

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

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

TO: President and Village Board of Trustees

FROM: Scott Niehaus, Village Manager

DATE: January 11, 2017 (COW) (B of T): January 19, 2017

TITLE: An Ordinance Regarding Travel Reimbursement amending the Travel Policy in the Purchasing Policies and Procedures Manual

SUBMITTED BY: Tim Sexton, Director of Finance

BACKGROUND/POLICY IMPLICATIONS:

The Local Government Travel Expense Control Act (PA 99-0604) requires non-home rule communities to approve an ordinance regulating the reimbursement of all travel, meal, and lodging expenses for officers and employees. Beginning on March 2, 2017, the governing bodies of non-home rule communities will be required to conduct a roll call vote in an open meeting in order to approve reimbursements for travel expenses of : (1) any officer or employee who exceeds the maximum expenses allowed under the policy the unit of government; or (2) any member of the governing board or corporate authorities.

Village staff and Board members currently follow the employee Travel Policy for submitting expenses. While the procedures are observed by elected officials too, a policy has never been formally adopted. Staff revised the current Travel Policy in the Village of Lombard Purchasing Policies and Procedures Manual to comply with the new legislation (Exhibit B). Staff has prepared a summary of the proposed changes compared to the current policy.

Staff recommends the Village Board approve the proposed Ordinance to comply with PA 99-0604 with an effective date of March 1, 2017 and changes to the Travel Policy in the Village of Lombard Purchasing Policies and Procedures Manual.

FISCAL IMPACT:

N/A

REVIEW (as needed):

Village Attorney XX

Date

Finance Director XX

Date

Village Manager XX

Date

Tim Sexton

Scott Niehaus

1/11/17

1/11/17

1/11/17