



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Village Website Transparency Policy

Section: 5.E.
Dept.: VMO
Date: October 6, 2011
Revised: October 20, 2011
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 October 20, 2011.

III. 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. 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 total wages for each individual by position. These benefits will include but not be 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. The Village shall also provide all salary and benefit information in accordance with Public Act 97-0609 and as required by State Statute.

8. Contracts

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

The Village website shall include a list of the following:

- **Registered contractors** categorized based upon each contractor's specialty and updated monthly. The web page shall note that the list is not intended to imply a Village recommendation,
- **Applications,**
- **Application procedures,**
- **Zoning petitions; and**
- **Checklists for all building permits** outlining what is needed for a permit and required for completion.