

MAYOR
Daniel J. McLaughlin
VILLAGE CLERK
David P. Maher



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

**VILLAGE BOARD POLICY
MEMORANDUM – EXHIBIT A**

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

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