

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

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

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: David A. Hulseberg, Village Manager

DATE: September 6, 2011 (COW)(B of T) September 15, 2011

TITLE: Request to Approve Proposed Transparency Policy

SUBMITTED BY: Timothy Sexton, Director of Finance

BACKGROUND/POLICY IMPLICATIONS:

The ECDC Committee and the Finance Committee provided comments on the original Village Website Transparency Policy, proposed at the Board of Trustees meeting on June 16, 2011. The original Transparency Policy has been updated to reflect the changes discussed at the Board of Trustees workshop held on August 18, 2011. Item #6 (Expenditures) on the original proposed policy is on hold until the new financial software is available and a better format can be provided.

Village Board approval of the revised Village Website Transparency Policy is requested.

Review (as necessary):  
Village Attorney X \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director X \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager X \_\_\_\_\_ Date \_\_\_\_\_

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.



## MEMORANDUM

To: William J. Mueller, Village President  
Village Board of Trustees

From: David A. Hulseberg, Village Manager

Date: September 6, 2011

Subject: Village Website Transparency Policy

The ECDC Committee and members of the Finance Committee reviewed the original Village Website Transparency Policy proposed at the Board of Trustees meeting on June 16, 2011 along with comments provided by Village staff. Comments from both Committees were provided at the August 18th workshop.

Attached you will find the Village Website Transparency Policy updated with the changes discussed at the Board of Trustees workshop held on August 18, 2011. One additional change was made after the workshop to Item 7, Salary and Benefits. This proposed change gives our residents a complete reference of employee salaries by position. Village Board approval of the revised Village Website Transparency Policy is requested.



## VILLAGE OF LOMBARD

### VILLAGE BOARD POLICY MEMORANDUM

**Subject:** Village Website Transparency Policy    **Section:** 5.E.  
**Dept.:** ALL  
**Date:** Sept 15, 2011  
**Revised:** N/A  
**Updated:** N/A

#### I. Purpose

This policy provides guidance on how the Village of Lombard ensures municipal matters are approached in an accountable and transparent manner, with emphasis on openness, ethics, and fiscal responsibility.

#### II. Effective Date

The provisions of this Policy shall be applicable on or after September 15, 2011.

#### II. Procedures/Guidelines

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 a 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. This information shall remain available on the Village's website for five years. The Village calendar shall include the tentative dates of Village Board meetings at least one year into the future. Meeting dates may be changed, and meetings may be canceled, subject to the requirements of the Open Meetings Act.

##### 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. This information shall remain available on the Village's website for five years.

#### **6. Salary & Benefits**

The Village website shall contain the total wages for each individual by position and Village contributions for all benefits, including but not limited to health insurance, life insurance, and pension. This information shall be updated at the end of each calendar year and shall remain available on the Village's website for five years.

#### **7. Contracts**

The Village website shall include the following: open bids & proposals for all contracts for over \$20,000, along with where & how to submit a bid or proposal; all approved vendor contracts for over \$20,000, along with bids for those contracts, if applicable. Proprietary proposals will not be placed on the website. This information shall remain available on the Village's website for five years.

#### **8. 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.

#### **9. 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.

## **10. Building & Zoning**

The Village website shall include a list of registered contractors, applications, application procedures, zoning variances, and checklists for all building permits.