

12/23/13

ORIGINAL

ORDINANCE NO. CO-2013-48

**AN ORDINANCE AMENDING
TITLE III (ADMINISTRATION), CHAPTER 36 (FINANCE AND TAXATION),
SECTION 36.06 (USE OF PUBLIC FUNDS) OF THE MAYWOOD VILLAGE CODE
RELATIVE TO EXPENSE AND TRAVEL REIMBURSEMENTS AND
THE VILLAGE OF MAYWOOD
TRAVEL POLICY AND EXPENSE APPROVAL POLICY**

WHEREAS, Article VII, Section 1(a) of the Illinois Constitution of 1970 provides that public funds, property or credit shall be used only for public purposes; and

WHEREAS, Section 36.06 of the Maywood Village Code regulates the use of public funds, including expenditures by Village officials and employees; and

WHEREAS, in order to provide additional transparency and accountability regarding the expenditure of public funds, the Village Board of Trustees desires to establish a more detailed and formal procedure for submitting, reviewing and approving expenses and travel reimbursements; and

WHEREAS, the President and the Board of Trustees of the Village of Maywood, pursuant to their home rule powers, have determined that it is in the best interests of the health, welfare and safety and fiscal interests of the Village and the taxpayers and residents of the Village of Maywood to approve a Travel Policy and Expense Approval Policy, and to amend the Maywood Village Code relative to approval of expenditures of public funds pursuant to Section 36.06, and approval of travel and travel reimbursements.

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Each Whereas paragraph set forth above is incorporated by reference into this Section 1.

SECTION 2: Title III (Administration), Chapter 36 (Finance and Taxation), Section 36.06 (Use of Public Funds) of the Maywood Village Code shall be amended to read in its entirety as follows:

§36.06 USE OF PUBLIC FUNDS; EXPENSE APPROVAL POLICY, AND TRAVEL POLICY AND REIMBURSEMENTS

(A) Use of Public Funds.

It is declared to be the policy of this Village that the President, Board of Trustees, and all Village officials, employees or agents, shall use public

funds, property or credit only for public purposes. The President and Board of Trustees, as part of the Village's annual budget, may establish and allocate an amount of money for use by the individual Trustees and President in support of events, activities and charities organized by, sponsored by or conducted by nonprofit organizations or businesses that support or benefit the Village as a whole, its residents or its businesses, so long as such events, activities and charities are not political or campaign-related in nature or otherwise for a principally private purpose, and are authorized in accordance with the Village's Expense Approval Policy. Such money may also be used in accordance with the Village's Travel Policy by the individual Trustees and President for travel on an annual basis in attending up to two (2) in-state or out-of-state municipal conferences per year, unless additional trips are approved in advance by the Village Board of Trustees, and to pay business expenses that are directly related to the performance of public office (for example, stationary, gas mileage, postage, purchase of a cell phone, a facsimile machine, a computer and printer or similar communication device or equipment, and the like) for the Trustees and President. Any such device, machine or equipment purchased by the Village for use by a Village official or employee remains public property and needs to be returned to the Village (i) if and when the Village official leaves public office, (ii) the employee's employment ends, or (iii) the item becomes obsolete. The disposal or sale of such item must be done pursuant to the surplus personal property statute (65 ILCS 5/11-76-4) which requires a simple majority vote of the corporate authorities. A Village official or employee is prohibited by state law from purchasing the item from the Village at the time the Village declares the equipment to be surplus and available for purchase.

(B) Travel Policy and Reimbursement

Employees and appointed and elected officials who incur expenses while traveling on behalf of and for the benefit of the Village, may receive reimbursement in accordance with current Internal Revenue Service (IRS) regulations for expenses and in accordance with the "Village of Maywood Travel Policy" as approved and modified from time to time by the Village Board.

The Village of Maywood Travel Policy is available from the Office of the Village Manager and the Finance Department, and on-line at the Village's website, and provides, among other things, that In order to qualify for reimbursement, all employees and appointed and elected officials must submit a detailed expense statement, including original receipts and invoices, and that certain travel shall only be reimbursed if pre-approved by the Village Board.

(C) Expense Approval Policy and Reimbursements

Any expenses other than travel to be paid from the budget allocation made pursuant to subsection (A) above may be made only in accordance with the guidelines and procedures for pre-approval and reimbursement set forth in the "Village of Maywood Expense Approval Policy" as approved and modified from time to time by the Village Board.

The Village of Maywood Expense Approval Policy is available from the Office of the Village Manager and Finance Department, and on-line at the Village's website, and provides, among other things, that in order for an expense to qualify for reimbursement, all elected officials must submit a request for expenditure form, have the expense approved by the Village Board, and then submit a payment request form, including supporting documentation.

SECTION 3: All ordinances, or parts of ordinances, in conflict with the provisions of this Ordinance, to the extent of such conflict, are repealed. All table of contents, indexes, and internal references or cross-references to sections that have been deleted or amended shall be amended so as to be consistent with the terms of this Ordinance.

SECTION 4: Each section, paragraph, clause and provision of this Ordinance is separable, and, if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision.

SECTION 5: Except as to the Code amendments set forth above in this Ordinance, all Chapters and Sections of the Maywood Village Code, as amended, shall remain in full force and effect.

SECTION 6: This Ordinance shall be in full force and effect from and after its adoption, approval and publication in pamphlet form as provided by law.

ADOPTED this 17th day of December, 2013, pursuant to a roll call vote as follows:

AYES: Mayor E. Perkins, Trustee(s) C. Ealey-Cross, A. Jaycox, A. Dorris, M. Rogers, M. Lightford and R. Rivers.
NAYS: None
ABSENT: None

APPROVED by the Village President, and attested to by the Village Clerk on the same day, on the 17th day of December, 2013.

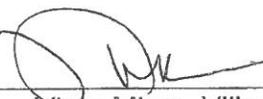


Edwenna Perkins, Village President

ATTEST:


Viola Mims, Village Clerk

Published by me in pamphlet form this 17th day of December, 2013.



Viola Mims, Village Clerk

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Viola Mims, the duly elected, qualified and acting Village Clerk of the Village of Maywood, Cook County, Illinois, do hereby certify that attached hereto is a true and correct copy of the Ordinance now on file in my office entitled:

**AN ORDINANCE AMENDING
TITLE III (ADMINISTRATION), CHAPTER 36 (FINANCE AND TAXATION),
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which was passed by the Board of Trustees of the Village of Maywood at a Regular Board Meeting held on the 17th day of December, 2013, at which meeting a quorum was present, and approved by the President of Maywood on the 17th day of December, 2013.

I further certify that the vote on the question of the passage of the said Ordinance by the Board of Trustees of the Village of Maywood was taken by the Ayes and Nays and recorded in the Journal of Proceedings of the Board of Trustees of the Village of Maywood, and that the result of the vote was as follows, to wit:

- AYES:** Mayor E. Perkins, Trustee(s) C. Ealey-Cross, A. Jaycox, A. Dorris, M. Rogers, M. Lightford and R. Rivers.
- NAYS:** None
- ABSENT:** None

I do further certify that the original Ordinance, of which the attached is a true copy, is entrusted to my care for safekeeping, and that I am lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Maywood, this 17th day of December, 2013.

By:  _____
Viola Mims, Village Clerk

[SEAL]