Fw: Travel Reimbursement

Nora Dukowitz        to: David Hales, Jeff Jurgens
                        Jamie Mathy, sageforcitycouncil, Mboka Mwilambwe, Amelia
                        Bcc: Buragas, Joni Painter, Karen Schmidt, Scott Black, Diana Hauman, Kim Bray, Tari Renner

Mayor & Council-

FYI, in addition- We have received FOIA requests and media inquiries on this.

Thank you,

Nora Dukowitz
Communication Manager
City of Bloomington
ndukowitz@cityblm.org
309-434-2241

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-----Forwarded by Nora Dukowitz/Cityblm on 08/01/2017 11:01AM-----
To: David Hales/Cityblm@Cityblm, Jeff Jurgens/Cityblm@Cityblm
From: Nora Dukowitz/Cityblm
Date: 08/01/2017 10:48AM
Subject: Travel Reimbursement

Mayor & Council-

We have confirmed that Margot reimbursed the City for her travel expense to Japan in May of this year (with the deposit being made on June 2).

Thank you,

Nora Dukowitz
Communication Manager
City of Bloomington
ndukowitz@cityblm.org
309-434-2241

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Mayor & Council-

We have confirmed that Margot reimbursed the City for her travel expense to Japan in May of this year (with the deposit being made on June 2).

Thank you,

Nora Dukowitz
Communication Manager
City of Bloomington
ndukowitz@cityblm.org
309-434-2241
On Wednesday, August 2, 2017, Tari Renner <trenner@cityblm.org> wrote:

Tari Renner
Mayor of Bloomington
109 E. Olive
Bloomington, IL 61701
(309) 434-2210

FYI, in addition- We have received FOIA requests and media inquiries on this.

Thank you,

Nora Dukowitz
Communication Manager
City of Bloomington
ndukowitz@cityblm.org
Mayor & Council-

We have confirmed that Margot reimbursed the City for her travel expense to Japan in May of this year (with the deposit being made on June 2).

Thank you,

Nora Dukowitz
Communication Manager
City of Bloomington
ndukowitz@cityblm.org
309-434-2241

This message has been scanned for malware by Websense. www.websense.com
Hi Mboka,

I'm out of the office as well. We've received several FOIA requests on this and are currently compiling the information for the responses. I've copied Jeff here as well so he's aware of Gary's request.

Thank you,

Nora

Nora Dukowitz
Communication Manager
City of Bloomington
ndukowitz@cityblm.org
office: (309) 434-2241
cell: (309) 287-2016

-----Mboka Mwilambwe/Cityblm@Cityblm wrote: -----

=======================
To: Nora Dukowitz/Cityblm@Cityblm
From: Mboka Mwilambwe/Cityblm@Cityblm
Date: 08/04/2017 10:04AM
Subject: Fw: Re: P-Card procedures/policies
=======================

Nora,

I sent this to Patti but it looks like she is out of the office. Can you help with this request?

Mboka Mwilambwe
Alderman, Ward 3
ward3@cityblm.org
309-530-7664

-----Forwarded by Mboka Mwilambwe/Cityblm on 08/04/2017 10:03AM -----

=================================
To: Gary Lambert
From: Mboka Mwilambwe/Cityblm@Cityblm
Date: 08/04/2017 08:06AM
Cc: Patti-Lynn Silva/Cityblm@Cityblm
Subject: Re: P-Card procedures/policies
=================================

Patti,

Can you help Gary with this?

Thank you.

Mboka Mwilambwe
Alderman, Ward 3
ward3@cityblm.org
309-530-7664
Hi Mboka.. In light of the discussion occurring regarding use of city P-Cards, are any written procedures/policies in place for the city of Bloomington? If so, could you point me to them? Thanks, Gary Lambert
Mayor & Council,

As an update to the emails below, staff wanted to provide the Council with some additional information on the Sister Cities trip.

As for the Mayor and Margot, City Admin used one of its PCards to book the airline tickets through this same travel agent. As detailed last week, Margot quickly reimbursed the City for her airfare.

Although the City continues to receive questions and concerns from some individuals, this was a trip for a public purpose. Margot was listed as an official delegate and represented University High School along with the City. The City’s enacting ordinance for the Sister Cities Committee explains the program is part of a State Department initiative known as the People to People Program and specifically references “reimbursements” as one of its “funding” sources.

Thank you,

Nora Dukowitz
Communication Manager
City of Bloomington
ndukowitz@cityblm.org
309-434-2241

Facebook • Twitter • Google+ • YouTube
FYI, in addition- We have received FOIA requests and media inquiries on this.

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Nora Dukowitz
Communication Manager
City of Bloomington
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From: Nora Dukowitz/Cityblm
Date: 08/01/2017 10:48AM
Subject: Travel Reimbursement

Mayor & Council-

We have confirmed that Margot reimbursed the City for her travel expense to Japan in May of this year (with the deposit being made on June 2). We will continue our review of this matter and enhance our protocols where needed. While it is possible someone could bring this matter to an investigating agency, we believe this to have been an oversight and not intentional.

Thank you,

Nora Dukowitz
Communication Manager
City of Bloomington
ndukowitz@cityblm.org
309-434-2241

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P-Card Policy.pdf  P-Card Procedure.pdf
Kim,

Please see reservations below. The room is being held on my City PCard. You can use your credit card when checking out. Please turn in all of your receipts to me once you are home from the conference.

Don't hesitate to contact me if you have any questions.

Thank you,

Joni Gerard
Administrative Specialist
City of Bloomington l Administration Office l 109 E. Olive Street, Bloomington, IL 61701
(309) 434-2210  jgerard@cityblm.org
modify your reservation, please click here.

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<th>Hotel Confirmation</th>
<th>3369424608</th>
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<td>Date Booked</td>
<td>Aug 10, 2017</td>
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<tr>
<td>Reservation Name</td>
<td>Kim Bray</td>
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<tr>
<td>Arrival Date</td>
<td>Sep 20, 2017</td>
</tr>
<tr>
<td>Departure Date</td>
<td>Sep 23, 2017</td>
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<tr>
<td>Room Type</td>
<td>2 Double Beds</td>
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<tr>
<td>Number of Guests</td>
<td>1</td>
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<table>
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</tbody>
</table>

**Additional Guest Rate**
- Second Guest: 0.00
- Third Guest: 25.00
- Fourth Guest: 25.00

<table>
<thead>
<tr>
<th>Total Charge</th>
<th>762.00</th>
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</table>

**Tax Disclosure**
Room rates shown do not include 17.4% Room Tax per night. Total charges presented on the website will include all room fees and taxes.

**Cancel Policy**
Reservation is guaranteed with credit card on file. Late cancellations made within 72 hours of arrival will result in late cancel fee of 1-night room and tax.
720 South Michigan Avenue I Chicago, IL I 60605
t: 312-922-4400 I f: 312-922-5240
This transmission is not a digital or electronic signature and cannot be used to form, document, or authenticate a contract. Hilton accepts no liability arising in connection with this transmission

Websense: Click here to report this email as spam.
Hi Diana,

They are not that I know of, but I believe I emailed them to the Council a few days ago. Would you like me to resend to you?

Thanks,

Nora

Nora Dukowitz
Communication Manager
City of Bloomington
ndukowitz@cityblm.org
309-434-2241

Facebook • Twitter • Google+ • YouTube

-----Diana Hauman/Cityblm wrote: -----
To: Nora Dukowitz/Cityblm@Cityblm
From: Diana Hauman/Cityblm
Date: 08/17/2017 02:32PM
Subject: Procurement Card

Nora -- Are the Procurement Card policy and procedures available on line? I looked and tried a search but did not find them. Thanks. -- Diana
Thank you! :)  
Nora Dukowitz  
Communication Manager  
City of Bloomington  
ndukowitz@cityblm.org  
309-434-2241  
Facebook • Twitter • Google+ • YouTube

-----Diana Hauman/Cityblm wrote: -----  
To: Nora Dukowitz/Cityblm@Cityblm  
From: Diana Hauman/Cityblm  
Date: 08/17/2017 02:53PM  
Subject: Re: Procurement Card

Got it. Thanks! -- Diana  
(I only receive a fraction of the emails you must receive and I still can't keep up. Kudos to you!)

-----Nora Dukowitz/Cityblm wrote: -----  
To: Diana Hauman/Cityblm@Cityblm  
From: Nora Dukowitz/Cityblm  
Date: 08/17/2017 02:38PM  
Subject: Re: Procurement Card

Hi Diana,

They are not that I know of, but I believe I emailed them to the Council a few days ago. Would you like me to resend to you?

Thanks,

Nora

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Communication Manager  
City of Bloomington  
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Nora -- Are the Procurement Card policy and procedures available online? I looked and tried a search but did not find them. Thanks. -- Diana
All-
FYI-
Thanks,
Nora

Nora Dukowitz
Communication Manager
City of Bloomington
ndukowitz@cityblm.org
309-434-2241

-----Forwarded by Nora Dukowitz/Cityblm on 08/29/2017 08:42AM-----

To: "Nora Dukowitz" <ndukowitz@cityblm.org>, "Beth Oakley" <boakley@cityblm.org>, "Amanda Papacek" <aanderson@cityblm.org>, "Jan Scherff" <jscherff@cityblm.org>, "Scott Sprouls" <ssprouls@cityblm.org>
From: "FOIAClerk" <foiaclerk@cityblm.org>
Date: 08/29/2017 07:48AM
Subject: FOIA #: 17-08-0951

Requested:  8/29/2017
Due:  9/5/2017
Requested by:  Ryan Denham, WGLT Illinois State University
Request:  Under the Illinois Freedom of Information Act, 5 ILCS 140, I am requesting copies of the following public records:

. Any emails or memos sent in July 2017 or August 2017 to one or more Bloomington City Council alderman/men regarding the use of city "p cards" (also known as p-cards, procurement cards, or purchasing cards) by the City Manager, Assistant City Manager, Assistant to the City Manager, Executive Assistant, Administrative Specialist, and Communication Manager.

. Any emails or memos sent in July 2017 or August 2017 to one or more Bloomington City Council alderman/men regarding Mayor Tari Renner's 2017 trip to Japan by the City Manager, Assistant City Manager, Assistant to the City Manager, Executive Assistant, Administrative Specialist, and Communication Manager.

NOTE TO DEPARTMENT(S)

Once you have submitted the related document(s) in pdf format in case folder 17-08-0951 located in your department's FOIA directory (K:\FOIA\FOIA Requests\[your department]), reply to or forward this email indicating that
you're finished. (Fire, HR, and IS need to forward this email to FOIALegal, all other departments reply to FOIA Clerk.)

Please include the approximate amount of time it took to fulfill the request and any concerns you might have.

Thank you for your cooperation.

City Clerk's office