



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

08/01/2017 11:25 AM

Mayor & Council-

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

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). [REDACTED]

Thank you,

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

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Travel Reimbursement

Nora Dukowitz to: David Hales, Jeff Jurgens

08/01/2017 11:25 AM

Jamie Mathy, sageforcitycouncil, Mboka Mwilambwe, Amelia
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Fw: Re: Fw: Travel Reimbursement

David Hales to:

Bcc: sageforcitycouncil, Karen Schmidt, Mboka Mwilambwe

08/03/2017 09:40 AM

David A. Hales

*City Manager
City of Bloomington
109 E. Olive Street
PO Box 3157
Bloomington, IL 61702-3157
P 309-434-2210 F 309-434-2802
dhaless@cityblm.org*

-----Forwarded by David Hales/Cityblm on 08/03/2017 09:39AM -----

To: "dhaless@cityblm.org" <dhaless@cityblm.org>, "ndukowitz@cityblm.org" <ndukowitz@cityblm.org>, Jeff Jurgens <jjurgens@cityblm.org>
From: Tari Renner <trenner@iwu.edu>
Date: 08/01/2017 08:00PM
Subject: Re: Fw: Travel Reimbursement

[REDACTED]

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

-----Forwarded by Nora Dukowitz/Cityblm on 08/01/2017 01:38PM -----

To: David Hales/Cityblm@Cityblm, Jeff Jurgens/Cityblm@Cityblm
From: Nora Dukowitz/Cityblm
Date: 08/01/2017 11:04AM
Subject: Fw: Travel Reimbursement

Mayor & Council-

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

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

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Re: Fw: Re: P-Card procedures/policies 
Nora Dukowitz to: Mboka Mwilambwe
Cc: Jeff Jurgens

08/04/2017 02:20 PM

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 <[REDACTED]>
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 half Gary with this?

Thank you.

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

-----Gary Lambert <gdlambe@yahoo.com> wrote: -----

=====

To: "ward3@cityblm.org" <ward3@cityblm.org>

From: Gary Lambert [REDACTED]

Date: 08/04/2017 04:22AM

Subject: P-Card procedures/policies

=====

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



Fw: Travel Reimbursement

Nora Dukowitz to: David Hales, Jeff Jurgens

08/08/2017 12:30 PM

Jamie Mathy, sageforcitycouncil, Mboka Mwilambwe, Amelia
Bcc: Buragas, Joni Painter, Karen Schmidt, Scott Black, Diana Hauman,
Kim Bray, Tari Renner

Mayor & Council,

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

[REDACTED] 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.

[REDACTED]

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 08/08/2017 12:22PM -----

To: David Hales/Cityblm@Cityblm, Jeff Jurgens/Cityblm@Cityblm
From: Nora Dukowitz/Cityblm
Date: 08/01/2017 11:04AM
Subject: Fw: Travel Reimbursement

Mayor & Council-

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

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). [REDACTED]

[REDACTED] 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



The Hilton Chicago Reservation Confirmation
Joni Gerard to: Kim Bray

08/10/2017 11:36 AM

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 | Administration Office | 109 E. Olive Street, Bloomington, IL 61701

(309) 434-2210 jgerard@cityblm.org

-----Forwarded by Joni Gerard/Cityblm on 08/10/2017 11:34AM -----

To: jgerard@cityblm.org

From: The Hilton Chicago Team <groupcampaigns@pkghlrss.com>

Date: 08/10/2017 11:24AM

Subject: The Hilton Chicago Reservation Confirmation

IML 104th Annual Conference
Hilton Chicago
Sep 21, 2017 to Sep 23, 2017

RESERVATION CONFIRMATION

We are pleased to confirm your reservation at Hilton Chicago.

Our staff is looking forward to your arrival for IML 104th Annual Conference. Below you will find details of your reservation. If your travel plans change and you need to

modify your reservation, please [click here](#).

Hotel Confirmation	3369424608		
Date Booked	Aug 10, 2017		
Reservation Name	Kim Bray		
Arrival Date	Sep 20, 2017		
Departure Date	Sep 23, 2017		
Room Type	2 Double Beds		
Number of Guests	1		
Night by Night Rate	Date	Guest(s)	Status
	Rate		
	Sep 20, 2017	1	Confirmed
	254.00		
	Sep 21, 2017	1	Confirmed
	254.00		
	Sep 22, 2017	1	Confirmed
	254.00		
	Additional Guest	Rate	
	Second Guest	0.00	
	Third Guest	25.00	
	Fourth Guest	25.00	
Total Charge	762.00		
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

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a contract. Hilton accepts no liability arising in connection with this
transmission

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Re: Procurement Card
Nora Dukowitz to: Diana Hauman

08/17/2017 02:38 PM

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



Re: Procurement Card
Nora Dukowitz to: Diana Hauman

08/18/2017 09:48 AM

Thank you! :)

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

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-----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

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Nora

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Fw: FOIA #: 17-08-0951

Nora Dukowitz to: Jeff Jurgens, David Hales

08/29/2017 08:52 AM

Jamie Mathy, sageforcitycouncil, Mboka Mwilambwe, Amelia
Bcc: Buragas, Joni Painter, Karen Schmidt, Scott Black, Diana Hauman,
Kim Bray, Tari Renner

All-

FYI-

Thanks,

Nora

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

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-----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 FOIAClerk.)

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