
THE CITY OF ROCHELLE

Ogle County, Illinois

RESOLUTION NO. _____

**A RESOLUTION APPROVING AN AMENDMENT TO THE
PERSONNEL MANUAL RELATED TO TRAVEL AND MEAL EXPENSES**

**JOHN BEARROWS, Mayor
ROSE HUERAMO, City Clerk**

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City Council**

Published in pamphlet form by authority of the Mayor and City Council of the City of Rochelle
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200 W. Adams, Ste. 2125, Chicago, IL 60606

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WHEREAS, Section 7 of Article VII of the 1970 Constitution of the State of Illinois provides that a municipality that is not a home rule unit shall only have the powers granted to them by law and as such the City of Rochelle, Ogle County, Illinois being a non-home rule unit pursuant to the provisions of said Section 7 of Article VII, and may exercise only the powers expressly granted by law; and

WHEREAS, the Illinois General Assembly granted non-home rule municipalities broad authority to “pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities.” 65 ILCS 5/1-2-1; and

WHEREAS, while “non-home rule municipalities have the authority to enact ordinances, such ordinances may in no event conflict with state law or prohibit what a state statute expressly permits . . . A local ordinance may impose more rigorous or definite regulations in addition to those enacted by the state legislature so long as they do not conflict with the statute.” (*Village of Wauconda v. Hutton*, 291 Ill. App. 3d 1058, 1060 (1997)); and

WHEREAS, previously the City has adopted a policies and procedures manual for employees and elected officials (“Personnel Policies Manual”) setting forth the policies and procedures in current force and effect for City employees and elected officials; and

WHEREAS, by its nature, the Personnel Policies Manual, otherwise referred to as the Employee Handbook is in constant need of review and revision to be consistent with all applicable laws and best practices; and

WHEREAS, the City staff and legal counsel have identified a need to amend the Personnel Policies Manual and specifically Chapter 5, Article S: Travel and Meal Control Act Policy; and

NOW, THEREFORE, be it Resolved by the corporate authorities of the City of Rochelle the following:

SECTION ONE: The foregoing recitals shall be, and are hereby, incorporated into and made a part of this Resolution as if fully set forth in this Section One.

SECTION TWO: The City hereby amends Chapter 5, Article S: Travel and Meal Control Act Policy of the Personnel Policies Manual, as set forth in Exhibit 1 attached hereto, subject to final review and revisions by the City Attorney.

SECTION THREE: All prior Ordinances, Resolutions and Personnel Policies in conflict or inconsistent herewith are hereby expressly repealed but only to the extent of such conflict or inconsistency.

SECTION FOUR: This Resolution shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED THIS 13th day of March, 2023.

AYES:

NAYS:

ABSENT:

APPROVED THIS 13th day of March, 2023.

MAYOR

ATTEST:

CITY CLERK

EXHIBIT 1

City of Rochelle

CATEGORY:

FINANCE

PAGE: 1 of 3

**TITLE: CITY OF ROCHELLE TRAVEL & MEAL EXPENSE
CONTROL ACT POLICY**

EFFECTIVE: 03/14/2023

SUPERSEDES: 1/1/2017

Purpose and Scope:

The purpose of this policy is to establish procedures for permission to attend and to obtain reimbursement for City financed functions (meetings, seminars, conferences, education courses, or any event that advances your job knowledge). This policy is applicable to all City Employees, including Department Chiefs, Superintendents, Directors, Supervisors, the City Attorney, City Clerk and City Treasurer.

1. Generally attendance at a one-day meeting, seminar, education course or other similar function does not require Supervisor approval, provided there is sufficient budget funds available to cover the cost of the event and/or reimbursement of expenses incurred therefore. *(Proof of sufficient funds must be submitted at time of request.)*
2. Supervisor approval is required for a two or more day seminar, conference, educational course or similar function. *Written request for approval must be submitted prior to an expense for travel, meals or lodging* on the City of Rochelle Travel Request and Approval form together with a copy of the function announcement and the estimated costs of travel, meals, lodging, registration fees, date(s) and nature of the reason for travel. Sufficient budget funds must be available to cover the cost of attending the function.
3. There will be no cash advancements.
4. Any request for reimbursement of allowable expenses associated with your attendance at a function must be submitted on the City of Rochelle Employee Expense Report form to the Supervisor's office for review and approval within thirty (30) days of the function. *Original Receipts must be submitted to support the request for reimbursement.*
5. Reimbursement for meals **that includes Overnight Lodging** shall be limited to a per diem of \$50 for full days, \$25 for day of departure, and \$25 for day of return.
- 6a. Reimbursement for meals **without** Overnight Lodging may be reimbursed by the City subject to the following limits/rules: The purpose of the meal shall be part of attending a business or job related conference, workshop or training or to engage in a "working" meeting. A "working" meeting must serve a legitimate business purpose, involve at least one other person and the reimbursement must include:

1. The subject or purpose of the meal/meeting.
2. A list of all persons attending the meal/meeting.

The meal reimbursement shall be limited to a per diem of \$25. Reimbursement is for the City employee only.

6b. Meals/refreshments off-premise where the purpose is to discuss a business topic that could be discussed in an office setting is not eligible for reimbursement.

6c. Deviations from the meal reimbursement policy must be approved by the City Manager in advance.

7. For special events or meetings at a City owned facility for City related business, lunch or light refreshments such as snacks and non-alcoholic beverages may be provided.

8. Reimbursement for mileage must include a printed MapQuest verification. When an individual reports directly to an approved training or meeting site, mileage shall be reimbursed the lesser of the following:

- a. The mileage between the “official work station” and the approved reporting site
OR
- b. The mileage between the “official residence” and the approved reporting site.

9. Reimbursement for tollway charges must include a receipt or a printout of the online toll calculator (***no exceptions***).

10. Air travel will be allowed at the discretion of the Supervisor. Companion tickets may not be purchased using City-issued credit cards. If an individual is accompanying you on a City approved trip, you must purchase airfare on your own credit card and then request reimbursement of the City approved portion.

11. The following expenses are considered personal/entertainment and are therefore non-reimbursable:

- a. Entertainment expenses, included but not limited to, video rentals, shows, amusements, theaters, sporting events and other items of similar nature.
- b. Taxi fares, vehicle rental and other transportation costs to or from places of entertainment. In addition, **transportation expenses between an individual's official residence and official workplace are not allowed.**
- c. Costs of personal trip insurance and medical and hospital services.
- d. Alcoholic beverages.

e. Valet Parking

f. The City will not “pick-up the tab” for group business meals.

12. Any City Employee, including Department Chiefs, Superintendents, Directors, Supervisors, the City Attorney, City Clerk and City Treasurer that *exceeds the maximum allowed* under the regulations adopted under Section 10 of Public Act 099-0604; or any member of the governing board of the City of Rochelle, may only be approved by roll call vote at an open meeting of the Rochelle City Council.

Prepared by:

Approved by:

Chris Cardott
Finance Director

Date

Jeff Fiegenschuh
City Manager

Date

Attachment A – City of Rochelle Travel Request and Approval Form

Attachment B – City of Rochelle Employee Expense Report

Attachment C – Illinois Public Act 099-0604

STATE OF ILLINOIS)
)
COUNTY OF OGLE) SS.

CERTIFICATE

I, Rose Hueramo, City Clerk of the City of Rochelle, County of Ogle and State of Illinois,
DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. _____,
“A RESOLUTION APPROVING AN AMENDMENT TO THE PERSONNEL MANUAL
RELATED TO TRAVEL AND MEAL EXPENSES” which was adopted by the Mayor and City
Council of the City of Rochelle on March 13, 2023.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of
the City of Rochelle this 13th day of March, 2023.

CITY CLERK