

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.

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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.

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.