized to order an increased merit bonus (including retroactive increases) in the event that it is demonstrated that the City acted unfairly, arbitrarily, discriminatorily or unreasonably concerning the rating or increase. The City shall disclose any and all ratings to the Union upon request.

The merit bonus levels will be as follows:

45 and above Rating: 100% of Full Merit Bonus

38 and above Rating: 75% of Full Merit Bonus

33 and above Rating: 50% of Full Merit Bonus

For any rating below 33 the employee will receive less than 50% of the full merit bonus at the level set by the employee's supervisor and shall remain at their current step. The employee may be put on a performance improvement plan.

Any score of 1-2 or 6-7 in a category must be accompanied by documentation, in writing, from the employee's supervisor.

#### Section 4.2 Normal Work Hours

Employees covered by this agreement will work an eight (8) hour day including a thirty (30) minute paid meal period and two (2) fifteen (15) minute breaks. Employee's covered by this Agreement who work more than four (4) hours of overtime during any one shift shall be entitled to an additional fifteen (15) minute break.

The biweekly pay period shall commence at 12:01 a.m. Sunday and end at 12:00 midnight Saturday.

Hours worked, as references above, shall include all hours actually worked and all hours compensated, including but not limited to vacation, holiday, compensatory time, sick leave and other paid but not worked time.

#### Section 4.3 Scheduled Shifts & Workdays

Shift hours shall be established by the Chief or his/her designee. Extra or overlapping shifts may be established.

When, or if, a new full-time shift structure is created or becomes available, the shift will be offered to all full-time employees in order of seniority.

#### *Section 4.3a Shift Exchanges*

Subject to the approval of the Chief, or his/her non-bargaining unit designee, Employees shall be permitted to change shifts so long as:

- a. The change does not result in additional overtime compensation being paid to any of the Employees involved in the shift change.
- b. The Employee requesting said change provides the Chief, or his/her non-bargaining unit designee with a written request, stating the reason for the shift change.

*Section 4.3b Compensatory Time Off*

Compensation for overtime worked may be given as compensatory time off during the work week for employees at the discretion of the employee.

Section 4.4 Overtime

Employees covered by this Agreement will be compensated at the rate of one and a half (1 ½) times the employees current rate of pay for any time worked in excess of eighty (80) hours in any two week pay period.

*Section 4.4a Scheduled Overtime*

When a shift vacancy exists the vacancy may be filled. If filled, the following procedure shall be used.

1. By offering overtime, to full-time employees in order of seniority.
2. By offering the overtime in an agreeable division of the available hours between full-time employees.
3. By offering the overtime in an agreeable division of the available hours between any combinations of full or part-time employees.
4. By offering the overtime, to part-time employees.
5. In the event that no one chooses to volunteer for an available vacancy, a full-time employee will be directed to work by order of reverse seniority. Any employee so directed may seek to fill the vacancy upon his/her own initiative. This voluntary replacement does not relieve the "directed" employee from the responsibility of shift coverage.

The Chief or his/her designee may close the records department based on vacancies.

*Section 4.4b Unscheduled Overtime*

When a vacancy occurs due to an unscheduled event the vacancy may be filled. If filled the following procedure shall be used.

1. By offering the overtime to full-time on-duty Chapter employees ~~currently~~ in order of seniority.
2. By offering the overtime to all other full-time Chapter employees in order of seniority.
3. By offering the overtime to part-time employees in order of seniority.
4. In the event that no one chooses to volunteer for an available vacancy, a full-time employee will be directed to work by order of reverse seniority. Any employee so directed may seek to fill the vacancy upon his/her own initiative. This voluntary replacement does not relieve the "directed" employee from the responsibility of shift coverage.

*Section 4.4c Call Back Overtime*

A call back is defined as an official assignment of work which does not immediately follow or precede an employee's regularly scheduled working hours. Employees covered by this

Agreement who are called back by order of the Chief or his/her designee shall be guaranteed a minimum of two (2) hours of pay at the applicable straight or overtime rate when such hours are not immediately contiguous to the employee's normal working schedule.

*Section 4.4d Meetings/Training*

Should any employee be required to attend a departmental meeting or training during off hours, all hours of attendance shall be compensated for said meeting or training with a minimum of two (2) hours of compensation except when continuous to shift and said hours shall be counted towards the calculation of "Hours Worked" for overtime for overtime purposes.

*Section 4.4e Court Time*

Any employee required to attend court for duty-related purposes while off-duty shall be compensated at one and one half (1 ½) times the employee's regular rate of pay for so attending. The employee shall receive a minimum of two (2) hours of compensation.

Section 4.5 Compensatory Time

Employees may request compensatory time off in lieu of compensation for overtime hours worked which shall be provided at one and one-half (1 ½) times the employee's regular hourly rate of pay, with a maximum accumulation of eighty (80) hours.

An employee must receive prior authorization from the Chief or his/her designee to receive compensatory time credit. Compensatory time accumulation and use must be reported on the same basis as overtime.

Employees shall be allowed to sell back their compensatory time at their current rate of pay with a written request to City.

**ARTICLE V**  
**UNION SECURITY AND DUES CHECK-OFF**

Section 5.1 Fair Share

Employees who are not members of the Chapter shall, commencing thirty (30) days after the effective date of this Agreement, pay a fair share fee to the Chapter for collective bargaining and contract administration services tendered by the Chapter as the exclusive representative of the employees covered by this Agreement. Such fair share fee shall be deducted by the City from the earnings of non-members and remitted to the Chapter each month. The Chapter shall annually submit to the City a list of the employees covered by this Agreement who are not members of the Chapter and an affidavit which specifies the amount of the fair share fee, which shall be determined in accordance with the applicable law.

Section 5.2 Dues Deductions

Upon receipt of proper written authorization from an Employee, the City shall deduct each month's Chapter dues in the amount certified by the Treasurer of the Chapter from the pay check of all employees covered by this Agreement who, in writing, authorize such deductions. Such money shall be submitted to the Metropolitan Alliance of Police within thirty (30) days after the deductions have been made.

Section 5.3 Indemnity

The Chapter hereby indemnifies and agrees to save the City harmless against any and all claims, demands, suits or other forms of liability that may arise out of or by reason of, any action taken or not taken by the City for the purpose of complying with the provisions of this Article, and shall reimburse the City for all legal costs that shall arise out of, or by reason of action, taken or not taken by the City in compliance with the provisions of this Article, provided that it is not initiated or prosecuted by the City.

Section 5.4 Revocation of Dues

A Chapter member desiring to revoke the dues check-off may do so upon a thirty (30) day by written notice to the City.

Section 5.5 Bulletin Boards

The City shall provide the Chapter with designated space on available bulletin boards, upon which the Chapter may post its official notices.

**ARTICLE VI  
VACATION**

**Section 6.1    Vacation Eligibility & Allowances**

All employees shall be eligible for paid vacation time after the completion of six months of continuous full-time employment.

Vacation leave should be taken during the year following its accumulation and no employee shall be allowed to defer unused vacation leave into the next year without approval of the Chief.

Vacation leave must be taken in minimum blocks of one-half (1/2) day at a time. Any exception will be granted only with the written consent of the Chief or his/her designee.

**Section 6.2    Vacation Pay**

The rate of vacation pay shall be the employee's regular straight-time rate of pay in effect for the employee's regular job classification at the commencement of the vacation period.

**Section 6.3    Vacation Scheduling**

The Chief or his/her designee shall approve and schedule vacation leaves with particular regard to the seniority of employees, in accord with operating requirements, and insofar as possible, with the requests of the employees. However, preference on basis of seniority shall be applicable to the first ten (10) continuous vacation days, in five (5) day blocks.

Employees shall submit proposed vacation days before December 1 for the following year. The Chief or his/her designee shall approve such requests for vacation usage on or before December 21st.

**Section 6.4    Vacation Accrual**

Employees shall accrue vacation on a monthly basis and be eligible for vacation pay on that basis.

Vacation leave shall be earned during the employment year, anniversary date to anniversary date, (anniversary date shall mean date of hire) at the following rates:

- One Week:    After six (6) months of service to the City. This week may be held over and be taken after the additional week is earned.
- One Week    After 12 months of service.
- Two Weeks:  After two (2) or more full years of service to the City employees accrue vacation at the rate of 6.6666666667 hours per month for two (2) complete weeks annually.
- Three Weeks: After five (5) or more full years of service to the City employees accrue vacation at the rate of 10 hours per month for three (3) complete weeks annually.
- Four Weeks: After ten (10) or more years of service to the City employees

accrue vacation at the rate of 13.333333333 hours per month for four (4) complete weeks annually.

Five Weeks: After twenty (20) or more full years of service to the City employees accrue vacation at the rate of 16.666666667 hours per month for five (5) complete weeks annually.

Any vacation time accrued by an employee prior to the date of the execution of this Agreement shall be carried over and added to the employee's accrued vacation pursuant to this Section.

#### Section 6.5 Vacation Usage & Buyback

Vacation leave shall be granted on the basis of the number of regularly scheduled hours in the standard work or duty week to which the employee is assigned at the time of his/her vacation and shall use the anniversary date of full-time employment with the City to determine eligibility for paid leave.

If an employee does not work the entire time to earn vacation pay after the employee has taken vacation, the employee shall repay the City for vacation days taken but not earned.

An employee may request, and with the approval of the Chief use, his/her vacation leave for absences on account of sickness, death in family, injury or disability in excess of that herein authorized for such purposes.

Employees shall be allowed to sell-back a maximum of one (1) week of earned vacation in each year of this agreement.

No salary payment shall be made in lieu of vacation earned but not taken except as related above and on termination of employment for eligible employees. Employees shall be eligible to be paid for his/her accrued vacation upon termination. Upon termination of employment, the effective date of termination shall not be extended by the number of days represented by a salary payment for unused vacation leave.

#### Section 6.6 Death Benefit of Vacation Accrual

Upon the death of a covered an employee, the named beneficiary of the deceased employee shall be entitled to receive payment for any accrued vacation period to which the employee was entitled at the time of death. Such benefits shall be computed by multiplying the employee's daily rate by the number of day's accrued vacation due.

#### Section 6.7 Cancellation of Vacation

In case of an emergency, the City Administrator or Chief may cancel and reschedule any or all approved vacation leaves in advance of their being taken and/or recall any employee from vacation in progress.



**ARTICLE VII  
HOLIDAY & PERSONAL TIME**

Section 7.1 Holiday

*Section 7.1a Holiday Days*

The following ten (10) days are holidays with pay for employees:

New Year's Day	Presidents' Day
Good Friday	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Day after Thanksgiving Day
Day before Christmas Day	Christmas Day

*Section 7.1b Holiday Pay*

Employees shall observe the City Holiday schedule and shall receive paid days off on those days. If an employee works on a holiday, compensation will be at two (2) times the employee's hourly rate for each hour worked, plus eight (8) hours pay for the holiday.

Section 7.2 Personal Days

Employees shall be given the opportunity to utilize two (2) accumulated sick days as a personal days. Any requests for personal leave must be approved at least 48 hours in advance and must not conflict with the manpower requirements of the Department.

There shall be no carry-over of this benefit from year to year. If the two (2) days are not utilized by an Employee during any given year then the ability to utilize the sick days as personal days is lost. If the days are not used the hours shall then accumulate to each Employee's sick leave bank. Use of a personal day as set forth above shall not affect an employee's eligibility for the sick day incentive program, as set forth in Section 8.3.

## ARTICLE VIII LEAVE OF ABSENCE

### Section 8.1 Sick Leave

#### *Section 8.1a Sick Leave Reporting*

All absences from work must be reported to the Chief or his/her designee at least one (1) hour prior to the start of the affected shift.

#### *Section 8.1b Sick Leave Eligibility*

Sick leave with pay is provided as a benefit in recognition that people contract various illnesses and get injured from time to time. When sick or injured their financial resources may be diminished if pay is discontinued. It may not be in their best interest or health or the health of fellow Employees for them to work while sick. An employee may be eligible for sick leave for the following reasons:

1. Personal illness or physical incapacity including maternity (time necessary for the birth of the baby and subsequent physical recovery period);
2. Quarantine of an employee as verified by the employee's physician;
3. Illness or injury in immediate family of employee (immediate family is defined as spouse, parent, grandparent, child, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren, aunt, uncle and any other such person as requested and approved by the Chief or his/her designee); and
4. Any purpose allowed under FMLA.

Should an employee exhaust all of his/her accrued sick leave, said employee may utilize vacation days accrued pursuant to Section 6.5 for sick leave.

The Chief may require any Employee to submit a physician verification of an illness upon the use of a third consecutive sick day.

Sick leave with pay shall not be allowed unless such a report is made.

Paid sick leave will not be granted if taken the day immediately before or after authorized vacation or holiday unless specifically authorized by a doctor's excuse and approved by the Chief. A late report of illness may be accepted and approved by the Chief. A failure to properly report an illness shall be considered as absence without pay.

#### *Section 8.1c Sick Leave Accrual & Usage*

The sick leave benefit shall be accrued at a rate of one calendar day for each full month of service to a maximum accumulation of one hundred twenty (120) calendar days. In addition, employees covered under IMRF will be permitted to accumulate sick days beyond the 120 days, but only for the purpose of receiving credit for IMRF benefits at the time of retirement. Time accumulated beyond 120 days cannot be used for City accumulated sick pay.

Sick pay shall begin to accrue from the date of employment, but shall not be taken until

after the employee has completed his/her probationary period. Sick time may be used in increments of at least one (1) hour. Employees may transfer credit of earned sick days to another employee with the approval of the Chief. An employee who has exhausted sick leave may apply paid vacation time to authorized sick leave.

An employee shall not be allowed the use of sick leave in the last two (2) calendar weeks of employment, except with a doctor's authorization.

Any sick leave accrued by an employee prior to the date of the execution of this Agreement shall be carried over and added to the employee's accrued sick leave pursuant to this Section.

#### *Section 8.1d Sick Leave Incentive Program*

Upon each five (5) consecutive years of perfect attendance, an employee shall be given a bonus of five (5) days salary. An employee shall be allowed up to five (5) excused absences during this period and still remain eligible for the bonus. The employee's date of hire anniversary is the start and finish date of the five (5) year periods. For each calendar year of perfect attendance in succession thereafter, the employee shall be given a bonus of one (1) day's pay. One excused absence shall be allowed during each year.

#### *Section 8.1e Sick Leave Buyback*

Any Employee who retires from employment with the Darien Police Department in good standing shall be paid for fifty percent (50%) of his/her unused sick leave at her then current salary. "Retires" shall mean retirement at 55 years of age and completion of fifteen (15) years of service.

The City and Chapter have established and will maintain an account to permit the payout of sick time upon retirement into an account to pay for the City Health Insurance on a pre-tax status, per IRS regulations.

#### Section 8.2 Funeral Leave

Time lost from scheduled work due to a death in the immediate family shall be paid at the employee's regular base rate. Such time off shall not exceed three (3) working days. One of the days off shall be the day of the funeral. Employees may be granted up to three (3) working days leave with pay in the event of the death of a spouse or significant other, child, grandchild (including step or adopted), mother or mother-in-law, father or father-in-law, sister or sister-in-law, brother or brother-in-law, aunt, uncle, grandparents, or other close relative not mentioned. If the employee receives notification of the death while at work, s/he may also be allowed the balance of that work day off with pay.

In the event of the death of a spouse, child or parent, the employee may use up two (2) of his/her accrued sick days to extend the funeral leave with approval of the Chief or his/her designee. If any portion of the approved funeral leave falls on a day or days for which the affected employee is not scheduled to work, the employee will receive compensation only for those days normally worked.

The City may require proof of death, relationship and/or attendance at funeral.

Section 8.3 General Leave of Absence

Any non-probationary employee may be absent from work without pay and without losing fringe benefits subject to written approval of Chief. In no case shall benefits accrue to the Employee while s/he is on a leave of absence beyond thirty (30) days.

Unauthorized absence from work shall be caused for disciplinary action. Any alleged violation of this section shall not be subject to the grievance procedure.

Section 8.4 FMLA Leave

The parties agree to abide by the provisions of the federal Family and Medical Leave Act (FMLA), as amended, and as implemented by the FMLA policy for City Employees.

Section 8.5 Military Leave

Employees shall be entitled to a military leave of absence without pay while serving with the Armed Forces of the United States. Such Employee shall, upon honorable discharge from Military Service be returned to the same position or one of like seniority status and pay. Such person shall apply for re-employment within thirty (30) days after separation from active duty and shall report for work within sixty (60) days after separation from active duty. Should an Employee already on military leave voluntarily reenlist or voluntarily extend her period of military service, military leave for that Employee shall be terminated.

An Employee shall be entitled to military leave without pay as a member of an organized reserve unit of the Armed Forces of the United States should such unit be ordered to active duty in a time of National emergency or for training exercises. Such leave of absence for military reserve training exercises shall not exceed two (2) weeks in each calendar year without prior approval of the Chief.

All military leave shall be subject to and in accordance with all applicable Federal Law and the Illinois Serviceman's Employment Tenure Act (330 ILCS 60/4).

Section 8.6 Jury Duty

Employees are granted regular compensation for their regular work days when serving on jury duty. Any compensation received as a result of serving on Jury Duty shall be signed over to the City.

## ARTICLE IX EDUCATION BENEFITS

### Section 9.1 On-Duty Training and Duty-Related Matters

Employees, upon application and prior approval by the Chief, shall be reimbursed for necessary expenses incurred while on matters relating to their particular employment with the City, for expenses incurred in the use of a private automobile or other expenses while discharging duties connected with their employment.

Reimbursement for necessary expenses shall be on an out-of-pocket basis with the exception that the mileage shall be paid on the basis of the current IRS allowance per mile for travel, after prior authorization by the Chief. The Chief may establish a per diem rate for advancement of expenses as deemed necessary by circumstances.

Employees shall be compensated at that employee's applicable straight or overtime rate of pay for all hours spent during required training, and may receive such compensation in the form of compensatory time.

### Section 9.2 Educational Incentive

Employees with at least one (1) year full-time experience with the City who enrolls in an accredited course of studies in a law enforcement related curriculum, Accounting, Business/Business Administration, Computers, Management, Finance, Forensic Art, Public Administration, or Political Science, English, Foreign Language, or any other studies approved by the Chief shall have the tuition for such subjects or courses reimbursed in the following manner:

Grade of A or B - 50% reimbursement  
Grade of C - 25% reimbursement

All reimbursements to be made after completion of courses with no reimbursement for a grade less than C or failure to complete the course. The reimbursement maximum of \$1,500.00 for all grades received shall be the maximum benefit allowed for the term of this Agreement.

Employees who seek reimbursement for a particular course must, prior to enrolling in said course, obtain the approval of the Chief that the course is eligible for reimbursement. In addition, any employee who does not remain in the employ of the City for at least one (1) year following the completion of the curriculum (except when terminated by the City for cause) shall reimburse the City's tuition expenditure.

## ARTICLE X GRIEVANCES

### Section 10.1 Definitions

It is mutually desirable and hereby agreed that all grievances shall be handled in accordance with the following steps. For the purposes of this Agreement a grievance is any dispute or difference of opinion raised by an employee or the Chapter against the City involving the meaning, interpretation or application of the provisions of this Agreement. The parties agree that the discipline of oral or written warnings shall be subject to the jurisdiction to the grievance procedure. Any time period provided for under the steps in the grievance procedure may be mutually extended or contracted.

STEP ONE: The employee, with or without a Chapter representative, may take up a grievance with the employee's immediate non-bargaining unit supervisor within ten (10) calendar days of its occurrence. The non-bargaining unit supervisor shall then attempt to adjust the matter and shall respond to the grievance within ten (10) business days after such discussion.

STEP TWO: If the grievance is not adjusted in Step One, or if the grievant receives no response within ten (10) business days, the grievance shall be reduced to writing and submitted to the Chief within ten (10) business days of the Step One response or the expiration of the Step One response time. The Chief shall then formally address the grievance within ten (10) days thereafter, and shall respond to the grievant in writing within ten business (10) days. The Chief may, upon written request, meet with the grievant and his/her representative for the purpose of attempting to reach an equitable solution within the ten business day period for a response. If the parties are unable to reach such a solution, the Chief shall then respond to the grievant in writing.

STEP THREE: If the grievance is not adjusted in Step Two, the grievance shall be submitted to the Mayor or his/her designated representative within five (5) calendar days of the receipt from the Chief his/her response to the Step Two procedure. A meeting shall be scheduled within sixty (60) calendar days at a mutually agreeable time and place and participants shall discuss the grievance and hopefully come to an equitable solution. If a grievance is settled as a result of such meeting, the settlement shall be reduced to writing and signed by the parties. If no settlement is reached, the Mayor, or his/her designated representative, shall give the Chapter the City's answer within ten (10) calendar days following their meeting.

STEP FOUR: If the Chapter is not satisfied with the decision of the Mayor, the Chapter may appeal the grievance to arbitration by notifying the Mayor in writing within ten (10) calendar days after receipt of the Mayor's response in Step 3. Within ten (10) calendar days of receipt of such request the Chapter and the City shall jointly submit the dispute to the American Arbitration Association and shall request a panel of five (5) arbitrators. If agreement cannot be reached in the selection of an arbitration service, both the City and the Chapter shall have the right to strike two (2) names from the panel. The Chapter shall have the right to strike the first and third names. The person remaining shall be the arbitrator. The arbitrator shall fix the time and place of the hearing which shall be as soon as possible after

his/her selection subject to the reasonable availability of Chapter and City representatives.

The Arbitrator shall be notified of his/her selection and shall be requested to set a time and place for the hearing subject to the availability of Chapter and City representatives.

The City and Chapter shall have the right to request the Arbitrator to require the presence of witnesses or documents. Both parties may retain the right to employ legal counsel.

The power of the arbitrator shall be limited to the interpretation and application of the written terms of this Agreement. In no event may the terms and provisions of the Agreement be deleted, modified or amended by the arbitrator. S/he shall consider and decide only the specific issue raised by the grievance as originally submitted in writing to the City, and shall have no authority to make his/her decision on any issue not so submitted to him. The arbitrator shall submit in writing his/her decision within thirty (30) calendar days following close of the hearing or submission of briefs by the parties, whichever is later, unless the parties agree to an extension. In the event the arbitrator finds a violation of the Agreement, s/he shall determine an appropriate remedy. The decision of the arbitrator shall be final and binding on the parties. No decision or remedy of the arbitrator shall be retroactive beyond the period specified in Step 1 of this grievance procedure.

#### Section 10.2 Fees and Expenses of Arbitration

The fee and expenses of the arbitrator and the cost of the written transcript, if requested by both parties, shall be divided equally between the City and the Chapter provided. Each party shall fully bear the expense of preparing and presenting its own case including the costs of witnesses and other persons (not employed by the City) it requires to attend the arbitration. Should only one party request a transcript, that party shall pay for the cost of the transcript.

#### Section 10.3 Forms

The City shall furnish mutually acceptable grievance forms which shall be used by both parties.

#### Section 10.4 General Rules

Any grievance not initiated within the time period specified herein shall be deemed a waiver of the grievance by the aggrieved party. Any decision not appealed by the employee or the Chapter as provided within the time limits specified in each step shall be considered settled on the basis of the latest decision and shall not be subject to further appeal. Any grievance not answered within the time limits specified in each step shall be automatically be deemed denied and may be appealed to the next step. However, time limits at each step may be extended by mutual written agreement of the Chapter and the City.

No matter or action shall be treated as a grievance unless a grievance is filed in accordance with this Article.

No grievance settlement made as a result of the grievance procedure shall contravene the provisions of this Agreement.

Section 10.5 Notice of Union Representation

The Chapter shall certify to the City the names of those employees who are designated representatives for each shift. These employees shall be the only employees authorized to function as representatives on each respective shift, other than Chapter Executive Board members who are assigned to the respective shifts or Division.

Section 10.6 Rights of Chapter

Nothing herein shall interfere with the rights of the Chapter as set forth in Section 6 (b) of the Act.

**ARTICLE XI  
NON-DISCRIMINATION**

Section 11.1 Non-Discrimination

In accordance with applicable law both the City and the Chapter agree not to discriminate against any employee covered by this Agreement in a manner which would violate federal or state laws on the basis of race, sex, creed, religion, color, marital status, age, national origin, political affiliation and/or beliefs, and/or disabilities. Violations of this section shall not be grieved pursuant to Article X of this Agreement, but shall be addressed through the available state and/or federal procedures.

Section 11.2 Chapter Activity

The City and Chapter agree that no employee shall be discriminated against, intimidated, restrained or coerced in the exercise of any rights granted by law or by this Agreement, or on account of membership or non-membership in the Chapter.



## ARTICLE XII DISCIPLINE

### Section 12.1 Procedure of Discipline

If the City has reason to discipline an employee, it will make every effort to do so in a manner that will not unduly embarrass the employee before other fellow employees or members of the public. The parties agree that if the City has reason to consider serious discipline (e.g. suspension) for an employee, that employee shall have the right to have the Union Representative at all meetings when being given counseling or any disciplinary matters.

### Section 12.2 Procedure for Administration of Discipline

It is the duty of every non-bargaining unit supervisor to discuss improper or inadequate performance with the covered employees in order to correct the deficiencies and to avoid the need to exercise disciplinary action. Discipline shall be, whenever possible, of an increasingly progressive nature, the steps of progression being:

- (1) Oral warning
- (2) Written warning
- (3) Suspension
- (4) Discharge

The City reserves the right to skip steps in the progressive discipline system when merited by the circumstances.

### Section 12.3 Written Reprimand

In cases of written reprimand, notation of such reprimand shall become a part of the employee's personnel file and a copy given to the employee.

### Section 12.4 Purge of Personnel File

Any form of discipline shall be removed from the employee's record, if, from the date of the last discipline, twelve (12) months have passed without the employee receiving an additional reprimand or discipline for the same or substantially similar offenses. Notwithstanding the above, record of such discipline may be introduced when relevant at a disciplinary proceedings before a grievance arbitrator.

### Section 12.5 Personnel File

The City agrees to abide by the lawful requirements of the "Personnel Record Review Act", pursuant to Chapter 820 I.L.C.S. 40/1 of the Illinois Compiled Statutes.

**ARTICLE XIII  
HEALTH, DENTAL, OPTICAL & LIFE INSURANCE**

Section 13.1 Hospitalization

The City shall provide group health insurance to covered employees and their dependents throughout the term of this Agreement. The level of coverage shall be reasonably similar to that being currently provided by the City's present plan. The parties recognize that no two programs provide identical coverage. Employees shall contribute 20% of the premium cost as such premium costs may change from time to time.

Section 13.2 Life Insurance

The City shall supply each Employee with term life insurance with a face amount equal to the Employee's gross salary.

**ARTICLE XIV  
UNIFORM BENEFITS**

Section 14.1 Clothing Requirements

Records Clerks will dress in "business casual" clothing during their shift.

**ARTICLE XV  
SENIORITY**

Section 15.1 Seniority

Unless stated otherwise in this Agreement, seniority for the purpose of this Agreement shall be defined as an Employee's length of continuous full-time service with the City since the Employee's last date of hire.

Section 15.2 Determination of Seniority

Seniority shall be determined by Employees length of full-time service in the department. Time spent in the armed forces on military leave of absence and authorized leaves not to exceed thirty (30) days and time loss duty related disability shall be included.

Section 15.3 Maintenance of Seniority List

A current and up-to-date seniority list showing the names and length of service of each fulltime Employee shall be maintained for inspection by members and shall be updated when any change takes place. This list is contained in Appendix A which is attached hereto and made part hereof.

Section 15.4 Forfeiture of Seniority

An Employee shall forfeit his/her seniority rights upon separation from services due to dismissal, resignation or retirement. An employee's seniority will be restored when the employee:

- a. is dismissed and later reinstated by a Court or arbitrator of competent jurisdiction.
- b. is separated due to a layoff or reduction in force and is later reinstated pursuant to the provisions of this Agreement.

**ARTICLE XVI  
SAVINGS CLAUSE**

Section 16.1 Savings Clause

In the event any Article, Section or portion of this Agreement should be held invalid and unenforceable by any board, agency or court of competent jurisdiction, such decision shall apply only to the specific Article, Section or portion thereof specifically specified in the board, court or agency decision. Upon issuance of such a decision, the City and the Chapter agree to notify one another and to immediately begin negotiations on a substitute for the invalidated Article, Section or portion thereof.

**ARTICLE XVII  
ENTIRE AGREEMENT**

Section 17.1 Entire Agreement

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. No other matter shall be subject to renegotiations unless mutually agreed upon by the parties, and no amendments or other agreements shall be effective unless in writing and signed or initialed by both parties.

Section 17.2 Ratification & Amendment

This Agreement shall become effective when ratified by the City and the Chapter, and signed by authorized representatives thereof and may be amended or modified during its term only with mutual written consent of both parties.

**ARTICLE XVIII  
TERMINATION**

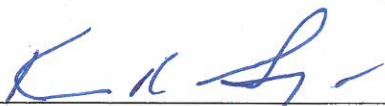
Section 18.1 Termination

This Agreement shall be effective as of the day after it is executed by both parties and shall remain in force and effect until April 30, 2023. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least sixty (60) days prior to the anniversary date and not earlier than one hundred twenty (120) days that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than sixty (60) days prior to the anniversary date. In the event that either party desires to terminate this Agreement, then the benefits as described herein shall remain in full force and effect with no diminution up to and until a new collective bargaining agreement shall be executed, and the party wishing to terminate shall give notice at least ninety (90) days prior to the expiration date hereof and not earlier than one hundred twenty (120) days.

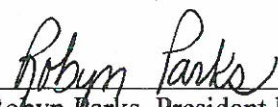
The parties acknowledge an extensive bargaining history consisting of three (3) year collective bargaining agreements, and that the term of this Agreement is a non-precedential deviation from this bargaining history. The parties further acknowledge that they will not represent in a hearing, arbitration or any other legal proceeding that a five (5) year Agreement is the status quo or that it otherwise binds the parties to future agreements of this duration.

METROPOLITAN ALLIANCE OF POLICE

CITY OF DARIEN

  
\_\_\_\_\_  
Keith George, President M.A.P.

\_\_\_\_\_  
Kathleen Moesle Weaver, Mayor

  
\_\_\_\_\_  
Robyn Parks, President Darien Chapter #147-B

\_\_\_\_\_  
JoAnne Ragona, City Clerk

**APPENDIX A  
SENIORITY LIST  
(as of 05/01/18)**

**UNIT B**

<b>Name</b>	<b>Date of Hire</b>
Poteraske, Elizabeth	09/16/91
Wright, Kim	09/16/98
Parks, Robyn	09/10/01
Highland, Steve	02/27/06

## 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**