

Here are some items that are required to be included on the village's website.

1. Annual Meeting Schedule. A public body that has a website maintained by full-time staff of the public body must post on its website the annual schedule of regular meetings for the governing body (i.e., city council or village board). That annual schedule must remain on the website until a new schedule is approved. 5 ILCS 120/2.02(b).

2. Meeting Notices. A public body must also post notice of the regular meetings of the governing body on its website (if maintained by full-time staff). The meeting notice must remain on the website until the regular meeting is concluded. 5 ILCS 120/2.02(b).

3. Meeting Agendas. A public body must also post on its website (if maintained by full-time staff) the agenda of any regular meetings of the governing body. That notice must remain until the regular meeting is concluded. 5 ILCS 120/2.02(a).

4. Meeting Minutes. A public body must post on its website (if maintained by full-time staff) minutes of a regular meeting of its governing body open to the public within 10 days after the approval of the minutes by the public body. The minutes must remain on the website for at least 60 days after their initial posting. 5 ILCS 120/2.06(b).

5. Employee Compensation Package. 6 days after approving the annual budget, a municipality that participates in the IMRF must post on its website the total compensation package for each employee having a total compensation package that exceeds \$75,000. Also, at least 6 days prior to approving an employee compensation package that equals or exceeds \$150,000, the municipality must post the total compensation package information on its website. Alternatively, a municipality can choose to post a notice on its website where compensation package information can be obtained. For municipalities without a website, the information must be posted at village or city hall. 5 ILCS 120/7.3. "total compensation package" is defined as salary, employer-paid health insurance premiums, housing allowance, vehicle allowance, clothing allowance, bonuses, loans, vacation days which will be earned in that year and sick days which will be earned in that year.

6. Information About the Public Body. A public body must post on its website, if it maintains one, information about the public body including (1) short summary of its purpose; (2) block diagram of its subdivisions; (3) total amount of its operating budget; (4) number and location of all offices; (5) number of full and part time employees; (6) list of advisory boards, commissions, and committees; (7) the process for requesting public records under FOIA; (8) name of FOIA officer; (9) address where requests should be directed; and (10) FOIA fees. 5 ILCS 140/4.

7. Audit Reports. [NEW - Effective January 1, 2015). A municipality must post on its website a copy of the audit management letter and audited financial statements submitted by the auditor. 65 ILCS 5/8-8-10.5.

8. ADA Notice. A municipality that maintains a website must post the name, office, address, and telephone number of the ADA coordinator, if any, and also the grievance procedures, if any, adopted by the municipality to resolve ADA complaints. 65 ILCS 5/1-1-12.

9. Foreclosure Notices and Orders. A municipality must post on its website the address where foreclosure notices and final confirmation sale orders should be sent. 735 ILCS 5/15-1503 & 1508.

10. Public Act 98-0930, requires all units of local government (municipalities, park districts, libraries, townships) and school districts to post an email address or some other mechanism on their website to allow members of the public to contact their elected officials. The law was effective January 1st, 2015 but public bodies have 90 days to comply. There are a few options for complying with the new law. For example, a government could post one universal email address (such as villageboard@nameofmunicipality.com) where users can contact their elected officials. Alternatively, a government could post individual email addresses for each of the elected officials. A third option could be use of a "contact us" form that allows users to select a particular elected official as the recipient of the email. Regardless of the option, either the information must appear on the homepage or else a hyperlink to the information must be easily accessible from the website's homepage.

11. A municipality is required to post on its website a copy of the boundaries of any Enterprise Zone. 20 ILCS 655/8.2(a)

12. A municipality shall post online a notice of any truth in taxation hearing to consider raising the property tax rate by more than 5%. 35 ILCS 200/18-75.

13. A non-home rule municipality seeking architectural, engineering or land surveying services shall place an advertisement for services on its website, unless it has a satisfactory relationship for these services with one or more firms. The advertisement shall include a description of each project and state the time and place for interested firms to submit a letter of interest, statement of qualifications and performance data, as required. 50 ILCS 510/4.

Also the website must(?) should (?) post the names of the Freedom of Information Act officers to whom FOIA requests may be made.

Also, many municipalities post not only their meeting agenda but also any documents, ordinances, resolutions, bids, etc. that will be presented at that meeting along with that agenda, so that the public can see, before the meeting, for example just what a proposed ordinance will state exactly.

Also many municipalities will post their ordinances and resolutions in calendar order on their website, and if they have a codebook, they will also post that or provide a link to it.

Also I have attached a 2012 report from the Illinois Association of County Board Members (so it is not entirely up to date) which gives a requirements and "best practices" checklist for county websites, most of which are applicable to municipalities.

Thanks,

Barry Bright, Village Attorney