
THE CITY OF ROCHELLE
Ogle County, Illinois

RESOLUTION
NO. _____

**A RESOLUTION TO AMEND THE PERSONNEL POLICIES MANUAL TO INCREASE
PER DIEM TRAVEL EXPENSES**

JOHN BEARROWS, Mayor
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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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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, at this time Human Resources recommends that the Personnel Policies Manual be revised to update the amount of per diem for travel expenses from \$50 to \$70 for any travel day, the proposed change can be found under section 5 of Article S, which is attached herein as Exhibit A; and

WHEREAS, it has been determined by the Corporate Authorities of the City of Rochelle that it is in the best interest of the City and its residents to update the Personnel Policies Manual as reflected in the attached Exhibit A.

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 the Personnel Policies Manual to adopt the revised Article S which is attached Exhibit A, 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 27th day of January, 2025.

AYES:

NAYS:

ABSENT:

APPROVED THIS 27th day of January, 2025.

MAYOR

ATTEST:

CITY CLERK

EXHIBIT A

ARTICLE S: TRAVEL & MEAL EXPENSE CONTROL ACT POLICY 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 while traveling shall be limited to a per diem of \$70. ***Meals are not to be charged to the City's credit card.***
 - a. Advances to per diem may be given; to ensure timely processing of advance reimbursement requests must be submitted at least **14 days before the planned travel date**. This allows the finance department sufficient time to review, approve, and process the request before the trip begins. In addition, reimbursements will not be processed more than **21 days prior to the travel date** to avoid complications related to potential trip cancellations or changes in plans.

STATE OF ILLINOIS)
)
COUNTY OF OGLE) SS.

CERTIFICATE

I, Rose Huéramo, 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 TO AMEND THE PERSONNEL POLICIES MANUAL TO INCREASE PER DIEM TRAVEL EXPENSES” which was adopted by the Mayor and City Council of the City of Rochelle on January 27, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City of Rochelle this 27th day of January, 2025.

CITY CLERK