

MAYOR  
Daniel J. McLaughlin  
VILLAGE CLERK  
David P. Maher



TRUSTEES  
Kathleen M. Fenton  
Brad S. O'Halloran  
James V. Dodge  
Edward G. Schussler III  
Patricia Gira  
Carole Griffin Ruzich

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**VILLAGE BOARD POLICY  
MEMORANDUM – EXHIBIT A**

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**TO:** PRESIDENT MCLAUGHLIN, BOARD OF TRUSTEES  
VILLAGE ATTORNEY E. KENNETH FRIKER

**FROM:** VILLAGE MANAGER PAUL GRIMES

**DATE:** JUNE 4, 2012

**SUBJECT:** WEBSITE TRANSPARANCY POLICY – CITIZENS INFORMATION  
CENTER

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**I. Introduction**

The Illinois Policy Institute has developed a 10-point transparency checklist to hold government and elected officials accountable to the citizens and taxpayers and provide a “best practice” framework to improve government transparency all across Illinois.

The Village of Orland Park is the first municipality in the State of Illinois to reach the 100% threshold set by the Illinois Policy Institute. Many other municipalities have tried to achieve this goal without success.

**II. Effective Date**

Resolution Number 1206 was passed on June 18, 2012 entitled: A RESOLUTION SUPPORTING A POLICY REGARDING THE CITIZENS INFORMATION CENTER WEBSITE THAT FOLLOWS BUT NOT LIMITED TO THE ILLINOIS POLICY INSTITUTES TEN-POINT TRANSPARENCY CHECKLIST

**III. Guidelines**

The Village of Orland Park prides itself on being as transparent with its information as possible.

The Citizens Information website shall include but not limited to the Illinois Policy Institute's Ten Point Checklist. It shall be easily accessible to the Public, with all documents in a searchable format, which will include information from the past 5 years.

**1. Elected & Administrative Officials**

- President and Board of Trustees, Village Clerk, Village Manager, Directors of each Village Department. Also included are organizational charts, Village President Line of Succession, and Mayor Pro Tem.
  - Names, titles, individual emails, address, phone numbers & fax to contact the above are listed.

**2. Meeting Information – Current Year**

- Meeting schedules for all Village Board, Committees and Commissions
- Agendas – Village Board & Committees
- Minutes – Village Board & Committees
- Media Packets – Village Board of Trustees & Committees

**3. Illinois Freedom of Information Act (FOIA)**

- FOIA Officer – Which includes name, address, phone, fax, email.
- Information On How to Submit a FOIA Request
- Fee Schedule
- FOIA Response Time
- FOIA Overview
- FOIA Submissions Reports for past 5 years

**4. Budgets – For 5 years**

- A detailed budget

- 5. Financial Audits – For 5 Years**
  - The Comprehensive Annual Financial Report
- 6. Expenditures - For 5 years**
  - Payroll & Accounts Payable Expenditures Approval Lists
  - Treasurers Report
- 7. Salary & Benefits – For 5 Years**
  - Salary & Benefits Schedule
- 8. Collective Bargaining Contracts & Agreements – For 5 Years**
  - For all Employee or Union Contracts including the Employee Handbook that detailing wages, benefits, vacation, sick, leave policies, etc.
- 9. Lobbying – Village of Orland Park’s Lobbyist - For 5 Years**
  - Names, address, phone numbers & fax to contact the above are listed.
  - Lobbyist Contracts or Approved Contracts
  - Professional Membership Organizations – The Village of Orland Park and its employees belong to the following organizations and may or may not do lobbying.
- 10. Taxes & Fees**
  - Summary of Revenues by Fund & Type
  - Major Revenue Source Tax & Per Capita Rates
  - Village of Orland Park Fees
  - Recreation & Parks Department Brochure (fee’s shown for different classes)

## **11. Contracts & Agreements – For 5 Years**

- Contracts that may appear in this section are vendors, professional services, small construction that are \$10,000 or over.

### **Bids & RFP's**

- Current Invitations to Bid Postings and Various Past Bid Postings.

## **Additional Information**

The below information is not required but is freely shared with the public

## **12. Main Street Area Redevelopment**

- Main Street Area Documents
- Flaherty & Collins Development Documents

## **13. Electrical Aggregation**

## **14. Informational Site**

### Ordinances & Resolutions

- Orland Park Village Code Book
- Orland Park Land Development Code Book
- Matrix Study – Organizational Staffing Report
- 2011 Village of Orland Park Annual Report
- Election Information

## **15. Ethic Statements – For 5 Years**

- Elected Officials
- Appointed Commissioners

## **16. 2012 Census**

## **17. State of the Village**

## **18. The National Citizen Survey**