DISTRICT #

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

_____ **Resolution or Ordinance (Blue)**   **Waiver of First Requested** _____
_____ **Recommendations of Boards, Commissions & Committees (Green)**
__X__ **Other Business (Pink)**

TO   :   PRESIDENT AND BOARD OF TRUSTEES

FROM: David A. Hulseberg, Village Manager

DATE :   June 8, 2011   **B of T:**   June 16, 2011

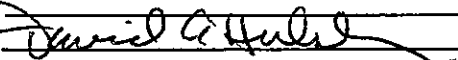**SUBJECT:**   Village Website Transparency Policy

SUBMITTED BY: Peter Breen, Trustee, District #4

BACKGROUND/POLICY IMPLICATIONS:

Request for approval of a Village Website Transparency Policy to be included in the Village Board Policy Manual as submitted by Trustee Breen.

Staff Recommendation:
Staff requests that this matter be tabled to the August 18th Village Board Workshop.

Fiscal Impact/Funding Source:

Review (as necessary):
Finance Director _____ Date _____
Village Manager _____ Date _4/10/11_

NOTE: **All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the agenda distribution.**

submit

To: Village President and Board of Trustees

From: David A. Hulseberg
           Village Manager

Date: June 10, 2011

Subject: Proposed Village Website Transparency Policy

Pursuant to Trustee Breen's request, a proposed Village Website Transparency Policy has been placed on the agenda for the June 16, 2011 Board of Trustees meeting. Staff has not had sufficient time to review the policy and provide the Village Board adequate information on the cost and staff time that would be needed to implement this policy. Therefore, I would request that this policy be tabled, and a workshop be scheduled prior to the August 16, 2011 Board meeting for staff to provide information on this policy to the Village Board.

I would also like to provide you with information that we do have at this time on the items listed in the proposed policy.
- Items #1 - #5 (Elected & Administrative Officials, Meeting Information, Public Records, Budgets, and Financial Audits) are currently available on the Village website, although further research is needed to determine if this information is available for the entire time periods specified in the policy.
- Items #6 - #9 (Expenditures, Salary & Benefits, Contracts, and Lobbying) are not currently on the website, with the exception that we do have all salary ranges on the website currently.
- For Item #10 (Taxes & Fees), much of this information is on the website, but not in one central location.
- For Item #11 (Building & Zoning), no applications are currently on the website. There is other information related to Building & Zoning, such as application procedures, currently on the website.

One additional issue related to the policy is the section that states "with all documents provided in searchable format." Staff is researching this request and the options available, as certain documents would not currently be in a searchable format.

Staff is continuing to assess the cost and staff effort needed to provide all of the information that is in the policy, as well as the effort needed to maintain this information going forward.

MEMORANDUM

To: President Mueller & Fellow Trustees

Fr: Peter Breen, Trustee, District 4

Dt: June 8, 2011

Re: Village Transparency Policy

Today, I have submitted for your consideration the attached proposed "Village Website Transparency Policy," which I am recommending for adoption at the Board's June 16, 2011, meeting. The government of the Village of Lombard is committed to providing open, transparent, and honest government for its citizenry, and providing all relevant documents about the workings of the government in an easily accessible format is a key part of that commitment. Village elected officials and Village staff have worked hard in the past to ensure the availability to the public of government documents and information, and the attached "Village Website Transparency Policy" represents the next natural step in that work. Because transparency is so vital to the healthy functioning of government, it is particularly important that this Board continue to exercise leadership on transparency by adopting policies such as the attached "Village Website Transparency Policy."

Moreover, at this time, Village staff members have just begun the process of overhauling our Village website, with a target date of early September for the new website. Because the Board will not meet again until mid-August, the attached "Village Website Transparency Policy" should be enacted at the June 16 meeting, so that our dedicated staff members will have the time to incorporate the policy into the design and functionality of the new website.

I ask for your "aye" vote.

VILLAGE WEBSITE TRANSPARENCY POLICY

As part of the commitment of the Village of Lombard to open, transparent and honest government, the Village website shall include the following information and documents in an easily accessible place on the website, with all documents provided in searchable format:

1. **Elected & Administrative Officials**
   The Village website shall include contact information, including name, phone number, and an electronic contact method for all elected officials, the Village Manager, and the head administrator for each Village department.

2. **Meeting Information**
   The Village website shall include notices and agendas, as available, for all future public meetings of the Village Board, along with board packets and minutes of for at least the past five years' Board meetings. The Village calendar shall include the dates of Village Board meetings at least one year into the future.

3. **Public records**
   The Village website shall include the name, address, phone number, and an electronic contact method for the Village Freedom of Information Act (FOIA) Officer, along with the address, phone number, and electronic submission method for FOIA requests. The Village website shall also include the FOIA process response time and any fees charged by the Village in connection with FOIA requests and responses.

4. **Budgets**
   The Village website shall include the detailed budget for the current-year, along with the detailed budgets for the prior 4 years.

5. **Financial Audits**
   The Village website shall include the Village's comprehensive annual financial reports (CAFRs) for the past 5 years. The Village website shall also include any special project report results – such as for TIF districts and special construction projects – audit schedules, and program performance audits for the past 5 years.

6. **Expenditures**
   The Village website shall include the Village's checkbook register and credit card expenditures to all individuals and third-party vendors – including name of payee, description of expenditure, and amount of expenditure – for the past 5 years.

7. **Salary & Benefits**
   The Village website shall contain the compensation information for each individual employee by name, including wages and/or salary and/or overtime and Village contributions for all benefits, including but not limited to health insurance, dental insurance, life insurance, pension, etc., for the past 5 years.

8. **Contracts**
   The Village website shall include the following: open bids & proposals for all contracts, along with where & how to submit a bid or proposal; all approved vendor contracts for over $2,500 in the past 5 years, along with bids for those contracts; and all employee or union contracts for the past 5 years.

9. **Lobbying**
   The Village website shall include the names of any lobbying associations that the Village helps or previously helped to fund in the past 5 years, whether through association or membership dues or otherwise, and any contracts with any lobbying firms in the past 5 years.

10. **Taxes & Fees**
    The Village website shall include the following: a central page showing the tax rate for all major Village revenue sources – property, income, sales, etc.; a detailed listing of all Village revenue sources; and, a fee schedule showing all Village fees on residents and business.

11. **Building & Zoning**
    The Village website shall include applications and application procedures for all building permits and zoning variances.