

CITY OF OGLESBY

ORDINANCE NO. 1270-100724

AN ORDINANCE RESCINDING ORDINANCE NO. 938-081924, ENACTED AUGUST 19, 2024, WHICH ESTABLISHED REGULATIONS WITH RESPECT TO ALLOWABLE TRAVEL, MEAL AND LODGING EXPENSES, AND ESTABLISHING NEW REGULATIONS WITH RESPECT THERETO

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF OGLESBY
THIS 7TH DAY OF OCTOBER, 2024.**

Published in pamphlet form by authority of the City Council
of the City of Oglesby, LaSalle County, Illinois, this 8th day of October, 2024.

STATE OF ILLINOIS)
) SS
COUNTY OF LASALLE)

I, REBECCA CLINARD, certify that I am the duly appointed and acting municipal clerk of the City of Oglesby, LaSalle County, Illinois.

I further certify that on the 7th day of October, 2024, the corporate authorities of the above municipality passed and approved Ordinance No. 1270-100724, entitled "An Ordinance Rescinding Ordinance No. 938-081924, Enacted August 19, 2024, which Established Regulations with Respect to Allowable Travel, Meal and Lodging Expenses and Establishing New Regulations with Respect Thereto, which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No.1270-100724, including the Ordinance and cover sheet thereof, was prepared and a copy of such Ordinance was posted in the municipal building, commencing on the 8th day of October, 2024, and continuing for at least ten days thereafter. Copies of the Ordinance were also available for public inspection upon request in the office of the municipal clerk.

Dated in Oglesby, Illinois, this 8th day of October, 2024.

REBECCA CLINARD, City Clerk

(SEAL)

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WHEREAS, the Illinois General Assembly enacted Public Act 99-0604, known as the “Local Government Travel Expense Control Act” which Act became effective January 1, 2017; and

WHEREAS, pursuant to the Act, all non-home rule units of local government were required to establish regulations with respect to allowable travel, meal and lodging expenses; and

WHEREAS, in an effort to comply with said requirement, the Mayor and Commissioners of the City of Oglesby previously enacted Ordinance No. 938-081924, on August 19, 2024, which Ordinance established regulations with respect to allowable travel, meals and lodging expenses; and

WHEREAS, following the adoption of said Ordinance, the Mayor and Commissioners of the City of Oglesby continued to discuss the regulations and decided to make changes with respect to said regulations; and

WHEREAS, at a recent meeting of the City Council of the City of Oglesby requested the Oglesby City Attorney prepare an Ordinance revising said regulations as set forth herein; and

WHEREAS, the City Council of the City of Oglesby deems it to be in the best interest of public health, safety and welfare of the residents of the City of Oglesby to rescind Ordinance No. 938-081924 and enact the revised regulations set forth herein.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF
THE CITY OF OGLESBY, LASALLE COUNTY, ILLINOIS, AS FOLLOWS:**

Section 1. The recitals contained in the preamble to this Ordinance shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. Definitions

“Entertainment” includes but is not limited to shows, amusements, theater, circuses, sporting events and any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

“Public Business” means expenses incurred in the performance of a public purpose which is required or useful for the benefit of the City of Oglesby to carry out the responsibilities of City of Oglesby business.

“Travel” means any expenditure directly incident to official travel by employees and elected and appointed officers of the City of Oglesby, or by wards or charges of the City of Oglesby, involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 3. The City of Oglesby shall only reimburse the following types of travel, meal and lodging/parking expenses incurred by its employees and elected and appointed officials up to the following maximum allowable amounts:

Travel: Travel by motor vehicles shall be reimbursed at the rate approved by the Internal Revenue Service for employee mileage reimbursement, as amended from time to time. Any air travel shall be by commercial aircraft and the amount of the round-trip ticket shall not exceed \$500.00, unless prior City Council authorization is obtained.

Lodging/Parking: The maximum lodging expense shall be \$300.00 per evening. Parking at a rate not to exceed \$60.00 per day is allowed as an additional expense in addition to the per diem lodging expense.

Meals: A per diem allowance of not more than \$75.00 per day shall be allowed. Employees and elected and appointed officials must provide receipts evidencing meal payment prior to reimbursement. Meal payment reimbursement shall be limited to the employee or officer only.

Notwithstanding anything herein to the contrary, no reimbursement for any travel, meals or lodging/parking expense shall be paid to any elected or appointed official unless said travel, meal or lodging/parking expense was first pre-approved by the City Council of the City of Oglesby.

Section 4. No reimbursement for travel, meal or lodging expenses incurred by an employee or elected or appointed official of the City shall be paid unless a "Travel, Meal and Lodging/Parking Expense Reimbursement Form" has been fully completed, signed and approved. At a minimum, the following documentation must be submitted in writing to secure approval:

A. A receipt for any travel, meals or lodging/parking expense or, in the event pre-approval is necessary, an estimate of the travel, meals or lodging or parking expenses anticipated to be incurred;

B. The name and job title of the employee or elected or appointed official seeking reimbursement; and

C. The date or dates and the nature of the official business for which the travel, meal or lodging/parking expense was or will be expended.

All documents and information submitted with any such form shall be subject to disclosure under the Freedom of Information Act (6 ILCS 140/1, et seq.).

Section 5. Expenses for travel, meals and lodging/parking: (1) of any employee or elected or appointed official that exceeds the maximum reimbursement amount allowed under the regulations adopted under "Section 3." of this Ordinance or (2) of any elected or appointed officer of the City of Oglesby in any amount, must be approved by a roll call vote at an open meeting of the corporate authorities of the City of Oglesby. However, in the event of an emergency or other extraordinary circumstances, the corporate authorities may

approve more than the maximum allowable expense set forth herein.

Section 6. The City of Oglesby shall not reimburse any employee or elected or appointed official for any activity which would be considered entertainment as defined in this Ordinance. Activities which would otherwise be considered entertainment, but which are excluded from the prohibition on reimbursement due to being ancillary to the purpose of the program or event, may be reimbursed in accordance with the provision of this Ordinance.

Section 7. Any policy, resolution or ordinance that conflicts with the provisions of this Ordinance shall be and is hereby repealed to the extent of such conflict.

Section 8. This Ordinance shall be in full force and effect after its passage, approval and publication in pamphlet form as provided by law.

PRESENTED, PASSED AND ADOPTED at a regular meeting of the City Council of the City of Oglesby, LaSalle County, Illinois, this 7th day of October, 2024.

DONALD FINLEY	___AYE;___NAY;___ABSENT;___PASS
GREGORY MCDERMOTT	___AYE;___NAY;___ABSENT;___PASS
ANTONIO STEFANELLI	___AYE;___NAY;___ABSENT;___PASS
RICHARD BALDRIDGE	___AYE;___NAY;___ABSENT;___PASS
JASON CURRAN	___AYE;___NAY;___ABSENT;___PASS

JASON CURRAN, Mayor

ATTEST:

REBECCA CLINARD, City Clerk