

**AN ORDINANCE ESTABLISHING COMPLIANCE BY THE SOUTHLAKE MOSQUITO ABATEMENT DISTRICT WITH THE REQUIREMENTS OF PUBLIC ACT 99-604, THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT**

**WHEREAS**, the Southlake Mosquito Abatement District (“SLMAD”) is an Illinois special purpose unit of government created pursuant to the Illinois Mosquito Abatement District Act, 70 ILCS 1005/0.01 et seq.;

**WHEREAS**, the SLMAD is a local public agency as that term is defined in Public Act 99-604, the Local Government Travel Expense Control Act (“The Act”).

**WHEREAS**, the Act was adopted by the Illinois General Assembly to bring openness, accountability and regulation to the reimbursement of certain public officials and employees for travel, meal and lodging expenses incurred in connection with the conduct of the official business of the local public agency.

**WHEREAS**, the Trustees of the SLMAD have at all prior times required proper documentation of such expenses and approved same only in a roll call vote at an open meeting and now in compliance with Public Act 99-604 the Trustees establish appropriate regulations.

**NOW THEREFORE**, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE SOUTHLAKE MOSQUITO ABATEMENT DISTRICT as follows:

Section 1. Definitions. This ordinance does hereby adopt the definitions set forth in Section 5 of the Local Government Travel Expense Control act, which are set forth hereafter:

- "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
- "Local public agency" means a school district, community college district, or unit of local government other than a home rule unit.
- "Travel" means any expenditure directly incident to official travel by employees and officers of a local public agency or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 2. Regulations. A. It is the policy of the SLMAD to reimburse the trustees of the SLMAD for travel, meal and lodging expenses incurred in the conduct of the official business of the SLMAD. The SLMAD does not presently have any non-trustee

officers or employees, however, in the event at a future time anyone other than one of the trustees was to seek reimbursement for travel, meal or lodging expenses such request for reimbursement, other than in case of emergency or other extraordinary circumstances, would have to be made of the Board of Trustees prior to being incurred and otherwise in compliance with the terms of this Ordinance.

B. The types of official business for which travel, meal and lodging expenses are allowed shall be limited to: 1. Attendance at the American Mosquito Control Association (“AMCA”) Annual Conference; 2. Educational seminars conducted by the AMCA, the Center for Disease Control, the Illinois Department of Public Health and any other comparable governmental department or agency, and nationally or internationally recognized public health body or similar entity.

C. The maximum allowable reimbursement amounts for travel, meal and lodging expenses shall be as follows:

Travel: \$4,000.00 shall be the maximum travel reimbursement amount for any one individual’s request in connection with any single incidence of roundtrip travel to an event or events.

Meal: \$150.00 per day shall be the maximum for any one individual’s request.

Lodging: \$600.00 per night shall be the maximum for any one individual’s request.

D. No requests for reimbursement shall be approved or paid until the following documentation is submitted in writing to the Board and the request is approved by a majority of a quorum of the Board by a roll call vote at an open meeting of the Board.

1. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals or lodging if the expenses have already been incurred.
2. The name of the individual who received or is requesting the travel, meal or lodging expense.
3. The job title or office of the individual who received or is requesting the travel, meal or lodging expense.
4. The date or dates and nature of the official business in which the travel, meal or lodging expense was or will be expended.

E. At such time as the Board creates a standardized form to set forth the information required by D. said form shall be required along with the required documentation to receive any reimbursement.

F. In the event an emergency or other extraordinary circumstances occur which result in a reimbursement request to exceed the maximum allowable expenses established in C., above, such expenses may be approved by a majority of a quorum of the Board by a roll call vote at an open meeting of the Board. Any request for reimbursement in excess of the maximum allowable reimbursement shall be in writing and shall set forth an explanation of the emergency or extraordinary circumstances satisfactory to the Board in its reasonable discretion.

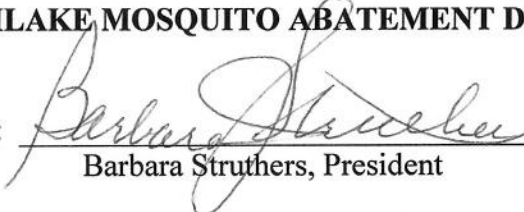
Section 3. Entertainment Expenses. The SLMAD shall not reimburse any trustee, employee, or non-trustee officer for any entertainment expense as defined herein.

Section 4. Effective Date. This Ordinance shall become effective on May 1, 2017.


Passed and approved by the Board of Trustees of THE SOUTHLAKE MOSQUITO ABATEMENT DISTRICT this 10th day of OCTOBER, 2016.

AYES: 4  
NAYS: 0  
ABSENT: 1

**SOUTHLAKE MOSQUITO ABATEMENT DISTRICT**

By:   
Barbara Struthers, President

**ATTEST:**

  
Roger J. Simonson, Secretary