

**VILLAGE OF DOLTON
COOK COUNTY, ILLINOIS**

ORDINANCE NO. 17-003

**AN ORDINANCE
ADOPTING A VILLAGE TRANSPARENCY POLICY**

WHEREAS, the Village Board of Trustees recognizes the importance and the need for an open and transparent government to serve its residents; and

WHEREAS, the Illinois Policy Institute is a “non-partisan research organization dedicated to supporting public policy initiatives for a better Illinois.”

WHEREAS, the Illinois Policy Institute describes itself, “as a leading voice for economic liberty and government accountability, the Institute engages policy makers, opinion leaders and citizens on the state and local level.”

WHEREAS, the Illinois Policy Institute has developed its Ten-Point Transparency Checklist to hold government and elected officials accountable to the taxpaying public. In addition, this checklist will provide a “best practices” framework to improve government transparency across the State of Illinois.

WHEREAS, the Illinois Policy Institute’s Ten Point Checklist is a proactive guideline to ensure that government bodies freely share the identified information with the public.

WHEREAS, the Ten-Point Transparency Checklist includes but is not limited to the following: (1) Elected & Administrative Officials: Contact Information; (2) Meeting Information: Calendar (Future) Minutes & Board Packets (Past); (3) Public Records: FOIA submission & FOIA Officer Contact Information; (4) Budgets: General and Special Projects; (5) Financial Audits: Comprehensive Annual Financial Reports; (6) Expenditures: Bills & Payroll; (7) Salary & Benefits: Wages, Salary, Overtime, Health, Dental, Life, Pension, etc.; (8) Contracts: Union, Private Contractors, Vendors, Board of Trustees Contract; (9) Lobbying: Taxpayer-Funded Lobbying Associations; and (10) Taxes & Fees: Sales, Property, Income, and Miscellaneous Taxes, Non-proprietary in excess of \$9,999.99

WHEREAS, the Village Board of Trustees is committed to transparency in the conduct of the public’s business; and

WHEREAS, utilizing the Illinois Policy Institute the Village Board of Trustees has developed standards for the Village website to provide the public with information in an accountable and transparent manner; and

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND THE BOARD OF TRUSTEES OF THE VILLAGE OF DOLTON, ILLINOIS as follows:

SECTION 1. That the above recitals are hereby incorporated into the body of this Ordinance and restated as though set forth herein.

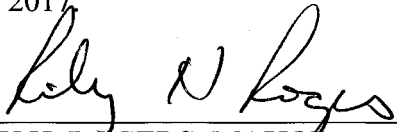
SECTION 2. The Village's Transparency Policy, attached hereto and made a part of as Exhibit "A", is hereby adopted by the Village Board of Trustees.

SECTION 3. In the event that any section, clause, provision, or part of this Ordinance shall be found and determined to be invalid by a court of competent jurisdiction, all valid parts that are severable from the invalid parts shall remain in full force and effect.

SECTION 4. The Village Clerk is hereby authorized to publish this ordinance in pamphlet form as provided by law.

SECTION 5. This ordinance is passed and approved pursuant to the home rule authority granted Article VII, Section 6 of the 1970 Illinois Constitution and shall be in full force and effect upon its passage, approval, and publication as required by law.

PASSED and APPROVED this 20th day of March, 2017.



RILEY H. ROGERS, MAYOR

ATTEST:



MARY KAY DUGGAN, VILLAGE CLERK

Ayes: 5 Brown, Henyard, Hunt, Muhammad, Pierson
Nays: 0
Abstain: 0
Absent: 1 Stubbs

**EXHIBIT A
VILLAGE OF DOLTON
TRANSPARENCY POLICY**

I. Purpose

This policy provides guidance as to how the Village presents public information in a transparent and accountable manner, with emphasis on openness, ethics, and fiscal responsibility. This policy is a minimum standard and should not inhibit the dissemination of other public information where appropriate. In many cases, the information contained herein, and more, is already on the Village's website and this policy is simply designed to provide a framework and baseline for the documents and information made available electronically.

II. Effective Date

The provisions of this Policy shall be applicable after March 31, 2017.

III. Procedures/Guidelines

As part of the commitment of the Village to open, transparent and honest government, the Village website at www.vodolton.org shall include the following information and documents accessed by a link named "Transparency" on the website homepage.

1. Elected & Administrative Officials

Rationale: To be able to participate fully in democracy citizens need the ability to contact and interact with their elected representatives and government administrators.

Therefore, the Village website shall include contact information, including name, department or office, job title, mailing address, facsimile number, telephone number, and an electronic contact method for all elected Village Board of Trustees members. The contact information for the Village Manager and each Village Department shall also be listed on the website. The website shall finally contain a listing of all other Village boards and commissions and the names of the individuals appointed to serve on same.

2. Meeting information

Rationale: Citizens should have the knowledge of when an elected body meets and what issues they will be voting on so they can be informed and engaged in the democratic process. Meetings are one of the few ways the public can engage in true dialogue with their elected representatives. Failing to provide adequate materials to citizens and the media in advance hinders public participation in democratic institutions, and the participation that does happen is made on a less-educated basis. Given the reality of citizen's busy schedules, governments should also offer an alternative to attending to be informed about public meetings by posting agendas, board packets and meeting minutes on their website.

Therefore, the Village website shall comply with the Illinois Open Meetings Act. The Village website shall include the annual meeting schedule and monthly calendar for all meetings of the Village Board of Trustees and the Village controlled boards and commissions. The website shall

also include agendas, packets, minutes, audio and video recordings (*unedited*) of all open sessions of Village Board of Trustees meetings. Meeting dates may be changed and meetings may be canceled, subject to the requirements of the Open Meetings Act. The Village shall use its best efforts to promptly update the Village's website to notify the public of any canceled or rescheduled meetings. In accordance with the law, once approved, closed door executive session minutes will also be listed.

The Village Board of Trustees meeting agendas, packets and minutes shall remain available on the Village's website for a minimum of five (5) years after completion of the Village Board of Trustees meeting. Audio and video recordings of open sessions of Village Board of Trustees meetings shall remain on the Village's website for at least one calendar year after completion of the Village Board of Trustees meeting. Once per year, the Village Clerk may remove audio and video recordings that have been on the Village's website for at least one calendar year as authorized by law. Subsequently, the Village Clerk may apply to the Illinois Records Commission for disposal of all audio and video recordings of open sessions that have been removed from the Village's website.

Previous Village Board of Trustees' meeting packets and minutes shall remain on the Village's website for a minimum of five years.

3. Public Records / FOIA Requests

Rationale: Citizens have a right to know how their tax dollars are being spent and how their government is operating. FOIA requests provide an important means through which the public can obtain information regarding the activities of government agencies, which are required by law to respond to FOIA requests. FOIA is often the preferred tool of government watchdogs to hold their government accountable. The FOIA process is often made intimidating to citizens when they don't have clear instructions on how to file a FOIA request. A public body that maintains a website is required by Illinois state law to post its FOIA process and FOIA officer information prominently on its website.

Therefore, the Village website shall include the name, department or office, job title, mailing address, telephone number, and an electronic contact method for all Village Freedom of Information Act (FOIA) Officers, along with the mailing address, facsimile number, and electronic submission method for FOIA requests. All guidelines and any fee disclosure, if applicable, associated with processing a FIOA request will also be listed on the website.

4. Budgets

Rationale: Budgets show the big picture of what goals and priorities the government established for the year and prior years. Budget details also serve as a way for taxpayers to determine how the government performed in relation to past years and allow citizens to hold government accountable to their plans in the past.

Therefore, the Village website shall include the detailed budget for the current fiscal year, along with the detailed budgets for a minimum of five prior fiscal years. This information is to be listed on the Village's website in a user-friendly and downloadable format.

5. Financial Audits

Rationale: While budgets give the big picture to constituents, an audit reveals how well a government performs on its goals. An audit reveals whether elected officials kept their promises and enables constituents to hold them accountable. Posting five years of audits allows citizens to track government spending over time to spot unusual activity or growth in government spending. An audited comprehensive e annual report also includes a management letter that points out problems in accounting processes and helps stop opportunities for fraud.

Therefore, the Village website shall include the Village's Annual Audited Financial Reports and Management Letters for a minimum of five years after the Village's auditor presents the Audited Financial Report to the Village Board of Trustees. This information is to be listed on the Village's website in a user-friendly and downloadable format. Tax Incremental Finance and Motor Fuel Tax audits covering the same time frame will also be listed in a user-friendly and downloadable format on the website.

6. Expenditures

Rationale: Having access to a check register or bill list provides timely and pertinent information about government operations to the citizens and taxpayers. Often such bill lists are voted upon by elected officials and citizens should have access to the same information as its leaders. Having expenditure information online deters waste and abuse by government employees, and increases the chances of rectifying problems once they occur.

Therefore, the Village website shall include the Village's monthly warrant list and credit card transactions. This information shall be in a user friendly and downloadable format and shall include the name of the payee, the amount of expenditure, and the line item and/or general ledger account number and will remain on the Village's website for a minimum of five years after the Village Board of Trustees has approved these payments. The Village website shall list any accounts payable (pending bills to approve). This list will include the payee's name, payee's amount, and date the expenditure was charged against the Village or the number of days outstanding. The Village website will post a separate user friendly and downloadable document that will individually list any payments to outside parties and describe the services rendered or products purchased from that individual/business/vendor once their annual payments and/or pending payment total surpasses \$9,999,99. The payees will be grouped in categories listed below with their total amount listed in parenthesis. This document will be updated monthly.

Category/Range:

- \$10,000 - \$24,999.99
- \$25,000 - \$49,999.99
- \$50,000 - \$99,999.99
- \$100,000 & Greater

7. Salary & Benefits

Rationale: Employee compensation is usually the biggest cost area for most counties and local governments. Government employees work for and are paid by the taxpayers. Citizens have a right to know how their money is being spent.

Therefore, starting with Fiscal Year 2017, the Village website shall display total compensation for each Village budgeted position per fiscal year in a downloadable format. Each Village budgeted position will be displayed by position and department or office. Village paid benefits shall be shown in separate categories, including, total compensation, budgeted salary, clothing allowance, health and dental insurance, life insurance, pension, FICA, and Medicare. In addition, annual vacation days, annual personal and sick days, and annual number of holidays will be shown for each Village budgeted position. This information shall be updated as required by law and shall remain available on the Village's website for a minimum of five years after the information has been posted on the Village's website.

8. Contracts

Rationale: Every local government agency should want to attract as many high-qualified bidders as possible when they submit a request for proposal out to the public. Posting this information online expands the marketplace for local governments to find the most qualified business at the best price.

Contracts with third parties are often an area where local taxpayers fall victim to corruption and malfeasance. Third-party contracts should be available to public watchdogs to discourage and expose insider dealings. When details about contracts are posted online the public can find out important details, such as if the contract went to the family and friends of elected or administrative officials or did not go out for bid. Posting previous contracts gives competitors the information to better bid on future contracts, thus increasing the marketplace of qualified bidders and potentially lowering costs for taxpayers.

It is also important to post individual employee contracts, such as a county administrator, and collective bargaining agreements online. Labor costs are often the biggest cost area for local governments. The terms of these costs are outlined in labor agreements. The Institute has separately recommend to post proposed collective bargaining contracts online for at least 14 days, allowing citizens to examine and comment on them in a public hearing prior to a vote.

Therefore, the Village website shall include a copy of all executed vendor contracts in excess of \$9,999.99, which shall remain available on the Village's website for five years after the contracts have been executed by the parties. At a minimum, the Village will categorize the contracts/agreements by department, provide the contract/agreement description, contract/agreement value, start/expiration date, and provide a link to said contracts and agreements. Those contracts involving proprietary matters and/or information shall not be placed on the Village's website.

The Village website shall also display the current union contracts for all bargaining units. The union contracts will remain posted on the website until a new union contract is approved and ratified by the bargaining unit and the Village Board of Trustees.

The Village website shall also include a section on the Village's procurement services, including how to do business with the Village and any current request for proposals or bidding opportunities offered by the Village.

9. Lobbying

Rationale: Almost all government entities have lobbyists on retainer or are members of an association that lobbies on their behalf. Taxpayers have the right to know when their tax dollars are being spent to lobby other government agencies; many times local government agencies are lobbying for more revenue from other government agencies. The amount of money spent on lobbying should be disclosed to the public along with information about what type of lobbying is being done. While the topic of taxpayer-funded lobbying is very controversial, at the very least citizens should be informed about lobbying activities so they can determine if the lobbying is appropriate or not.

The Village Board of Trustees does not currently have a contract with a certified lobbyist. If the Village ever enters into a lobbying contract, it will be posted on the Village's website in accordance with Section 8. In addition, the Village Board of Trustees, Elected Officials and multiple departments may have memberships with various associations. Any contracts with those associations will be posted in accordance with Section 8 and payments made to those associations posted in accordance with Section 6.

10. Taxes and Fees

Rationale: Citizens should have ready access to tax and fee information. Having tax and fee rates available helps individuals and businesses where they live, work and shop. The more transparent taxes and fees are the easier it is for citizens to notice when rates go up. From the collection perspective, when taxes and fees are readily disclosed to the public it helps reduce delinquency rates.

Therefore, the Village website shall contain a section on local tax information. This section shall include information on the Village's taxes, including amusement, food and beverage, hotel/motel, motor fuel, packaged liquor, utilities, property and sales tax. This section shall be updated to coincide with any changes to existing local taxes and/or rate changes. Information on the Village's construction and building permit and application fees shall also be listed, along with any applicable written application. This information is to be listed on the Village's website in a user friendly and downloadable format.

11. Department Reports

Rationale: Every citizen should be aware of all the important activity, both the good and not so good, going on within their community as it relates to its police, fire, public works, and housing departments.

Therefore, the Village website shall list all monthly reports generated for the police, fire, public works, and housing departments no later than the end on the month the report is presented at a Board meeting. In addition, the police department will provide monthly reports on the metrics listed below in a user friendly and downloadable report using the chart format provided. This information shall remain available on the Village’s website for a minimum of four years after the information has been posted on the Village’s website.

PART I CRIMES REPORT

INDEX CRIMES	Monthly (Current)	Monthly (Prior Year)	Year-to-Date	Year-to-Date (Prior Year)
Criminal Homicide				
Criminal Sexual Assault				
Robbery				
Aggravated Assault & Battery				
Burglary				
Theft				
Motor Vehicle Theft				
Arson				
TOTAL CRIME INDEX				

PART I CRIMES REPORT (CLEARANCE RATE*)

INDEX CRIMES	Monthly (Current)	Monthly (Prior Year)	Year-to-Date	Year-to-Date (Prior Year)
Criminal Homicide				
Criminal Sexual Assault				
Robbery				
Aggravated Assault & Battery				
Burglary				
Theft				
Motor Vehicle Theft				
Arson				
TOTAL CLEARANCE INDEX				

* The clearance of cases can take multiple years

12. Board Meeting Participation

Rationale: Citizens should have a voice in actions being voting on when the elected body meets so they can be actively engaged in the democratic process.

Therefore, the Village will develop a plan on what processes (i.e. in person, online, etc.) will be implemented that allows for citizens to bring forth their viewpoint at the meeting before the issue is voted on. This will include but is not limited to revamping the agenda timeline to allow citizens to address their elected officials after presentation and discussion of an agenda item and before that issue is brought to a vote. In addition, the Village will provide an online option via the website to submit input related to decisions being made at the next board meeting. This process and format will be approved by the Board of Trustees.