

County of Kendall

RESOLUTION 2014- 14

**A RESOLUTION ADOPTING REVISIONS TO THE  
KENDALL COUNTY WEBSITE TRANSPARENCY POLICY**

WHEREAS, the Kendall County Board recognizes the importance and the need for an open and transparent government to serve its residents; and

WHEREAS, the Kendall County Board is committed to transparency in the conduct of the public's business; and

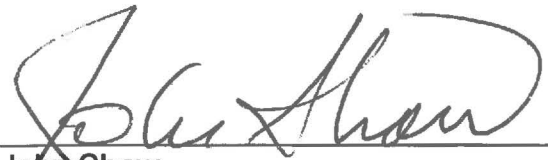
WHEREAS, the Kendall County Board has developed standards for the Kendall County website to provide the public with information in an accountable and transparent manner; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY BOARD OF KENDALL COUNTY, ILLINOIS, as follows:

The Kendall County Website Transparency Policy as revised, attached hereto and made a part of as Exhibit "A", is hereby adopted by the County Board of Kendall County.

ADOPTED BY THE COUNTY BOARD OF TRUSTEES OF KENDALL COUNTY THIS 15 DAY OF April, 2014.

Attest:

  
\_\_\_\_\_  
John Shaw  
County Board Chairman

  
\_\_\_\_\_  
Debbie Gillette  
County Clerk

**EXHIBIT A**

**KENDALL COUNTY WEBSITE TRANSPARENCY POLICY**



# County of Kendall County Board Policy

**Policy Subject:** County Website Transparency  
**Date Adopted:** April 16, 2013  
**Adopted revisions:** April 15, 2014

## **I. Purpose**

This policy provides guidance as to how the County Board 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 other public information presented on the County's website by Kendall County departments, Kendall County elected officials, Kendall County Board of Health, and Kendall County Forest Preserve District.

## **II. Effective Date**

The provisions of this Policy shall be applicable on or after April 16, 2013.

## **III. Procedures/Guidelines**

As part of the commitment of the County Board to open, transparent and honest government, the County website at [www.co.kendall.il.us](http://www.co.kendall.il.us) shall include the following information and documents accessed by a link named "Transparency" on the website homepage.

### **1. Elected & Administrative Officials**

The County 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 County Board members, elected officials, appointed administrators, directors and department heads for all County operations.

### **2. Meeting Information**

The County website shall comply with the Illinois Open Meetings Act. The County website shall include the annual meeting schedule and monthly calendar for all meetings of the County Board and its advisory committees. The County website shall also identify the current County Board committee assignments. The monthly calendar will be available for viewing in electronic format and printable format. The updated electronic monthly calendar shall present agendas for all meetings of the County Board's advisory committees. The website shall also include agendas, packets, minutes, audio and video recordings of all open sessions of County Board meetings. Meeting dates may be changed, and meetings may be canceled, subject to the

requirements of the Open Meetings Act. The County shall use its best efforts to promptly update the County's website to notify the public of any canceled or rescheduled meetings.

The County Board meeting agendas, packets and minutes shall remain available on the County's website for a minimum of four years after completion of the County Board meeting. Audio and video recordings of open sessions of County Board meetings shall remain on the County's website for at least one calendar year after completion of the County Board meeting. **Once per year, the County Clerk shall remove all audio and video recordings that have been on the County's website for at least one calendar year.** Subsequently, the County Clerk shall apply to the Illinois Records Commission for disposal of all audio and video recordings of open sessions that have been removed from the County's website.

### **3. Public Records**

The County website shall include the name, department or office, job title, mailing address, telephone number, and an electronic contact method for all County Freedom of Information Act (FOIA) Officers, along with the mailing address, facsimile number, and electronic submission method for FOIA requests.

### **4. Budgets**

The County website shall include the detailed budget for the current fiscal year, along with the detailed budgets for a minimum of four prior fiscal years.

### **5. Financial Audits**

The County website shall include the County's Annual Audited Financial Reports for a minimum of four years after the County's auditor presents the Audited Financial Report to the County Board.

### **6. Expenditures**

The County website shall include the County's bi-monthly claims reports starting April 16, 2013 showing County expenditures approved by the County Board to all individuals and third-party vendors. The claims reports should include the name of the payee, a brief description of expenditure, the amount of expenditure, and the line item account number. Bi-monthly claims will remain on the County's website for a minimum of four years after the County Board has approved the claims.

### **7. Salary & Benefits**

Starting with Fiscal Year 2013, the County website shall display total compensation for each County budgeted position per fiscal year in accordance with Public Act 97-0609. Each County budgeted position will be displayed by position and department or office. County 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 County

budgeted position. This information shall be updated within six (6) business days after the beginning of each fiscal year and shall remain available on the County's website for a minimum of three years after the information has been posted on the County's website.

### **8. Contracts**

The County website shall include a list of all vendor contracts over \$30,000 approved by the County Board starting April 16, 2013. The vendor's name, the awarding office or agency, the dollar value of the contract, and a brief description of the goods or services provided shall be listed on the County website. The list of vendor contracts shall remain available on the County's website for three years after the contracts have been executed by the parties.

The County website shall also display the current union contracts for all bargaining units. The union contract will remain posted on the website until a new union contract is approved and ratified by the bargaining unit, the Kendall County Board and the respective elected official.

### **9. Lobbying**

The County Board does not currently have a contract with a certified lobbyist. The County Board, Elected Officials and multiple departments have memberships with various associations. Each January, the County website shall be updated to include all association memberships provided by the Kendall County Board, Kendall County elected officials and Kendall County departments.

### **10. Taxes and Fees**

Each January, the County website shall be updated to include the current fee schedule submitted by Kendall County elected officials and Kendall County departments, the prior year's actual property tax rate, the following year's estimated property tax rate, and Kendall County sales tax rates for public safety and transportation. This information will be listed on the County website in a user-friendly format.