

**AGENDA  
CITY OF ST. CHARLES  
GOVERNMENT OPERATIONS COMMITTEE  
ALD. MAUREEN LEWIS, CHAIR**

**MONDAY, DECEMBER 2, 2019  
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET**

- 1. Call to Order**
- 2. Roll Call**
- 3. Administrative**
  - a. Video Gaming Statistics – Information Only
- 4. Omnibus Vote**

Items with an asterisk (\*) are considered to be routine matters and will be enacted by one motion. There will be no separate discussion on these items unless a council member/citizen so requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.
- 5. City Administrator’s Office**
  - a. Presentation from Jenna Sawicki, Executive Director of the St. Charles Business Alliance, of a Concept idea for a 3D Letter Sculpture at the new East Plaza.
- 6. Human Resources**
  - a. Recommendation to approve the Adoption of the Amended Policy Prohibiting Sexual Harassment.
- 7. Police Department**
  - \*a. Recommendation to approve a Resolution and Amplification Equipment for the 2020 St. Patrick’s Day Parade.
- 8. Information Services**
  - a. Contract with Gartner Consulting for IT research and consulting services for an additional year.
- 9. Additional Items from Mayor, Council, Staff, or Citizens.**
- 10. Executive Session**
  - Personnel – 5 ILCS 120/2(c)(1)
  - Pending Litigation – 5 ILCS 120/2(c)(11)
  - Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)

- Property Acquisition – 5 ILCS 120/2(c)(5)
- Collective Bargaining – 5 ILCS 120/2(c)(2)
- Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)

## **11. Adjournment**

### ***ADA Compliance***

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at [jmcmahon@stcharlesil.gov](mailto:jmcmahon@stcharlesil.gov).

Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 3a

Title: Video Gaming Statistics – Information Only

Presenter: Jim Keegan, Chief of Police

Meeting: Government Operations Committee

Date: December 2, 2019

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

Latest statistics on video gaming and what businesses have been approved by the state and city staff of the St. Charles Police Department, pending applications into the state for approval, and January 2012 – October 2019 report for St. Charles Video Gaming Revenue as of October, 2019.

**Attachments** *(please list):*

Table – Current Licensed Video Gaming Establishments/Pending Applicants  
Illinois Gaming Board Video Gaming Report – January 2012 – October 2019  
Illinois Gaming Board Video Gaming Report - October 2019

**Recommendation/Suggested Action** *(briefly explain):*

None – For Information Only

**City of St. Charles**  
**Video Gaming Statistics**  
**October, 2019**

<b>LICENSED ESTABLISHMENTS</b>	<b>CORPORATION NAME</b>	<b>ADDRESS</b>	
<b>Alexanders Café</b>	Alexanders Café, Inc.	1650 W. Main St.	St. Charles
<b>Alibi Bar &amp; Grill</b>	Alibi Bar & Grill, Ltd.	12 N. 3rd St.	St. Charles
<b>Alley 64</b>	Alley 64, Inc.	212 W. Main St.	St. Charles
<b>Rookies</b>	BK & MM Ventures, LLC	1545 W. Main St.	St. Charles
<b>Crazy Fox</b>	Crazy Fox, LLC	104 E Main St	St. Charles
<b>Dawn's Beach Hut</b>	Dawn's Café, LTD	8 N Third St.	St. Charles
<b>Main Street Pub</b>	Main Street Pub	204 W Main St	St. Charles
<b>The Filling Station</b>	Health Nuts, Ltd.	300 W Main St.	St. Charles
<b>St. Charles Bowl</b>	LA Manson Corp.	2520 W Main St	St. Charles
<b>Second Street Bar &amp; Grill</b>	Mark VII Hospitality, Ltd.	221 S. 2nd Street	St. Charles
<b>Brown's Chicken</b>	NLHM, Inc.	1910 Lincoln Highway	St. Charles
<b>The Evergreen Pub &amp; Grill</b>	Northwoods Pub and Grill, LLC	1400 W Main St	St. Charles
<b>Riverside Pizza &amp; Pub</b>	Riverside Pizza, Inc.	102 E Main St	St. Charles
<b>Spotted Fox Ale House</b>	St. Charles Sports LLC	3615 E. Main St.	St. Charles
<b>Tap House Grill</b>	Tap House Grill St. Charles, LLC	3341 W Main St.	St. Charles
<b>St. Charles Moose Lodge 1368</b>	St Charles Moose Lodge 1368	2250 W Rt. 38	St. Charles
<b>PENDING ESTABLISHMENTS</b>	<b>CORPORATION NAME</b>	<b>ADDRESS</b>	
<b>Yummy Place</b>	Yummy Place Burrito Los Asaderos, Inc.	2400 E. Main Street	St. Charles
<b>R House</b>	SCMC Enterprises, Inc.	214 W Main Street	St. Charles

**ILLINOIS GAMING BOARD  
VIDEO GAMING REPORT**

*St. Charles*

**October 2019**

11/16/2019

8:49 am

Municipality	Establishment	License Number	VGT Count	VGT Wagering Activity			VGT Income			VGT Tax Distribution			
				Amount Played	Amount Won	Net Wagering Activity	Funds In	Funds Out	Net Terminal Income	NTI Tax	State Share	Municipality Share	
St. Charles	ALIBI BAR & GRILL LTD.	150704430	5	\$19,597.05	\$17,254.70	\$2,342.35	\$7,397.00	\$5,074.45	\$2,322.55	\$687.37	\$583.22	\$104.15	
St. Charles	Alley 64, INC.	160702383	5	\$529,302.54	\$488,872.47	\$40,430.07	\$179,650.00	\$139,219.93	\$40,430.07	\$13,341.88	\$11,320.38	\$2,021.50	
St. Charles	BK & MM VENTURES LLC	160702415	5	\$387,797.09	\$351,826.24	\$35,970.85	\$112,649.00	\$76,678.15	\$35,970.85	\$11,870.37	\$10,071.83	\$1,798.54	
St. Charles	CRAZY FOX, LLC	170701805	4	\$193,069.22	\$174,149.81	\$18,919.41	\$52,606.00	\$33,686.59	\$18,919.41	\$6,243.42	\$5,297.44	\$945.98	
St. Charles	DAWN'S CAFE, LTD.	160702454	2	\$16,916.15	\$14,703.29	\$2,212.86	\$5,302.00	\$3,088.79	\$2,213.21	\$730.32	\$619.66	\$110.66	
St. Charles	HDF Entertainment, LLC	180702511	5	\$114,520.73	\$103,938.04	\$10,582.69	\$39,478.00	\$28,894.73	\$10,583.27	\$3,492.45	\$2,963.29	\$529.16	
St. Charles	HEALTH NUTS, LTD.	180702391	5	\$117,541.60	\$109,411.90	\$8,129.70	\$44,112.00	\$35,982.60	\$8,129.40	\$2,682.72	\$2,276.25	\$406.47	
St. Charles	L. A. MANSON CORPORATION	160703156	5	\$135,284.78	\$123,463.91	\$11,820.87	\$47,638.00	\$35,817.13	\$11,820.87	\$3,900.88	\$3,309.83	\$591.05	
St. Charles	MARK VII HOSPITALITY LIMITED	170702225	5	\$529,923.65	\$486,719.24	\$43,204.41	\$151,431.00	\$108,226.39	\$43,204.61	\$14,257.59	\$12,097.35	\$2,160.24	
St. Charles	NLHM Inc.	160702847	4	\$109,272.51	\$98,180.10	\$11,092.41	\$32,604.00	\$21,511.59	\$11,092.41	\$3,660.48	\$3,105.86	\$554.62	
St. Charles	Northwoods Pub & Grill Inc.	160702493	5	\$365,230.29	\$341,407.64	\$23,822.65	\$123,689.00	\$99,866.15	\$23,822.85	\$7,861.55	\$6,670.41	\$1,191.14	
St. Charles	Riverside Pizza, Inc.	160702553	4	\$293,997.03	\$267,838.52	\$26,158.51	\$86,185.00	\$60,026.44	\$26,158.56	\$8,632.29	\$7,324.36	\$1,307.93	
St. Charles	SAINT CHARLES SPORTS, LLC	160702605	5	\$285,904.22	\$260,081.09	\$25,823.13	\$85,338.00	\$59,512.83	\$25,825.17	\$8,522.37	\$7,231.10	\$1,291.27	
St. Charles	St. Charles Lodge No. 1368, Loyal Order of Moose	160802392	5	\$140,123.06	\$127,680.78	\$12,442.28	\$46,662.00	\$34,219.74	\$12,442.26	\$4,105.95	\$3,483.83	\$622.12	
St. Charles	TAP HOUSE GRILL ST. CHARLES, LLC	170702248	5	\$184,174.49	\$174,706.07	\$9,468.42	\$62,623.00	\$53,154.68	\$9,468.32	\$3,124.59	\$2,651.17	\$473.42	
<b>REPORT TOTAL:</b>			<b>15 Establishments</b>	<b>69</b>	<b>\$3,422,654.41</b>	<b>\$3,140,233.80</b>	<b>\$282,420.61</b>	<b>\$1,077,364.00</b>	<b>\$794,960.19</b>	<b>\$282,403.81</b>	<b>\$93,114.23</b>	<b>\$79,005.98</b>	<b>\$14,108.25</b>

**ILLINOIS GAMING BOARD  
VIDEO GAMING REPORT**

*St. Charles*

**January 2012 - October 2019**

11/16/2019

8:51 am

Municipality	Establishment	License Number	VGT Count	VGT Wagering Activity			VGT Income			VGT Tax Distribution		
				Amount Played	Amount Won	Net Wagering Activity	Funds In	Funds Out	Net Terminal Income	NTI Tax	State Share	Municipality Share
St. Charles	A'Salute' Inc.	160702452	2	\$2,091,601.88	\$1,923,949.67	\$167,652.21	\$577,279.00	\$409,626.79	\$167,652.21	\$50,296.35	\$41,913.65	\$8,382.70
St. Charles	ALIBI BAR & GRILL LTD.	150704430	5	\$357,887.25	\$328,173.23	\$29,714.02	\$129,743.00	\$100,028.78	\$29,714.22	\$9,008.48	\$7,530.69	\$1,477.79
St. Charles	Alley 64, INC.	160702383	5	\$18,716,175.97	\$17,347,193.30	\$1,368,982.67	\$6,554,775.00	\$5,185,718.08	\$1,369,056.92	\$415,053.96	\$346,600.87	\$68,453.09
St. Charles	BK & MM VENTURES LLC	160702415	5	\$14,741,505.72	\$13,597,146.28	\$1,144,359.44	\$4,425,220.00	\$3,280,779.32	\$1,144,440.68	\$347,131.30	\$289,909.10	\$57,222.20
St. Charles	CRAZY FOX, LLC	170701805	4	\$1,614,510.86	\$1,448,049.72	\$166,461.14	\$508,138.00	\$341,676.86	\$166,461.14	\$51,644.54	\$43,321.43	\$8,323.11
St. Charles	DAWN'S CAFE, LTD.	160702454	2	\$859,270.88	\$784,884.88	\$74,386.00	\$274,361.00	\$199,973.30	\$74,387.70	\$22,506.86	\$18,787.41	\$3,719.45
St. Charles	DAWN'S VOODOO ROOM, LTD.	170702226	3	\$131,639.05	\$114,092.97	\$17,546.08	\$48,098.00	\$30,551.92	\$17,546.08	\$5,263.94	\$4,386.62	\$877.32
St. Charles	GOLREN ENTERPRISES, INC.	160703386	5	\$2,363,441.27	\$2,169,177.13	\$194,264.14	\$822,559.00	\$628,294.86	\$194,264.14	\$58,279.92	\$48,566.66	\$9,713.26
St. Charles	HDF Entertainment, LLC	180702511	5	\$523,179.31	\$476,891.89	\$46,287.42	\$199,933.00	\$153,644.87	\$46,288.13	\$14,673.09	\$12,358.68	\$2,314.41
St. Charles	HEALTH NUTS, LTD.	180702391	5	\$1,210,320.35	\$1,102,871.98	\$107,448.37	\$465,606.00	\$358,157.63	\$107,448.37	\$33,079.11	\$27,706.61	\$5,372.50
St. Charles	KILLOUGH LLC	160702650	4	\$323,128.13	\$297,527.05	\$25,601.08	\$127,669.00	\$102,067.92	\$25,601.08	\$7,680.48	\$6,400.40	\$1,280.08
St. Charles	L. A. MANSON CORPORATION	160703156	5	\$4,145,030.46	\$3,776,238.67	\$368,791.79	\$1,241,859.00	\$873,067.21	\$368,791.79	\$111,570.90	\$93,131.10	\$18,439.80
St. Charles	MARK VII HOSPITALITY LIMITED	170702225	5	\$10,553,452.07	\$9,766,956.20	\$786,495.87	\$3,093,768.00	\$2,307,247.43	\$786,520.57	\$241,183.70	\$201,857.55	\$39,326.15
St. Charles	NLHM Inc.	160702847	4	\$2,945,378.60	\$2,714,180.90	\$231,197.70	\$785,653.00	\$554,455.30	\$231,197.70	\$70,609.01	\$59,048.99	\$11,560.02
St. Charles	Northwoods Pub & Grill Inc.	160702493	5	\$11,805,565.17	\$10,815,956.27	\$989,608.90	\$3,926,460.00	\$2,936,850.90	\$989,609.10	\$299,763.77	\$250,283.16	\$49,480.61
St. Charles	Panman, LLC	160703257	5	\$20,167.79	\$17,246.68	\$2,921.11	\$8,129.00	\$5,207.89	\$2,921.11	\$876.43	\$730.36	\$146.07
St. Charles	Pub 47 St Charles Inc.	180700422	5	\$451,127.23	\$407,893.79	\$43,233.44	\$150,077.00	\$106,843.56	\$43,233.44	\$12,970.29	\$10,808.58	\$2,161.71
St. Charles	Ram Restaurant Group Inc.,	180700820	5	\$332,529.45	\$302,216.78	\$30,312.67	\$121,311.00	\$90,998.02	\$30,312.98	\$9,094.21	\$7,578.51	\$1,515.70
St. Charles	Riverside Pizza, Inc.	160702553	4	\$5,949,113.59	\$5,458,453.24	\$490,660.35	\$2,013,692.00	\$1,522,802.54	\$490,889.46	\$150,025.52	\$125,480.95	\$24,544.57
St. Charles	SAINT CHARLES SPORTS, LLC	160702605	5	\$8,657,050.03	\$7,994,520.89	\$662,529.14	\$2,534,446.00	\$1,871,913.82	\$662,532.18	\$201,770.11	\$168,643.38	\$33,126.73
St. Charles	St. Charles Lodge No. 1368, Loyal Order of Moose	160802392	5	\$5,652,350.89	\$5,137,799.53	\$514,551.36	\$1,907,992.00	\$1,393,440.64	\$514,551.36	\$155,783.27	\$130,055.44	\$25,727.83
St. Charles	TAP HOUSE GRILL ST. CHARLES, LLC	170702248	5	\$3,468,829.04	\$3,208,928.51	\$259,900.53	\$1,085,311.00	\$825,410.47	\$259,900.53	\$80,050.83	\$67,055.65	\$12,995.18
<b>REPORT TOTAL:</b>				<b>\$96,913,254.99</b>	<b>\$89,190,349.56</b>	<b>\$7,722,905.43</b>	<b>\$31,002,079.00</b>	<b>\$23,278,758.11</b>	<b>\$7,723,320.89</b>	<b>\$2,348,316.07</b>	<b>\$1,962,155.79</b>	<b>\$386,160.28</b>

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5a

Title:

Presentation from Jenna Sawicki, Executive Director of the St. Charles Business Alliance, of a Concept idea for a 3D Letter Sculpture at the new East Plaza

Presenter:

Jenna Sawicki, Director of the St Charles Business Alliance

Meeting: Government Operations Committee

Date: December 2, 2019

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

Jenna Sawicki, Executive Director of the St Charles Business Alliance is presenting a concept idea for a 3D Letter Sculpture for the downtown planned for the Spring of 2020. The Alliance has been working with Chicago based artist named Matthew Hoffman (<http://www.heyitsmatthew.com/>) for the design which is inspired by the Beautiful Fox River. The artist is known for positive/ inspirational art installations all over the City of Chicago and has a huge positive following on social media. His art has proven to create immediate positive dialogue, generate human interest stories online, in print & on TV. Adding a piece of his art to our community will draw crowds ready to engage in positive economic impact and create even more economic activity to downtown St Charles.

The sculpture is 7' wide, 6' tall, 3' deep. It's made of recycled plastic and moveable as the weight can be removed from inside the base, and it could be lifted onto a pallet or flat cart/trailer. The sculpture will weigh over 1,500 lbs.

The Alliance has already received support from the St Charles Arts Council for the sculpture and have also confirmed with Public Works and city staff to make sure we have the proper means to move the 3D letters if the city desired a change.

The St Charles Business Alliance would like to gift these letters to the City as we have done with public art traditionally.

**Attachments** *(please list):*

Two photos; "Be You" letters, and the finished project to show how it will look.

**Recommendation/Suggested Action** *(briefly explain):*

Presentation from Jenna Sawicki, Executive Director of the St. Charles Business Alliance, of a Concept idea for a 3D Letter Sculpture, with future acceptance of art.

Handwritten text in a cursive script, possibly representing the word "Hill" or "Hill".



**AGENDA ITEM EXECUTIVE SUMMARY**Agenda Item number: **6a**

Title: Adoption of an Amended Policy Prohibiting Sexual Harassment

Presenter: Jennifer McMahon, Director of Human Resources

Meeting: Government Operations Committee

Date: December 2, 2019

Proposed Cost: \$ 0

Budgeted Amount: N/A

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

On August 9, 2019, amendments to Article 70 – Governmental Entities of the State Officials and Employees Ethics Act were passed, with an effective date of January 1, 2020. These amendments require that each governmental unit that is not subject to the jurisdiction of a State or local Inspector General adopt an ordinance amending its sexual harassment policy to provide for a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit. This ordinance adopts an amended sexual harassment policy establishing such a mechanism. This policy has been reviewed and updated by the City’s labor attorney.

**Attachments** *(please list):*

Ordinance adopting an Amended Policy Prohibiting Sexual Harassment for the City of St. Charles.

**Recommendation/Suggested Action** *(briefly explain):*

Human Resources Director McMahon recommends the ordinance be approved as presented.

**AN ORDINANCE ADOPTING AN AMENDED  
POLICY PROHIBITING SEXUAL HARASSMENT  
FOR THE CITY OF ST. CHARLES**

**ORDINANCE NO:** \_\_\_\_\_

**WHEREAS**, the Illinois General Assembly has recently amended Public Act 93-615 – State Officials and Employees Ethics Act, an Act concerning government, which becomes effective January 1, 2020;

**WHEREAS**, pursuant to the Act, each governmental unit shall adopt an ordinance amending its sexual harassment policy to provide for a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit;

**WHEREAS**, all prior existing sexual harassment policies of the City of St. Charles shall be superseded by the amended Policy Prohibiting Sexual Harassment adopted by this Ordinance; and

**WHEREAS**, should any section or provision of this Ordinance or the adopted Policy Prohibiting Sexual Harassment be declared to be invalid, that decision shall not affect the validity of this Ordinance or adopted Policy Prohibiting Sexual Harassment as a whole or any part thereof, other than the part so declared to be invalid;

**NOW, THEREFORE**, be it ordained by the corporate authorities of the City of St. Charles the following:

Section 1. The amended Policy Prohibiting Sexual Harassment, included as Exhibit A to this Ordinance, is hereby adopted.

Section 2. That after the adoption and approval hereof the Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles. This ordinance shall be effective as of January 1, 2020.

**PRESENTED** to the City Council of the city of St. Charles, Illinois, this\_\_  
\_\_\_\_\_day December, 2019.

**PASSED** by the City Council of the city of St. Charles, Illinois, this \_\_\_\_\_ day of  
December, 2019.

**APPROVED** by the Mayor of the city of St. Charles, Illinois, this \_\_\_\_\_ day of  
December, 2019.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

## **ANTI-HARASSMENT**

**APPLICABILITY:** All Elected Officials, Appointed Officials, and Employees

The City of St. Charles strives to create a healthy work environment in which all employees and non-employees within the City's work environment are treated with dignity and respect. Also, any form of discrimination or harassment will not be tolerated. Harassment in the workplace is unacceptable conduct and will not be tolerated by anyone, including any employee, supervisor, elected official, vendor, customer, or any other third party. It is the responsibility of each individual employee to refrain from harassment or discrimination of other employees or non-employees. It is the right of each individual employee to work in an environment free from harassment.

### **Prohibited Conduct**

This policy prohibits harassment or other workplace discrimination based on an individual's actual or perceived protected status under state and federal law.

Harassment is defined as unwelcome conduct, whether verbal, physical, or visual, that denigrates or shows hostility or aversion toward an individual based upon that person's actual or perceived race, gender, sex, sexual orientation, age, color, religious affiliation, national origin, physical or mental disability, ancestry, marital status, military status, unfavorable discharge from military service, order of protected status, or other legally protected status. The City will not tolerate harassing conduct that has the purpose or effect of interfering unreasonably with an individual's work performance, affecting an individual's tangible job benefits, or creating an intimidating, hostile, or offensive work environment. Consensual sexual relationships between co-workers are strongly discouraged. Consensual sexual relationships between supervisors and their subordinate employees are strongly discouraged.

The conduct forbidden by this policy specifically includes, but is not limited to:

1. Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status.
2. Jokes, kidding, teasing, or practical jokes directed at a person based on his or her protected status.
3. Written or graphic material circulated, available on the City's computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status.
4. Any employee mocking or belittling any other employee.
5. The City discourages any such conduct in the workplace, and this policy prohibits harassment based on an individual's protected status, even if it does not rise to the level of a legal violation.

## **Sexual Harassment**

Sexual harassment is a serious offense and is often misunderstood. Sexual harassment includes any harassing conduct based on gender, regardless of whether the conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or different genders.

Unwelcome verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects working conditions or creates a hostile work environment constitutes sexual harassment when:

- Submission to the conduct is an explicit or implicit term of employment,
- Submission to or rejection of such conduct is used as a basis for an employment decision affecting an individual (tangible employment action), or
- The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation.

The City considers the following conduct to represent, but are not limited to, some of the types of acts that violate this harassment policy:

1. Intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, hugging, kissing, etc.
2. Physical assaults of a sexual nature, including, but not limited to, coerced sexual intercourse, sexual battery, sexual assault, or rape.
3. Unwanted sexual advances, propositions or other sexual comments, including, but not limited to, sexually oriented gestures, noises, leering, remarks, innuendo, jokes, or comments or verbal abuse of a sexual nature. Also included are preferential treatment and promises of a preferential treatment to an employee for submitting to sexual conduct.
4. Sexual or discriminatory displays or publications anywhere in the City workplace by City employees, including, but not limited to, pictures, posters, calendars, graffiti, objects, reading materials, computers, or other materials that are suggestive, demeaning, or pornographic.

## **Subtle Forms of Sexual Harassment**

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is subtler and depends, to some extent, on individual perception and interpretation.

## **Employee Responsibility**

Every employee is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. Employees should immediately report

observed conduct that is unwelcome, offensive, inappropriate, or in poor taste. The employee should notify his or her supervisor or the Director of Human Resources with complaints about alleged problems or violations of this policy at any time. Employees are expected to come forward promptly and report any problems pursuant to this policy before the alleged offending behavior becomes severe or pervasive. Complaints need not be limited to someone who was the target of the alleged offending conduct. Anyone who has observed an alleged violation of the policy is required to report such conduct. An individual employee who harasses a fellow worker or non-worker within the City's work environment is liable for his/her individual conduct.

### **Supervisor Responsibility**

Each supervisor is responsible for maintaining a workplace free from all forms of harassment and set an example for your employees. This is accomplished by promoting a professional environment and by dealing with harassment like any other form of employee misconduct. The courts have found that organizations, as well as supervisors, can be held liable for damages related to harassment by a manager, supervisor, employee or third party.

Supervisors must act quickly and responsibly not only to minimize their own liability but also that of the City. Inform your staff that such behavior is unacceptable to you, as well as to the City. Make sure that all of your employees know and understand the law, the harassment policy, and grievance procedures.

Specifically, a supervisor must immediately address an observed incident of harassment or a complaint with seriousness, take appropriate disciplinary action, and observe strict confidentiality. The supervisor must consult with the Director of Human Resources on the proper procedures to follow. This also applies to cases where an employee tells the supervisor about behavior considered harassment but does not want to make a formal complaint.

Supervisors must ensure that no retaliation will result against an employee making a harassment complaint.

### **Complaints of Harassment**

If an employee experiences or witnesses any conduct that he or she believes is inconsistent with this policy, they should deal with the incident(s) as directly and firmly as possible by clearly communicating his/her position to the supervisor, Director of Human Resources, and offending employee. This may be done in writing or orally. Each supervisor must immediately report to Human Resources any complaint or observation of conduct which may violate this policy.

The process for making a complaint about harassment falls into several stages:

#### **Direct Communication**

If there is harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request the offending behavior stop.

The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

### **Contact with Supervisory Personnel**

At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by this situation, the problem must be promptly reported to the immediate supervisor or to the Director of Human Resources. If the harasser is the immediate supervisor, the problem should be reported to the next level of supervision or the Director of Human Resources.

### **Formal Complaint**

An employee may also report incidents of harassment directly to the Director of Human Resources. The Director of Human Resources will counsel the reporting employee and be available to assist with filing a formal complaint. The City will fully investigate the complaint and advise the complainant and alleged harasser of the results of the investigation.

### **Confidentiality**

The City will protect confidentiality by every means legally possible, but confidentiality cannot be completely guaranteed.

### **City Response**

All reports describing conduct that is inconsistent with this policy will be investigated promptly. Employees who believe they have been subjected or exposed to discrimination or harassment prohibited by this policy have the right to have any such activity terminated immediately. The City may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. The City will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The City might also conclude, depending on the circumstances, either that no violation of the policy occurred or that the City cannot conclude whether or not a violation occurred.

The harassing employee will be subject to disciplinary action up to and including termination in accordance with City policy or a bargaining agreement, as appropriate.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the City will take corrective action, including discipline up to and including dismissal, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The City may discipline an employee for any inappropriate conduct discovered in investigation reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of policy. If the person who engaged in harassment is not employed by the City, then the City will take whatever corrective action is reasonable and appropriate under the circumstances.

After the investigation is finalized, the human resources director will meet with the complainant and respondent separately to explain the City's findings and disciplinary or prevention action, if necessary.

Employees are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation. Our policy provides for immediate notice of problems to the City employees and officials listed above, so that we may address and resolve any problems without waiting for legal proceedings to run their course. However, employees may also file a charge of discrimination in writing with the Illinois Department of Human Rights (IDHR) within 300 days of the harassment and/or the Equal Employment Opportunity Commission (EEOC) within 300 days at:

Illinois Department of Human Rights (IDHR) <a href="http://www.state.il.us/dhr">http://www.state.il.us/dhr</a> 100 W. Randolph St., Ste. 10-100 Chicago, IL 60601 312/814-6200 Chicago 312/263-1579 TDD Chicago	Equal Employment Opportunity Commission (EEOC) <a href="http://www.eeoc.gov">http://www.eeoc.gov</a> 500 W. Madison St., Ste. 2800 Chicago, IL 60661-2511 312/353-2713 or 312/814-6269 Chicago 312/814-4760 TDD Chicago
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### **Policy Against Retaliation**

The City forbids that any employee treat any other employee or former employee or applicant adversely for reporting harassment, for assisting another employee or applicant in making a report, for cooperating in a harassment investigation, or for filing an administrative claim with the IDHR or EEOC. All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures stated above. No one will be retaliated against, even if a complaint made in good faith is not substantiated.

### **Resolution Outside the City**

It is hoped that most harassment complaints and incidents can be resolved within a department; however, any employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

An employee who is suddenly transferred to a lower paying job or passed over for promotion, after filing a complaint with IDHR or EEOC may file a retaliation charge, also due within 300 days (IDHR or EEOC) of the alleged retaliation.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges of assault and battery.

### **False Complaints**

False charges refer to cases where the accuser files a sexual harassment complaint that can be proven false. Given the seriousness of the consequence for the accused, a false charge is a severe offense that can itself result in disciplinary action.

### **Confidentiality**

In investigating and in imposing any discipline, the City will attempt to preserve confidentiality to the extent that the needs of the situation permit and in order to conduct an investigation. Confidentiality cannot be guaranteed.

### **Elected Official Complaint Process**

Because the City promotes civility and respectful interactions at all levels of the organization, it is critical that elected and appointed officials understand their responsibility to comply with this policy. Elected and appointed officials are also expected to treat each other in a manner consistent with this policy. Any elected or appointed official who believes they have experienced prohibited conduct by another elected or appointed official that is inconsistent with the City's policy against harassment may notify the Human Resources Director. After receiving the complaint, the City will initiate an investigation through the use of an independent investigator experienced in investigating workplace harassment complaints.

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 7\*a

Title:

Recommendation to Approve a Resolution and Amplification Equipment for the 2020 St. Patrick's Day Parade

Presenter:

Chief Keegan

Meeting: Government Operations Committee

Date: December 2, 2019

Proposed Cost: PD \$5,979.79  
PW \$9,372.27  
**TOTAL: \$15,352.06**

Budgeted Amount: \$

Not Budgeted: **Executive Summary** (if not budgeted please explain):

A resolution has been requested for the closing of Main Street on Saturday, March 14, 2020 for the annual St. Patrick's Day Parade. The parade will be held on Main Street, beginning at 6<sup>th</sup> St. and ending at 4<sup>th</sup> Ave.

In 2017, the cost to the City for this event was approximately \$14,393.00.

In 2018, the cost to the City for this event was approximately \$15,363.97.

In 2019, the cost to the City for this event was approximately \$15,667.88.

The Police Department is working with the parade committee to maintain safety for the parade participants and attendees. The significant increase in this year's estimate is due to the fact that the City now charges a productive hourly rate, which has increased cost estimates across the board for all special events. No changes have been proposed from last year's parade proposal.

Main Street will be closed (between 5<sup>th</sup> Avenue and 7<sup>th</sup> Street) from 1:45 p.m. – 3:30 p.m. No parking will be allowed on the parade and detour routes beginning at 11:00 a.m. The following streets will be closed beginning at 12:00 p.m. for parade staging:

- Walnut Street (between 3<sup>rd</sup> St. and 7<sup>th</sup> St.)
- N. 6<sup>th</sup> St. and N. 5<sup>th</sup> St. (between State St. and Main St.)
- S. 6<sup>th</sup> St., S. 5<sup>th</sup> St., and S. 4<sup>th</sup> St. (between Main St. and Illinois St.)
- Cedar St. (between 7<sup>th</sup> St. and 5<sup>th</sup> St.)

Two parking spaces will be coned off in the checkerboard parking lot for parade preparation. The loud speaker permit is for the music as well as the viewing stand for the parade.

**Attachments** (please list):

Resolution for St. Patrick's Day parade

**Recommendation/Suggested Action** (briefly explain):

The Police Department recommends approval as the Committee has met the Special Event requirements.

**City of St. Charles, Illinois**  
**Resolution No. \_\_\_\_\_**

**A Resolution Requesting the Closure of Routes 64 and 31 for the St. Patrick's Day Parade**

**Presented & Passed by the City Council on \_\_\_\_\_**

WHEREAS, the Chamber of Commerce is sponsoring a St. Patrick's Day Parade in the City of St. Charles, and;

WHEREAS, this Parade will require the temporary closure of Main Street (Route 64) and Second Street (Route 31) state highways in the City of St. Charles, and;

WHEREAS, Section 4-408 of the Illinois Highway Code authorizes the Department of Transportation to issue permits to local authorities to temporarily close portions of state highways for such public purposes or needs as parades and local celebrations;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Charles that permission to close Main Street (Route 64) and Second Street (Route 31) on Saturday, March 14, 2020 from 1:30 p.m. to 3:30 p.m. be requested of the Department of Transportation;

BE IT FURTHER RESOLVED that if such permission is granted by the Department of Transportation, all highway traffic during the periods of time specified shall be detoured over the following routes:

For westbound on Route 64: south on 5th Avenue (Route 25) to Illinois Avenue, west to 7th Street, north to Route 64. For southbound on Route 31: west on State Street from Route 31 to 7th Street, south on 7th Street to Illinois Street, east on Illinois Street to Route 31. For eastbound Route 64 and northbound Route 31, use the reverse route.

BE IT FURTHER RESOLVED that if such permission is granted by the Department of Transportation, the City of St. Charles assumes full responsibility for the direction, protection and regulation of the traffic during the time the detour is in effect, and all liabilities for damages of any kind occasioned by the closing of the state highway, and it is further agreed that efficient all-weather detours will be maintained to the satisfaction of the Department and conspicuously marked for the benefit of traffic diverted from the state highway.

Resolution No. \_\_\_\_\_

Page 2

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Department of Transportation to serve as a formal request for the permission sought in this resolution.

PRESENTED to the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

PASSED by the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

APPROVED by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Raymond P. Rogina, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 8a

Title:	Recommendation to approve an agreement with Gartner Consulting to provide information technology research and consulting services for \$63,220
Presenters:	Larry Gunderson, Director of Information Systems

Meeting: Government Operations Committee

Date: December 2, 2019

Proposed Cost: \$63,220

Budgeted Amount: \$63,220

Not Budgeted:

**Executive Summary** (if not budgeted please explain):

The City supports its business operations with a diverse software application portfolio and underlying technology infrastructure. As a result, there are opportunities to improve the City’s ability to respond to new technology requirements and increase overall cost effectiveness with a well-defined and planned technology architecture. To address that need, the City’s 2015 Strategic Plan included a goal to develop a strategy to simplify, consolidate, and understand the City’s resource needs for its technology infrastructure and enterprise applications. In order to meet that goal, in December 2018 City Council approved a one-year agreement with Gartner Consulting to assist City staff in developing an enterprise architecture (EA) program at the City. Over the past year Gartner has provided the following key support to the City’s EA program development:

- Customized consulting advice on developing the City’s EA program charter from experts who have decades of experience specifically in EA
- EA program charter templates and research
- Identification of performance indicators to enable measurement of EA program effectiveness

In addition to assisting with its enterprise architecture program, Gartner also provided value to the City by supporting the following initiatives:

- Network systems design,
- Succession planning, and
- Enterprise software application implementation

In particular, Gartner Consulting provided significant value to the City for the network systems design project. By validating and supporting the move to HP Aruba network equipment from the previous network systems provider, Gartner enabled the City to save up to \$800,000 in capital costs and \$50,000 a year in operating expenditures.

For FY 20 Information Systems staff are recommending a new one-year agreement with Gartner Consulting to provide consulting services to develop a strategic technology plan for the City. The agreement will also enable the City to utilize Gartner’s IT research, advisory and contract review services to provide support for all of its upcoming initiatives. As a result, the City expects Gartner to provide additional savings to the City in negotiating its upcoming contract for the purchase of HP Aruba network equipment.

Because of Gartner’s unique position as an independent, global technology research company, no other consulting firm provides similar services. As a result, this will be a sole source procurement.

**Attachments** *(please list):*

**Recommendation/Suggested Action** *(briefly explain):*

Recommend approval of an agreement with Gartner Consulting for information technology research and consulting services for \$63,220.