

RESOLUTION NO. 15-19

A RESOLUTION ADOPTING A POLICY FOR WEBSITE TRANSPARENCY

WHEREAS, the Illinois Policy Institute is an independent research and education organization generating public policy solutions aimed at promoting personal freedom and prosperity in Illinois, and

WHEREAS, the Illinois Policy Institute has developed guidelines in order to improve local government transparency and accountability, providing that the information and documents shall be easily accessible on the Village's website, and

WHEREAS, the public policy of the State of Illinois is that all persons are entitled to full and complete information regarding the affairs of government and officials acts and policies, and

WHEREAS, the Village of Antioch agrees that access by all persons to public records promotes the transparency and accountability of public bodies and placing that information on the Village of Antioch website is a step in the right direction towards transparency and accountability,

NOW THEREFORE, BE IT RESOLVED by the Village of Antioch, Lake County, Illinois, as follows:

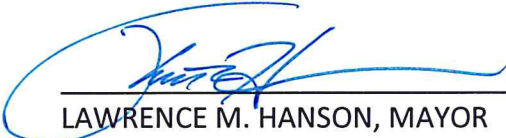
SECTION ONE: The Website Transparency Policy as set forth on Exhibit A hereto is approved in its entirety.

SECTION TWO: Village Department Directors and all other appointed or elected officials are instructed to comply with the guidelines set forth in the Village of Antioch Website Transparency Policy.

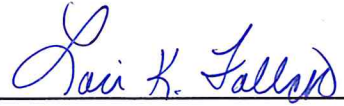
SECTION THREE: This resolution shall take effect immediately upon passage.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF ANTIOCH, ILLINOIS, ON THIS 2ND DAY OF MARCH, 2015.

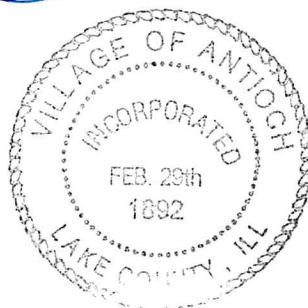
ATTEST:



LAWRENCE M. HANSON, MAYOR



LORI K. FOLBRICK, VILLAGE CLERK





Village of Antioch

Website Transparency Policy

1. PURPOSE

This policy allows the Village of Antioch to ensure that municipal business is approached in an accountable and transparent manner, with an emphasis on openness, ethics, and fiscal responsibility. This policy will hold government and elected officials accountable to the taxpaying public.

The public policy of the State of Illinois is that all persons are entitled to full and complete information regarding the affairs of government and official acts and policies of those who represent them as public officials and public employees. Access by all persons to public records promotes the transparency and accountability of public bodies, and is a fundamental obligation of government.

2. SCOPE

- a. This policy describes the organization's objectives and policies in maintaining the transparency of public information.

3. GUIDELINES

The guidelines set forth in this policy are a part of the commitment of the Village of Antioch to open, transparent and honest government. The Illinois Policy Institute has developed a Ten-Point Transparency Checklist to provide a 'best practices' framework for legislators and citizens to use in order to improve local government transparency and accountability. The checklist provides that the following information and documents shall be easily accessible on the website, with all documents provided in a searchable format. The Village of Antioch staff will strive towards achieving this goal within its means.

a. Elected & Administrative Officials Contact Information

The Village website shall include contact information, including name, phone number, and email address for all Elected Officials, Village Administrator and Department Directors.

b. Public Meeting Information

The Village website shall include meeting notices and agendas, as available, for future public meetings of the Village Board, along with board packets and minutes. This information will remain on the website for five years. This guideline shall also include a calendar disclosing one year's worth of scheduled public meetings. As required by state statute, meeting notices will be posted online at least 48 hours prior to the meeting date. Meeting dates may be changed or cancelled, subject to the requirement of the Open Meetings Act.

c. Public Records

The Village website shall include the name, address, phone number, and an email for the Village Freedom of Information Act (FOIA) Officer, along with the address, phone number and electronic submission method for FOIA requests. This shall also include required response time and any fees disclosure.

d. Budgets

The Village website shall include the detailed budget for the current-year, along with the detailed budgets for the previous 4 years.

e. Financial Audits

The Village website shall include the Village's audited Comprehensive Annual Financial Report (CAFR) for the past 5 years, including any special project report results.

f. Expenditures

The Village website shall include expenditures via bill list or check register to individual third-parties, including the name of payee, description and amount for the past five years.

g. Salary & Benefits

The Village website shall contain the total wages for each individual by position, including, but not limited to, health insurance, life insurance and pension. This information will be updated at the end of each calendar year and remain available on the website for five years. Also, as required by State Statute and in accordance with Public Act 97-0609, the Village will also provide all salary and benefit information required.

h. Contracts

The Illinois Policy Institute recommends that the Village website contain current request for proposals and bidding opportunities valued more than \$25,000, and instructions on how to submit a bid or proposal. It also recommends the Village website include copies of approved vendor contracts, more than \$25,000 in value, and individual employee contracts.

i. 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.

j. Taxes and Fees

The Village website shall include 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.