

WATERLOO CITY COUNCIL

Regular Meeting Agenda

Date: January 15, 2018

Time: 7:30 p.m.

1. Call to Order.
2. Roll Call.
3. Pledge of Allegiance.
4. Correction or Withdrawal of Agenda Items by Sponsor.
5. Approval of Minutes as Written or Amended.
6. Petitions by Citizens on Non-Agenda Items.
7. Reports and Communications from the Mayor and other City Officers.
 - A. Report of Collector.
 - B. Report of Treasurer.
 - C. Report of Zoning Administrator.
 - D. Report of Building Inspector / Code Administrator.
 - E. Report of Director of Public Works.
 - F. Report of Chief of Police.
 - G. Report of City Attorney.
 - H. Report and Communication by Mayor.
8. Report of Standing Committees.
9. Report of Special Committees.
10. Presentation of Communications, Petitions, Resolutions, Orders and Ordinances by Aldermen.
 - A. Consideration and Action on Ordinance No. 1745 Adopting a Policy Prohibiting Sexual Harassment for the City of Waterloo, Illinois.
 - B. Consideration and Action on Ordinance No. 1746 Authorizing the Amendment of the City of Waterloo, Illinois Revised Code of Ordinances, Chapter 34 Subdivisions, Article III: Preliminary Plats, Division II: General Requirements, Section 34-3-5(B)(22)(K) Requirements for Preliminary Plats.
 - C. Consideration and Action on Ordinance No. 1747 Authorizing the Amendment of the City of Waterloo, Illinois Revised Code of Ordinances, Chapter 21 Liquor, Article II: Licenses, Section 21-2-6 License Classification, Fees, Numbers.
 - D. Consideration and Action on Ordinance No. 1748 in Compliance with the Local Government Travel Expense Control Act.
11. Unfinished Business.
12. Miscellaneous Business.
13. Discussion of Matters by Council Members Arising After Agenda Deadline.
14. Motion to Adjourn.

DATES TO REMEMBER

Jan. 23, 2018 – American Legion Meeting, Waterloo City Hall: Second Floor, 7:00 p.m.
Feb. 05, 2018 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
Feb. 08, 2018 – Violence Prevention Meeting, Waterloo City Hall: Second Floor, 4:00 p.m.
Feb. 12, 2018 – Planning Commission Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
Feb. 13, 2018 – Sister Cities Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.
Feb. 14, 2018 – Minister’s Meeting, Waterloo City Hall: Second Floor, 8:00 a.m.
Feb. 14, 2018 – Park District Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.
Feb. 15, 2018 – Zoning Board of Appeals Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
Feb. 19, 2018 – City Offices Closed for President’s Day.
Feb. 20, 2018 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
Feb. 27, 2018 – American Legion Meeting, Waterloo City Hall: Second Floor, 7:00 p.m.

**MINUTES OF THE
CITY COUNCIL MEETING
JANUARY 02, 2018**

1. The meeting was called to order by Mayor Tom Smith.
2. The following Aldermen were present: Notheisen, Thomas, Trantham, Darter, Buettner, Row and Heller. Alderman Hopkins was absent.
3. Pledge of Allegiance led by Mayor Tom Smith.
4. Correction or Withdrawal of Agenda Items by Sponsor.
None.
5. Approval of Minutes as Written or Amended.
Motion as made by Alderman Darter and seconded by Alderman Buettner to approve the December 18, 2017 City Council Meeting Minutes. Motion passed unanimously with Aldermen Darter, Buettner, Row, Heller, Notheisen, Thomas and Trantham voting yea.
6. Petitions by Citizens on Non-Agenda Items.
None.
7. Reports and Communications from the Mayor and other City Officers.
 - A. Report of Collector. No report.
 - B. Report of Treasurer. No report.
 - C. Report of Zoning Administrator. No report.
 - D. Report of Director of Public Works. Tim Birk reported a busy weekend due to the extremely cold weather with the City experiencing 2 electric, 3 gas and 6 water emergency calls.
 - E. Report of Chief of Police. No report.
 - F. Report of City Attorney. No report.
 - G. Report and Communication by Mayor.
 1. Presentation of the Good Neighbor Award to Ben & Katie Kalbfleisch.
8. Report of Standing Committees.
None.
9. Report of Special Committees.
None.
10. Presentation of Communications, Petitions, Resolutions, Orders and Ordinances by Aldermen.
 - A. Consideration and Action on Ordinance No. 1743 Authorizing the Amendment of the City of Waterloo, Illinois Revised Code of Ordinances, Chapter 40 Zoning, Article III: General Supplemental Regulations, Section 40-3-17 Flags and Flagpoles by the Addition of 40-3-17(A)(1).
Motion made by Alderman Heller and seconded by Alderman Notheisen to approve Ordinance No. 1743 authorizing the amendment of the City of Waterloo, Illinois Revised Code of Ordinances, Chapter 40 Zoning, Article III: General Supplemental Regulations, Section 40-3-7 Flags and Flagpoles by the addition of 40-3-17(A)(1). Motion passed unanimously with Aldermen Heller, Notheisen, Thomas, Trantham, Darter, Buettner and Row voting yea.

- B. Consideration and Action on Ordinance No. 1744 Authorizing the Amendment of the City of Waterloo, Illinois Revised Code of Ordinances, Chapter I Administration, Article II: City of Waterloo, Illinois Revised Code of Ordinances, Chapter I Administration, Article II: City Officials, Division IV: General Regulations, Section 1-2-29 Bidding and Contract Procedures, (A) Competitive Bidding, to Revise the Exceeding Expense Amount from \$20,000 to \$25,000.
Motion made by Alderman Notheisen and seconded by Alderman Row to approve Ordinance No. 1744 authorizing the amendment of the City of Waterloo, Illinois Revised Code of Ordinances, Chapter I Administration, Article II: City Officials, Division IV: General Regulations, Section 1-2-29 Bidding and Contract Procedures, (A) Competitive Bidding, to revise the exceeding expense amount from \$20,000 to \$25,000. Motion passed unanimously with Aldermen Notheisen, Thomas, Trantham, Darter, Buettner, Row and Heller voting yea.
11. Unfinished Business.
None.
12. Miscellaneous Business.
- A. Consideration and Action on Warrant No. 561.
Motion made by Alderman Darter and seconded by Alderman Heller to approve Warrant No. 561. Motion passed unanimously with Aldermen Darter, Buettner, Row, Heller, Notheisen, Thomas and Trantham voting yea.
13. Discussion of Matters by Council Members Arising After Agenda Deadline.
None.
14. Motion to Adjourn. Motion made by Alderman Notheisen and seconded by Alderman Buettner to adjourn. Motion passed by unanimous voice vote. Mayor Smith adjourned the meeting at 7:49 p.m.

**Barbara Pace,
CITY CLERK**

**CITY OF WATERLOO, ILLINOIS
COLLECTION REPORT**

	2016-2017 ACTUAL AMOUNT	2017-2018 BUDGETED AMOUNT	% INCREASE/ DECREASE	2016 DEC	2017 DEC	% INCREASE/ DECREASE	2016-2017 FISCAL YTD	2017-2018 FISCAL YTD	% INCREASE/ DECREASE
ELEC SALES	10,928,682.18	11,485,000.00	5.09%	809,464.36	760,163.60	-6.09%	7,704,958.37	7,860,182.65	2.01%
ELEC TAX	267,262.30			19,841.06	18,252.38	-8.01%	188,457.69	188,613.06	0.08%
ELECT MISC.	249,779.00	165,000.00	-33.94%	10,564.00	77,770.00	636.18%	136,831.00	223,324.00	63.21%
SUBTOTAL	11,445,723.48	11,650,000.00	1.78%	839,869.42	856,185.98	1.94%	8,030,247.06	8,272,119.71	3.01%
BEGINNING UNAPPLIED	452,042.85			38,039.39	36,537.95	-3.95%	292,127.55	253,501.56	-13.22%
UNAPPLIED CASH REC'D	121,448.56			17,288.34	12,153.25	-29.70%	88,732.02	72,349.20	-18.46%
UNAPPLIED DISBURSED	130,190.08			5,820.29	5,743.64	-1.32%	78,353.56	59,789.10	-23.69%
ENDING UNAPPLIED	443,301.33			49,507.44	42,947.56	-13.25%	302,506.01	266,061.66	-12.05%
GAS SALES	2,226,705.93	2,919,000.00	31.09%	115,484.40	136,966.37	18.60%	943,866.43	1,013,303.95	7.36%
GAS TAX	61,558.14			2,971.57	3,569.38	20.12%	22,996.08	25,526.46	11.00%
GAS MISC.	158,757.00	70,400.00	-55.66%	4,663.00	32,748.00	602.29%	85,624.00	87,629.00	2.34%
SUBTOTAL	2,447,021.07	2,989,400.00	22.16%	123,118.97	173,283.75	40.74%	1,052,486.51	1,126,459.41	7.03%
WATER SALES	2,146,492.75	2,363,000.00	10.09%	188,352.29	175,798.79	-6.66%	1,468,830.82	1,671,470.16	13.80%
WATER MISC.	88,822.00	82,000.00	-7.68%	8,038.00	4,599.00	-42.78%	48,848.00	69,794.00	42.88%
SUBTOTAL	2,235,314.75	2,445,000.00	9.38%	196,390.29	180,397.79	-8.14%	1,517,678.82	1,741,264.16	14.73%
SEWER SALES	1,692,984.08	1,767,000.00	4.37%	152,454.41	132,446.64	-13.12%	1,163,984.16	1,227,551.71	5.46%
SEWER MISC.	219,335.00	176,200.00	-19.67%	10,182.00	9,932.00	-2.46%	121,989.00	165,138.00	35.37%
SUBTOTAL	1,912,319.08	1,943,200.00	1.61%	162,636.41	142,378.64	-12.46%	1,285,973.16	1,392,689.71	8.30%
CITY TAX	483,286.24	504,000.00	4.29%	35,481.56	34,176.73	-3.68%	310,071.15	323,449.97	4.31%
MISC.	27,895.00	31,700.00	13.64%	2,842.00	1,659.00	-41.63%	11,848.00	14,975.00	26.39%
SUBTOTAL	511,181.24	535,700.00	4.80%	38,323.56	35,835.73	-6.49%	321,919.15	338,424.97	5.13%
REFUSE FEE	712,392.25	750,450.00	5.34%	61,373.01	58,659.74	-4.42%	475,669.53	492,919.17	3.63%
VEHICLE STICKER	-	-		-	-		-	-	
FINES	50,963.00	50,000.00	-1.89%	4,593.00	5,359.00	16.68%	32,379.00	50,801.00	56.89%
PERMITS	124,114.00	90,000.00	-27.49%	7,328.00	5,034.00	-31.30%	66,142.00	85,254.00	28.90%
INSPECTION FEES	17,400.00	20,000.00	14.94%	1,200.00	1,275.00	6.25%	13,275.00	12,600.00	-5.08%
FRANCHISE FEES	129,254.00	130,000.00	0.58%	-	17,996.00		72,451.00	70,740.00	-2.36%
LIQUOR LICENSE	7,030.00	7,000.00	-0.43%	30.00	15.00	-50.00%	6,890.00	7,215.00	4.72%
INFRASTRUCTURE FEE	252,166.00	245,000.00	-2.84%	20,490.00	18,956.00	-7.49%	169,012.00	162,026.00	-4.13%
HOTEL/MOTEL TAX	24,205.00	22,000.00	-9.11%	2,982.00	374.00	-87.46%	16,267.00	15,166.00	-6.77%
MISC.	143,122.00	98,020.00	-31.51%	5,640.00	12,372.00	119.36%	108,156.00	152,642.00	41.13%
REPLACEMENT TAX	64,357.00	52,900.00	-17.80%	2,539.00	1,811.00	-28.67%	33,422.00	29,057.00	-13.06%
COUNTY TAX	348,623.00	395,000.00	13.30%	-	127,455.00		340,648.00	390,108.00	14.52%
SALES TAX	2,216,796.00	2,250,000.00	1.50%	186,704.00	168,959.00	-9.50%	1,464,262.00	1,424,419.00	-2.72%
BUSINESS DISTRICT TAX	91,643.00	90,000.00	-1.79%	7,793.00	7,197.00	-7.65%	60,064.00	61,918.00	3.09%
VIDEO GAMING	83,455.00	84,000.00	0.65%	7,342.00	9,329.00	27.06%	52,555.00	67,258.00	27.98%
INCOME TAX	1,173,839.00	1,239,000.00	5.55%	104,702.00	72,736.00	-30.53%	792,488.00	877,375.00	10.71%
SUBTOTAL	5,439,359.25	5,523,370.00	1.54%	412,716.01	507,527.74	22.97%	3,703,680.53	3,899,498.17	5.29%
MOTOR FUEL TAX	261,867.00	265,000.00	1.20%	22,193.00	22,093.00	-0.45%	177,387.00	173,429.00	-2.23%
MISC.	3,103.00	2,700.00	-12.99%	280.00	743.00	165.36%	1,680.00	5,095.00	203.27%
SUBTOTAL	264,970.00	267,700.00	1.03%	22,473.00	22,836.00	1.62%	179,067.00	178,524.00	-0.30%
UTILITY DEPOSITS	123,425.00	-		9,300.00	9,000.00	-3.23%	92,325.00	86,025.00	-6.82%
TOTAL DEPOSITS	24,500,762.43	25,354,370.00	3.48%	1,822,116.00	1,939,598.88	6.45%	16,272,109.25	17,107,354.33	5.13%

January 15, 2018


To: Mayor Tom Smith
City Attorney
City Aldermen

Re: Treasurer's Report

Attached, please find the December 31, 2017 Treasurer's Report for the City of Waterloo.

I welcome any questions or comments you may have about this report. I can be reached at State Bank of Waterloo weekdays from 8:00 AM – 5:00 PM. The phone number is 618-939-7194.

Sincerely,


Brad A Papenberg
City Treasurer

TREASURER'S REPORT

CITY OF WATERLOO

For the month ending
December 31, 2017

<u>CHECKING ACCOUNT</u>	<u>BEGINNING BALANCE</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>ENDING BALANCE</u>
Petty Cash	\$ 497.98	\$ -	\$ -	\$ 497.98
Utility Deposit	63,370.74	9,000.00	7,850.00	64,520.74
General Fund	(2,969,604.51)	577,887.46	795,011.30	(3,186,728.35)
Motor Fuel Tax	77,695.47	45.28	16,165.70	61,575.05
Water Fund	654,442.15	182,045.46	74,279.63	762,207.98
Sewer Fund	543,720.95	143,961.22	213,928.16	473,754.01
Gas Fund	531,603.95	175,472.87	203,989.95	503,086.87
Electric Fund	1,981,118.84	871,445.77	740,141.46	2,112,423.15
Capital Improvements	446,971.75	36,277.09	-	483,248.84
D.A.R.E.	1,178.97	-	-	1,178.97
Interest	4,667.80	1,288.74	-	5,956.54
Hotel/Motel Tax	118,750.64	374.40	1,085.25	118,039.79
TOTALS:	\$1,454,414.73	\$1,997,798.29	\$2,052,451.45	\$1,399,761.57

INVESTED FUNDS

Capital Improvements	\$ 2,247,532.79	116.26	-	\$ 2,247,649.05
Electric	\$ 4,450,004.10	230.19	-	\$ 4,450,234.29
E-Pay Utility Bills	5,083.12	32,654.60	32,444.75	5,292.97
Farm Account Income	127,829.80	16.28	-	127,846.08
Gas	3,871,593.95	200.27	-	3,871,794.22
General Fund	9,106,832.23	291,052.12	-	9,397,884.35
Motor Fuel	568,451.08	22,790.86	-	591,241.94
Pension Reserve	1,400,344.39	297.33	-	1,400,641.72
Sewer	1,779,372.76	92.05	-	1,779,464.81
Utility Deposits	303,548.63	15.70	-	303,564.33
Water	1,842,517.76	95.31	-	1,842,613.07

Total Invested Funds:	\$25,703,110.61	\$347,560.97	\$32,444.75	\$26,018,226.83
------------------------------	------------------------	---------------------	--------------------	------------------------

Total All City Funds:	\$27,157,525.34	\$2,345,359.26	\$2,084,896.20	\$27,417,988.40
------------------------------	------------------------	-----------------------	-----------------------	------------------------

<u>Debt and Pension Obligations</u>	<u>Date Opened</u>	<u>Original Balance</u>	<u>Current Balance</u>	<u>Rate</u>	<u>Payment Dates</u>
IEPA Sewer Loan	5/24/2007	\$12,372,060.00	\$6,788,492.92	2.50%	Jan and July
Unfunded Actuarial Accrued Liability - IMRF			\$2,046,400.00		
Unfunded Actuarial Accrued Liability - Police			\$2,869,014.00		
Total Liabilities		\$12,372,060.00	\$11,703,906.92		

Respectfully Submitted,

Brad A. Papenberg

Brad A. Papenberg
City Treasurer

Building Inspector/Code Administrator Monthly Report 12/31/17

	January	February	March	April	May	June	July	August	September	October	November	December	Total
New Construction Inspections:													
2017	29	33	47	45	40	58	51	69	70	42	38	36	558
2016	12	14	23	30	49	26	44	21	42	35	20	23	339
2015	21	16	19	32	19	37	13	47	26	29	19	15	293
New Construction Re-Inspections:													
2017	8	5	6	11	4	9	5	7	9	8	5	7	84
Rental Inspections:													
2017	12	15	19	11	8	23	19	16	28	26	25	20	222
2016	21	15	12	18	26	23	26	23	20	22	17	16	239
2015	11	16	15	29	20	26	28	22	21	25	17	17	247
Rental Re-Inspections:													
2017	9	8	13	1	8	13	14	9	17	11	13	14	130
Dumpster/POD Permits Issued:													
2017	9	7	13	16	10	13	13	9	13	6	9	5	123
2016	5	12	8	15	13	14	14	10	11	15	8	5	130
2015	7	5	9	9	11	6	4	10	6	6	5	6	84
Motor Vehicle Violation Notices:													
2017	12	2	15	2	3	5	3	6	1	1	0	4	54
Property Violation Notices:													
2017	7	11	10	14	22	8	15	11	4	3	7	4	116
Tickets Issued:													
2017	1	0	5	1	3	1	4	2	3	7	3	1	31

AGENDA REQUEST

(Submit by 12:00 p.m. on Wednesday before the meeting date requested.)

1. Request is made for placement on the agenda for meeting to be held on:
January 15, 2018
(Date)

2. Description of matter to be placed on agenda:
Consideration and Action on Ordinance No. 1745 Adopting a Policy Prohibiting Sexual Harassment for the City of Waterloo, Illinois.

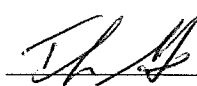
3. Relief or action to be requested:
Approval.

4. Submittal date: 01-09-18

Submitted by:
Mayor Tom Smith

DISPOSITION

5. _____ Matter to be placed on agenda for meeting date requested.
_____ Matter to be placed on agenda for meeting to be held on _____
_____ Matter referred to _____



Mayor

ORDINANCE NUMBER 1745

**AN ORDINANCE ADOPTING A POLICY PROHIBITING SEXUAL HARASSMENT
FOR THE CITY OF WATERLOO, ILLINOIS**

WHEREAS, the Illinois General Assembly has recently enacted Public Act 100-0554, an Act concerning government, which became effective immediately, dated November 16, 2017;

WHEREAS, pursuant to the Act, each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment;

WHEREAS, all prior existing sexual harassment policies of City of Waterloo, Illinois shall be superseded by the 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 City of Waterloo, Illinois the following:

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

Section 2. This ordinance shall be in full force and effect on January 15, 2018.

PASSED this 15th day of January, 2018.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAINED: _____

APPROVED this 15th day of January, 2018.

Thomas Smith, Mayor

ATTESTED this 15th day of January, 2018.

Barbara Pace, City Clerk

POLICY PROHIBITING SEXUAL HARASSMENT¹

I. PROHIBITION ON SEXUAL HARASSMENT

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of City of Waterloo, Illinois to prohibit harassment of any person by any municipal official, municipal agent, municipal employee or municipal agency or office on the basis of sex or gender. All municipal officials, municipal agents, municipal employees and municipal agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

II. DEFINITION OF SEXUAL HARASSMENT

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

III. *PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT*

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that 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 the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, a director of human resources, an ethics officer, the city manager or administrator, or the chief executive officer of the municipality.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the municipality will not be presumed to have knowledge of the harassment.

- *Resolution Outside Municipality.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the municipality. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

IV. *PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS*

No municipal official, municipal agency, municipal employee or municipal agency or office shall take any retaliatory action against any municipal employee due to a municipal employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

V. CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT

In addition to any and all other discipline that may be applicable pursuant to municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the municipality and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the municipality shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

VI. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

ⁱ This policy was drafted using the Illinois Department of Human Rights Sexual Harassment Model Policy and has been modified to conform to Public Act 100-0554.

AGENDA REQUEST

(Submit by 12:00 p.m. on Wednesday before the meeting date requested.)

1. Request is made for placement on the agenda for meeting to be held on:
January 15, 2018
(Date)

2. Description of matter to be placed on agenda:
Consideration and Action on Ordinance No. 1746 Authorizing the Amendment of
the City of Waterloo, Illinois Revised Code of Ordinances, Chapter 34
Subdivisions, Article III: Preliminary Plats, Division II: General Requirements,
Section 34-3-5(B)(22)(K) Requirements for Preliminary Plats.

3. Relief or action to be requested:
Approval.

4. Submittal date: 01-09-18

Submitted by:
Alderman Clyde Heller, Chairman
Ordinance Committee

DISPOSITION

5. Matter to be placed on agenda for meeting date requested.
 Matter to be placed on agenda for meeting to be held on
 Matter referred to


Mayor

ORDINANCE NO. 1746

AN ORDINANCE AUTHORIZING THE AMENDMENT OF THE CITY OF WATERLOO, ILLINOIS REVISED CODE OF ORDINANCES, CHAPTER 34 SUBDIVISIONS, ARTICLE III: PRELIMINARY PLATS, DIVISION II: GENERAL REQUIREMENTS, SECTION 34-3-5(B)(22)(K) REQUIREMENTS FOR PRELIMINARY PLATS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WATERLOO, ILLINOIS AS FOLLOWS:

SECTION ONE: Current Section 34-3-5(B)(22)(K) shall be deleted and the Section shall now read as follows:

- 34-3-5(B)(22)(K) Common ground is prohibited except in the discretion of the City Council and only for the following uses:
- (i) Swimming pools
 - (ii) Club houses
 - (iii) Lakes, dams, and other water features
 - (iv) Subdivision monument signs and flagpoles
 - (v) Landscaping and hardscaping
 - (vi) Walking paths
 - (vii) Parking areas
 - (viii) Communal mail boxes
 - (ix) Pavilions
 - (x) Playgrounds

SECTION TWO: All ordinances or parts thereof, in conflict with the provisions of this ordinance, are hereby repealed to the extent of such conflict.

SECTION THREE: This ordinance shall be in full force and effect immediately after its passage, approval and publication in pamphlet form as provided by law.

PASSED this 15th day of January, 2018, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

AGENDA REQUEST

(Submit by 12:00 p.m. on Wednesday before the meeting date requested.)

1. Request is made for placement on the agenda for meeting to be held on:
January 15, 2018
(Date)

2. Description of matter to be placed on agenda:
Consideration and Action on Ordinance No. 1747 Authorizing the Amendment of
the City of Waterloo, Illinois Revised Code of Ordinances, Chapter 21 Liquor,
Article II: Licenses, Section 21-2-6 License Classification, Fees, Numbers.

3. Relief or action to be requested:
Approval.

4. Submittal date: 01-09-18

Submitted by:
Alderman Clyde Heller, Chairman
Ordinance Committee

DISPOSITION

5. _____ Matter to be placed on agenda for meeting date requested.
_____ Matter to be placed on agenda for meeting to be held on _____
_____ Matter referred to _____



Mayor

ORDINANCE NO. 1747

AN ORDINANCE AMENDING THE CITY OF WATERLOO, ILLINOIS REVISED CODE OF ORDINANCES, CHAPTER 21 LIQUOR, ARTICLE II: LICENSES, SECTION 21-2-6 LICENSE CLASSIFICATIONS, FEES, NUMBERS.

NOW BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WATERLOO, ILLINOIS AS FOLLOWS:

SECTION ONE. The City of Waterloo, Illinois Revised Code of Ordinances, Chapter 21 Liquor, Article II Licenses, Section 21-2-6 LICENSE CLASSIFICATION, FEES, NUMBERS, is hereby deleted in its entirety and shall now read as follow:

21-2-6 LICENSE CLASSIFICATION, FEES, NUMBERS.

Licenses shall be divided into the following classifications:

A. CLASS A (Bar establishments)

A Class A licensee may not display alcoholic beverages on shelves or in free-standing displays in areas accessible to patrons consuming alcohol on the premises. No Class A license shall be issued except to a licensee who actually sells at retail alcoholic liquor for consumption both on and off the premises where sold. Bar establishments will generate more than 25% of revenues from the sale of food and alcohol consumed on premises. Video Gaming is permitted. The annual fee for a Class A license shall be \$200 (two hundred dollars), and the number allowed is unlimited.

B. CLASS B (Restaurants)

A Class B license may be issued to establishments that have and utilize a full-service kitchen for serving food for consumption both on and off the premises. No Class B license shall be issued except to a licensee who actually sells at retail alcoholic liquor for consumption both on and off the premises where sold. Licensee must be able to show that more than 25% of projected sales are from food and alcoholic liquor consumed on the premises. Video Gaming is permitted. The annual fee for a Class B license shall be \$200 (two hundred dollars) and the number allowed is unlimited.

C. CLASS C (Retail)

Class C licenses shall permit the sale of alcoholic liquor in the original form, unaltered in any way, as packaged sales for consumption off the premises where sold. In no event shall sales of a single can of beer of 16 ounces or less, or a single bottle of beer of 16 ounces or less be permitted. Video Gaming is not permitted. The annual fee for a Class C license shall be \$200 (two hundred dollars), and the number allowed is unlimited.

D. CLASS D (Not-for-profit Organizations)

A Class D license shall permit the sale or dealing at retail in alcoholic liquor by a religious organization or a not-for-profit organization. No Class D license shall be issued until the Liquor Control Commissioner has satisfied himself the club or organization applying for the license is actually and in fact organized for some purpose or object other than the sale or consumption of alcoholic liquor. Video Gaming is permitted. The annual fee for a Class D license shall be \$200 (two hundred dollars), and the number allowed is unlimited.

E. CLASS E (Daily Not-for-Profit Organizations)

Upon application, the Liquor Control Commissioner is authorized to issue a Class E daily license to any charitable organization which desires to keep any place selling or offering for sale or in any manner dealing in alcoholic liquors either on premises or any special off-premises event(s). The daily fee for a Class E license shall be \$10 (ten dollars), and the number allowed is unlimited.

F. CLASS F (Daily, for Profit Organizations)

Upon application, the Liquor Control Commissioner is authorized to issue a Class F daily license to any current retail licensee (including but not limited to Class A or Class B above) to hold any special off-premises event(s). The daily fee for a Class F license shall be \$25 (twenty-five dollars), and the number allowed is unlimited.

G. CLASS G (Convenience Stores – with Video Poker)

Class G licenses shall permit the sale of alcoholic liquor in the original form, unaltered in any way, as packaged sales for consumption off the premises where sold. In no event shall sales of a single can of beer of 16 ounces or less, or a single bottle of beer of 16 ounces or less be permitted. The Class G licensee may however sell at retail alcoholic liquor for consumption on the premises where sold when served in an area used for video poker. All requirements for video poker must be observed when serving alcoholic liquor for consumption on premises. Video Gaming is permitted. The annual fee for a Class G license shall be \$2,000 (two thousand dollars), and the number of permits is limited to 6 (six).

1. CLASS G.1 (Convenience Stores – No Video Poker)

Class G licenses shall permit the sale of alcoholic liquor in the original form, unaltered in any way, as packaged sales for consumption off the premises where sold. In no event shall sales of a single can of beer of 16 ounces or less, or a single bottle of beer of 16 ounces or less be permitted. Video Gaming is not permitted. The annual fee for a Class G.1 license shall be \$200 (two hundred dollars), and the number of permits is unlimited.

H. CLASS H (Gaming Parlor)

A Class H license may be issued to establishments that have food services but do not have a full-service kitchen for serving food. The establishment will also have licenses for the operation of video poker on the premises. Gaming Parlors will generate less than 25% of their revenue from the sale of food and alcohol consumed on premises. Alcoholic liquor sold on the premises must be consumed on the premises and are not permitted for off premise consumption. The annual fee for a Class H license shall be \$2,000 (two thousand dollars) and the number of permits is limited to 3 (three).

SECTION TWO. All ordinances, or parts thereof, in conflict with the provisions of this ordinance, are hereby repealed to the extent of such conflict.

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

PASSED this 15th day of January, 2018, pursuant to a roll call vote as follows:

YEAS: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this 15th day of
January, 2018.

THOMAS SMITH, Mayor
City of Waterloo, Illinois

ATTESTED, filed in my office
and published in pamphlet form
on the 16th day of January, 2018.

BARBARA PACE, City Clerk
City of Waterloo, Illinois

AGENDA REQUEST

(Submit by 12:00 p.m. on Wednesday before the meeting date requested.)

1. Request is made for placement on the agenda for meeting to be held on:
January 15, 2018
(Date)
2. Description of matter to be placed on agenda:
Consideration and Action on Ordinance No. 1748 in Compliance with the Local Government Travel Expense Control Act.

3. Relief or action to be requested:
Approval.

4. Submittal date: 01-09-18

Submitted by:
Mayor Tom Smith

DISPOSITION

5. _____ Matter to be placed on agenda for meeting date requested.
_____ Matter to be placed on agenda for meeting to be held on _____
_____ Matter referred to _____



Mayor

ORDINANCE NO. 1748

**AN ORDINANCE IN COMPLIANCE WITH THE LOCAL GOVERNMENT
TRAVEL EXPENSE CONTROL ACT
(50 ILCS 150/1 et seq)**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WATERLOO,
ILLINOIS AS FOLLOWS:**

WHEREAS, The Governor signed House Bill 4379 into law on July 22, 2016. The “Local Government Travel Expense Control Act” Public Act 099-0604 (hereinafter “THE ACT”) will go into effect on January 1, 2017; and

WHEREAS, THE ACT mandates that all non-home rule units of local government in Illinois enact an ordinance or resolution regulating the reimbursement of travel, meal, and lodging expenses, hereinafter referred to as “travel expenses” of employees and Officers of said public agencies including, but not limited to, the types of official business for which travel, meal, and lodging expenses are allowed, and to establish the maximum allowable reimbursement for travel, meal, and lodging; and,

WHEREAS, THE ACT defines “Local Public Agency” as a school district, community college district, or unit of local government other than a home rule unit; and,

WHEREAS, a “Unit of Local Government” includes, without limitation, the City Council, Planning Commission, Zoning Board of Appeals, Board of Police Commissioner and the Police Pension Board; and,

WHEREAS, an “Officer” is defined as any person elected to a position in a unit of local government or any person appointed by the Mayor and confirmed by the City Council as a Board Member of a unit of local government; and,

WHEREAS, “Travel” is defined as any expenditure directly incident to official travel by employees and Officers of a local public agency, or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related service; and,

WHEREAS, THE ACT bars reimbursements for entertainment and establishes restrictions for qualified expenses; and,

WHEREAS, “Entertainment” is defined as shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, and reimbursement for such are prohibited unless such entertainment expense is “ancillary to the purpose of the program or event”; and,

WHEREAS, the public agency must create guidelines to establish:

- A. The maximum allowable reimbursement amount for travel expenses;
- B. The types of official business for which travel expenses are allowed;
- C. A standard form for requesting reimbursement for travel expenses, including submission of expense-related documents.; and,

WHEREAS, THE CITY shall create a standard form for Employees and Officers of THE CITY requesting reimbursement for travel expenses as set forth in THE ACT. Before travel expenses may be approved for an Employee, the documents listed below must be submitted along with such request. Before an Officer of any unit of local government of the City, or, in the case of a request by an employee that exceeds the established maximum allowable reimbursement, the following minimal documentation must first be submitted, in writing, to the City Council which must be approved by a roll-call vote:

- A. If the travel expenses have not been incurred, an estimate of the travel expense;
- B. If the travel expense has already been incurred because of timing issues, receipts showing the cost of the travel expense;
- C. The name of the individual requesting reimbursement;
- D. The job title or office of the individual requesting reimbursement;
- E. The date or dates on which the travel expenses will be, or were expended;
- F. The nature of the official business for which the travel expenses will be, or were expended;

WHEREAS, the following travel expenses must be approved or disapproved by a roll-call vote during an open meeting of the governing board of the public agency;

- A. The travel expenses of any employee that exceed the maximum amount allowed under the regulation adopted by THE CITY;
- B. The travel expenses of any Officer of THE CITY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WATERLOO, ILLINOIS AS FOLLOWS:

1. The recitals are incorporated herein as findings of the City Council.
2. The City of Waterloo is a unit of local government which is not home rule, and is subject to the requirements of 55 ILCS 150/1 et seq.
3. The City of Waterloo has enacted regulations for travel expenses to comply with the requirements of THE ACT.

4. The City of Waterloo has adopted a standardized form (attached as Exhibit A) to document the expenses which includes the minimum amount of information as set forth in THE ACT.
5. The City of Waterloo has established a maximum amount allowable for travel expense reimbursement, and the amounts shall be set forth in the Policy Statement (attached as Exhibit B1).
6. The City of Waterloo has defined the types of official business for which travel expenses are allowed, as follows: Travel is allowed for Officers or employees to conduct official business, represent the City at conferences or conventions, or attend training courses or seminars and/or business-related meetings, and any other reason for travel not listed or inclusive in the above for good cause.
7. The City of Waterloo has mandated that any employee or Officer of a local unit of government of the City complete and submit the standard form (attached as Exhibit A) and provide documentation for such travel expenses in order to seek reimbursement.
8. The City of Waterloo has mandated that the travel expenses of any Officer of a unit of local government of THE CITY, must be approved or disapproved by a roll-call vote during an open meeting of the City Council.
9. The City of Waterloo has mandated that the travel expenses of any employees or Officer that exceed the maximum allowable amount under the regulation adopted must be approved or disapproved by a roll-call vote during an open meeting of the City Council.
10. The City of Waterloo has prohibited all reimbursements for entertainment unless otherwise permitted as set forth in THE ACT.
11. That this Ordinance shall be in full force and effect upon its passage.

PASSED this 15th day of February, 2018, pursuant to a roll call vote as follows:

YEAS: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

(Exhibit A)

CITY OF WATERLOO

ESTIMATED TRAVEL EXPENSE FORM

NAME OF OFFICER OR EMPLOYEE: _____

TITLE/POSITION OF OFFICER OR EMPLOYEE: _____

NAME AND DATE OF ACTIVITY/EVENT: _____

DESCRIPTION OF THE PURPOSE OF THE EXPENSE: _____

EXPENSES (ESTIMATED COSTS)

Registration Fee: _____ Mileage: _____

Meals: _____ Airfare: _____

Hotel/Lodging: _____ Parking: _____

Other Transportation (bus, train, taxi, shuttle, etc.): _____

Total: _____

EMPLOYEE'S/OFFICER'S SIGNATURE _____

DATE: _____

MAYOR/SUPERVISOR/
FINANCE CHAIRMAN SIGNATURE: _____

DATE: _____

REIMBURSEMENT OF EXPENSES (ACTUAL COSTS WITH RECEIPTS)

Attach Travel Expense Voucher – Yellow Form

(Exhibit B1)

CITY OF WATERLOO

TRAVEL, MEAL, AND LODGING EXPENSE
REIMBURSEMENT POLICY

The City has put the following procedures and guidelines in place in order for City Officers and Employees to be reimbursed for travel expenses incurred. An Estimated Travel Expense form must be submitted prior to travel, unless exigent circumstances prevent pre-approval. Once travel is completed, all receipts must be submitted along with the final Travel Expense Reimbursement request. All receipts must be approved by a roll-call vote of the City Council in the following circumstances:

- A. All travel expenses that exceed the maximum allowable reimbursement for travel, meal, and lodging expenses as set forth in this Policy Statement;
- B. All travel expenses for any Officer.

Employees and Officers are expected to exercise the same care in incurring expense for official business as a prudent person would in spending personal funds. Officers and employees are expected to exercise good judgment and proper regard for public funds when incurring business and travel expenses.

1. ALLOWABLE TRAVEL:

Travel is allowed for Officers or employees to conduct official business, represent the City at conferences or conventions, or attend training courses or seminars and/or business-related meetings, and any other reason for travel not listed or inclusive in the above for good cause.

For business-related meeting, it is considered travel if meeting is greater than 50 miles from City Hall.

2. TRAVEL FORM:

Prior to travel by employee, an Estimated Travel Expense form must be completed and submitted to the Department head or Mayor for approval. Prior to travel by an Officer, an Estimated Travel Expense form must be completed and submitted to the Mayor or Finance Committee for approval, or approved at the Utility meeting with signature of the Finance Chairman. Costs of travel must be estimated for: registration, mileage, meals (including tip), hotel, airfare, and other travel costs. If at all possible, these figures should be provided during budget preparation.

Reimbursement shall be made to the employee or Officer after a Travel Expense Report is submitted along with the detailed receipts. In the event that approval is required by roll-call vote of the Council, then this step must be completed prior to reimbursement.

3. MILEAGE/AIRFARE/AUTO REIMBURSEMENT:

The most economical mode of transportation shall be selected. Criteria to be considered include the length of trip, travel time and cost. Allowable transportation expenses may include:

- A. City vehicle. Actual expenses for gas, oil, repairs, and other operating expenses will be reimbursed upon presentation of receipts.
- B. Personal vehicle. When a city vehicle is not available, mileage reimbursement shall be in accordance with IRS guidelines. Employees must submit actual beginning and ending odometer readings to substantiate mileage. Employees must present proof of automobile liability insurance prior to use of their vehicle. Alternately, mileage may be substantiated by printing and attaching to the expense requisition the most direct route mileage calculated using an internet mapping service.
- C. In situations where an employee desires to use their personal vehicle and a department or pool vehicle is available; the City will reimburse at 50% of the IRS guidelines.
- D. Air travel. Air travel shall be at the lowest available fare, and, if possible, planned in advance to take advantage of the most economical rate. Only coach or economy tickets will be paid or reimbursed. Receipts are required.
- E. Other travel. Rental of automobiles, taxis, or public transportation are reimbursed at cost with verification of receipts.
- F. Parking. The City shall reimburse overnight parking expenses for the hotel and/or airport with a receipt.
- G. Expenses related to a traveling spouse or guests are not eligible for reimbursement by the City.

4. LODGING REIMBURSEMENT:

Reimbursement shall be for actual expense incurred and that are attributed to the employee or Officer only. If travel includes attendance at a conference, then the employee or Officer is to make every effort to stay at the hotel in which the conference is being held while using the special conference rate (or lowest available rate at the hotel). The employee or Officer is to reserve a standard single room at the conference or discount rate. If there are no rooms available at the location of the conference, then the employee or Officer is to book a hotel in close proximity to the location of the conference at a rate comparable to the lowest rate offered for conference attendees at the conference location.

5. MEALS REIMBURSEMENT:

Meals are reimbursable for actual cost. Tips are reimbursable up to a maximum of 20% of the bill. Any tip(s) in excess of 20% is not reimbursable by the City. The City shall not reimburse for any alcoholic beverages. Reimbursement may not be claimed for meals included in conference or seminar registration fees paid by the City.

6. TRAVEL REIMBURSEMENT:

The maximum allowable reimbursement for travel, meal and lodging expenses shall be \$2,500.00. Submitted expenses exceeding \$2,500.00 shall require a roll-call vote of approval by the City Council. The City will not reimburse expenses for the following:

- Shows
- Amusements
- Theaters
- Circuses
- Sporting Events
- Any other place of public or private entertainment or amusement unless ancillary to the purpose of the program or event being attended.

7. TRAVEL ADVANCES

Travel advances are discouraged. An advance check may be issued if training or conference is more than three days, regardless of location. Itemized receipts and balance of advance shall be returned to the Finance Department within five business days of returning from the trip.