

Village of Orland Park

Fiscal Year 2017

Departmental Budget Hearing

Village Clerk's Office

October 24, 2016

6:00 pm

FY2016 Village Clerk's Office Accomplishments

- Received 100% transparency rating from the Illinois Policy Institute for the Citizen's Information Center on the Village's website
- Received A+ rating from Sunshine Review (Ballotpedia) for website transparency
- Complied with guidelines set forth by the Secretary of State and Local Records Commission of Cook County to ensure all Village records are intact
- Implemented a Village-wide purging of records in accordance with the State of Illinois Archival Records laws
- Implemented a new open records (FOIA) management database.
- Received and processed 1,220 Freedom of Information Act Requests to date
- Hosting Mayor McLaughlin's Senior Coffee to assist seniors in completing their 2016 property tax rebate applications
- Prepared over 100 agendas for the Board of Trustees and Committee meetings which contain approximately 4,500 separate items
- Provided eco-friendly paperless agendas and attachments which appear on the iPads for easy viewing
- Transcribed over 100 sets of minutes from the Board of Trustees and Committee meetings

Achieving Goals & Objectives in FY2017

* *Quality of Life* –

- Citizen Information – perform monthly audits of the Village website's Citizen Information Center to ensure a score of 100% for transparency according to the Illinois Policy Institute grading rubric
- Support residents' needs by providing excellent Village services
- Continue to ensure that Village records are intact and comply with the guidelines set forth by the Secretary of State Local Records Commission of Cook County
- Continue working towards making the Clerk's Office the central library for all Village records
- This year was the President Primary and President Election – helped residents receive vote by mail applications if needed and advertised information on early voting.

FY 2017 Village Clerk's Office Expenditure Detail

* Total Departmental Budget - \$376,595

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*Amount reflected above does not include Discretionary Requests