

COUNCIL POLICY STATEMENT

Policy No. 28
General Subject: Finance
Specific Subject: Expenses for Elected Officials
Date Approved: February 29, 1992
Date Revised: May 19, 1997

PURPOSE

To establish a standard for determining those functions, meetings and memberships which will be paid for by the City on behalf of elected officials.

RATIONALE

It is important that City officials belong to selected organizations and attend professional meetings, seminars and conventions, which advance their knowledge and expertise.

POLICY STATEMENT

1. Mayor - Among the Mayor's duties is representing the City at official functions. These may include dinners, banquets and other events where expenses would be incurred. It is appropriate for the City to cover expenses for the Mayor to attend such official functions, including but not limited to the following:

- Northwest Municipal Conference Meetings and Conferences
- Legislative gatherings
- Travel, lodging and meals while in Springfield promoting legislation
- Illinois Municipal League meetings and annual conference
- Meetings in the region, including travel, parking meals, etc., for SOC and NIPC, and others
- Meetings with area legislators, mayors and business leaders
- Chamber of Commerce annual dinner

2. City Clerk – In an official capacity, it is proper for the City Clerk to belong to organizations and attend professional meetings to represent the City including but not limited to the following:

- Meetings of area clerks
- Illinois Municipal Clerks Academy
- International Association of Municipal Clerks meeting
- Illinois Municipal League Conference
- Northwest Municipal Conference Meetings and Conferences

3. City Treasurer – In an official capacity, it is proper for the City Treasurer to belong to organizations and attend professional meetings to represent the City, including but not limited to the following:

Membership in American Institute of CPAs and Illinois CPAs
Membership in Financial Executives Institute and Financial Executives – Chicago
Northwest Municipal Conference Meetings and Conferences
Meetings of Finance Officers, Pension Board Seminars and Municipal Treasurers
Illinois Municipal League Conference

4. Aldermen – In their official capacity, attendance at official functions is appropriate including but not limited to the following:
Northwest Municipal Conference Meetings & Conferences
Selected training at Illinois Municipal League
Trustee Institute Illinois Municipal League Conference for Newly Elected Officials
5. Expenses incurred on behalf of spouses when they accompany the elected official to local functions may be borne by the City if the function would normally require the attendance of the spouse; subject to approval by the City Manager.
6. Extraordinary situations not listed above should be approved by the appropriate standing Committee or the City Manager.