

ORDINANCE NO. 51-15

**AN ORDINANCE AMENDING SECTION 5.10(D) OF THE PERSONNEL
POLICY MANUAL FOR THE CITY OF AVON
TO INCREASE THE AMOUNT FOR MEALS EXPENSE REIMBURSEMENT
AND DECLARING AN EMERGENCY**

WHEREAS, Council, on December 23, 2008, passed Ordinance No. 176-08 adopting the City's Personnel Policy Manual; and

WHEREAS, due to cost of inflation, it is necessary to amend the Expense Reimbursement Section of its Personnel Policy Manual to reflect an increase in the meal expense reimbursement; and

WHEREAS, Council finds that the proposed amendments to the City's Personnel Policy Manual should be adopted and doing so would be in the best interests of the health, safety and welfare of the citizens of Avon in having City employees adequately compensated for their out of pocket work expenses incurred on behalf of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON, LORAIN COUNTY, OHIO:

Section 1 - That Section 5.10(D) of the Personnel Policy Manual which currently reads as follows:

Section 5.10(D) Meals

Reasonable expenses incurred for meals while on official City business will be reimbursed when travel extends through a normal meal period. Itemized receipts are required. Expenses for alcoholic beverages are not reimbursable. Reimbursement is limited to actual reasonable costs, per reimbursable meal.

The meal plus a gratuity, not to exceed fifteen percent (15%) of the actual meal cost, will be reimbursed at actual expenses in accordance with the following guidelines:

Up to 9:00 a.m.	Breakfast	\$6.00
Up to 1:00 p.m.	Lunch	\$10.00
Up to 7:00 p.m.	Dinner	\$15.00

Breakfast is not reimbursable unless an overnight stay is required or the employee is required to travel outside of the City prior to 6:00 a.m.

shall be amended to read as follows: (New Language in Bold Print)

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Section 5.10(D) Meals

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The meal plus a gratuity, not to exceed fifteen percent (15%) of the actual meal cost, will be reimbursed at actual expenses in accordance with the following guidelines:

Up to 9:00 a.m.	Breakfast	\$6.00	\$10.00
Up to 1:00 p.m.	Lunch	\$10.00	\$15.00
Up to 7:00 p.m.	Dinner	\$15.00	\$25.00

Breakfast is not reimbursable unless an overnight stay is required or the employee is required to travel outside of the City prior to 6:00 a.m.

Section 2 - That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 3 - That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety and welfare of the citizens of the City of Avon, the immediate emergency being the necessity to amend Section 5.10(D) of the Personnel Policy Manual for all City employees to increase the amounts for Meals Expense Reimbursement; therefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: _____ DATE SIGNED: _____

By: _____
Craig L. Witherspoon, Council President

DATE APPROVED BY THE MAYOR: _____

Bryan K. Jensen, Mayor

Ordinance No. 51-15 (Con't.)

APPROVED AS TO FORM:

John A. Gasior, Law Director

ATTEST:

Ellen R. Young
Clerk of Council

POSTED: _____
In Five Places as
Provided by Council

Prepared by:
John A. Gasior, Esq.
Law Director