

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

 X Resolution or Ordinance (Blue) _____ *Waiver of First Requested*
_____ Recommendations of Boards, Commissions & Committees (Green)
_____ Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: David A. Hulseberg, Village Manager *DAH*

DATE: November 28, 2012 (B of T) Date: December 6, 2012

TITLE: Village Board Policy Manual Update – Employee Reimbursement Policies
Associated with Use of Village Vehicles

SUBMITTED BY: Village Manager’s Office

BACKGROUND/POLICY IMPLICATIONS:

The Village Manager’s Office transmits for your consideration an ordinance updating the Village Board Policy Manual to include a new policy entitled “Employee Reimbursement Policies Associated with Use of Village Vehicles”.

Please place this item on the December 6, 2012 Board of Trustees agenda.

Fiscal Impact/Funding Source:

Review (as necessary):

Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X *DAH* _____ Date 11/28/12

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



MEMORANDUM

TO: Acting Village President Breen and Board of Trustees

FROM: David A. Hulseberg, Village Manager *Dah*

DATE: December 6, 2012

SUBJECT: **Village Board Policy – Employee Reimbursement Policies Associated with Use of Village Vehicles**

Per the Village Board's direction, attached please find a draft policy establishing eligibility and reimbursement procedures relative to an employee being able to take an assigned Village vehicle home.

If approved, this policy will be included in the Village Board Policy Manual.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING ORDINANCE 6574
RELATIVE TO UPDATING THE
VILLAGE BOARD POLICY MANUAL**

WHEREAS, the President and Board of Trustees have previously established a centralized reference source of Village Board policies, known as the Village Board Policy Manual (hereinafter the "Policy Manual"); and

WHEREAS, the President and Board of Trustees adopted an updated Village Board Policy Manual on February 3, 2011 by Ordinance No. 6574.

WHEREAS, the President and Board of Trustees deem it to be in the public interest and in the interest of the Village Board to periodically review and update the Policy Manual; and

WHEREAS, the Acting President and Board of Trustees have determined that the Policy Manual needs to be amended to include a new policy known as the "Employee Reimbursement Policies Associated with Use of Village Vehicles" attached hereto as Exhibit A.

NOW, THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DU PAGE COUNTY, ILLINOIS, as follows:

SECTION 1: The Policy Manual is hereby updated to include a new Policy Manual entitled "Employee Reimbursement Policies Associated with Use of Village Vehicles".

SECTION 2: The Village Clerk is hereby directed to keep an official copy of this Ordinance, and the attached Employee Reimbursement Policies Associated with Use of Village Vehicles, as part of the permanent records of the Village.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

First reading waived by action of the Board of Trustees this ____ day of _____, 2012.

Passed on second reading this ____ day of _____, 2012, pursuant to a roll call vote as follows:

Ayes: _____

Nays: _____

Absent: _____

Approved by me this ____ day of _____, 2012.

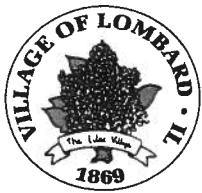
Peter Breen, Acting Village President

ATTEST:

Brigitte O'Brien, Village Clerk

Published by me in pamphlet from this ____ day of _____, 2012.

Brigitte O'Brien, Village Clerk



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

**Subject: Employee Reimbursement
Policies Associated with Use
of Village Vehicles**

**Section: 8.C.
Dept.: VMO
Date: December 6, 2012
Updated:**

I. Purpose

To establish a policy outlining employee eligibility for using a Village vehicle to travel to and from work and if applicable, any associated employee reimbursement costs to the Village.

II. Rationale

Certain personnel find it necessary, due to the nature and scope of their employment, to have a Village vehicle available at all times. This policy provides a written procedure outlining the terms and conditions associated with the usage and the formula for determining any applicable employee reimbursement costs to the Village.

II. Procedures/Guidelines

- A. The Village Manager will determine if an employee is eligible to be provided a Village vehicle for their use.
- B. Employees with assigned vehicles that are deemed to be "mission critical" positions, as determined by the Village Manager, shall not be required to provide reimbursement back to the Village for commuting costs from their primary residence to work.
- C. Employees who are assigned a Village vehicle but the usage of the vehicle is determined by the Village Manager to not be "mission critical", shall provide reimbursement for their daily commuting costs. Reimbursement shall be made for miles traveled from beyond a four (4) mile radius of the corporate limits of the Village to their primary residence. Determination of the reimbursement shall be based upon the following formula:

$$((CMT-R)*D)*IRS$$

In which:

CMT = daily commuting miles traveled

R = daily commuting miles within Village 4 mile radius

D = days worked in a year in which commuting occurred

IRS = the established vehicle reimbursement rate, as set by the Internal Revenue Service, for the applicable period



- D. The reimbursement period in which the designated employee is required to pay the Village (e.g., monthly, biweekly, annually) will be determined by the Village Manager.
- E. Specific guidelines shall be adhered to when using a Village vehicle. Refer to Administrative Policy 2.C. entitled "24-hour Assignment of a Village Vehicle", Section IV.C.

III. Legislation/Documentation
None.