



Rich L. Jacobs, Chief of Staff, Office of Aldermen

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2026 Office of Aldermen's Office Policies

Last presented 'for discussion only' at 01/21/25 3pm RAP Committee

- ***Use of Office of Aldermen P-Card***
 1. ***No Alderperson can take the P-Card out of the office.***
 2. ***All purchases must be tax-exempt.***
 3. ***If a purchase is completed without a tax-exemption, staff will try to request refund on taxes paid. If staff is unable to get a refund, that Alderperson is responsible for paying all taxes. No Ward Funds can be used for such expenses.***
- All requests from Alderpeople for City staff to attend meetings, events, or more information regarding a specific topic need to go through the Chief of Staff.
- Alderpeople must utilize their Ward volunteers for all event preparations, including the picking up of supplies and food.
- Alderpeople/Alderperson who wish to meet with constituents, organization representatives, etc., at the Aldermen's Office, shall only meet in one of the three 1st floor conference rooms, from Monday through Friday between 8am and 5pm only. The Chief of Staff must be notified for any exceptions.
- No individual or organization shall be allowed to meet or host an event at the Aldermen's Office without an Alderperson present for meeting or event. Any such requests needs Chief of Staff approval.
- The Aldermen's Office Staff shall not maintain individual Alderpeople's social media accounts. Alderpeople should follow the guidance in the City's Social Media Policy. In regards to each individual Alderperson's official social media page (i.e., FB), do not delete comments from the page.
- Limit of 250 (double sided) copies of event/informational flyer made using office copier.
- Alderpeople are limited to their annual office budget for tickets to Events/Golf Tournaments.
- Alderpeople shall be expected to use the tickets requested and paid for by the Aldermen's Office for Events/Golf Tournaments. If sick or unable to attend, ticket can be transferred to constituent. Alderperson shall notify the Chief of Staff.
- Alderpeople are limited to their annual mileage budget for mileage reimbursement. Reimbursement paperwork must be submitted either monthly or quarterly in the same year as the travel expenses occurred.
- As budget permits, Alderpeople will be eligible for up to 2 shirts or the equivalent per year.
- The Aldermen's Office will not pay dues to area social service groups, NFP, associations, etc.
- Alderpeople shall pay for all Ward mailings, including postage, utilizing their Ward/At-Large funds.
- As the budget permits, Aldermen's Office will pay for only one hotel night at IML Lobby Day in Springfield and Fall Chicago Conference--all cancelations must be made by deadline.
- Alderpeople who choose to have a newsletter, shall write their Ward Newsletters. Staff will provide research and will gather information from other city departments, providing editing support as well as working with print companies on design and mail house for delivery.
- Alderpeople participating in public meetings remotely, via Outlook's Teams App, are required to follow the protocols established with the Communications Department. Alderpeople shall...
 1. use their iPad, laptop or mobile phone to access Outlook's Teams App; use a CoA themed background;
 2. join online 15 minutes before start of meeting; be seen and heard while voting on items discussed; no eating.