

# Naperville Township

## Freedom of Information Act Manual

Created September 4, 2013

Updated September 12, 2017



### Administration

139 Water Street

Naperville, IL 60540-5384

630-355-2786 Supervisor (Main)

630-637-8380 Supervisor Fax

630-355-2444 Assessor (Main)

630-355-5810 Assessor Fax

### Road District

31 W331 N. Aurora Rd

Naperville, IL 60563-1719

630-978-0380 (Main)

630-978-2272 Fax

# Freedom of Information Act Officers

The Freedom of Information Act (FOIA) requires that all public bodies designate one or more officials or employees to act as a Freedom of Information Act Officer (FOIA Officer). These FOIA Officers (or their designees) shall receive requests for records, ensure that the public body responds to the requests in a timely fashion, and issue responses under FOIA. The FOIA Officer also shall develop a list of documents or categories of records that the public body shall immediately disclose upon request. (5 ILCS 140/3.5(a))

## **FOIA Electronic Training**

**FOIA Officers must successfully complete the electronic training on an annual basis.** When a public body designates a new or additional FOIA Officer, that person must successfully complete the electronic training within 30 days after that designation.

## **FOIA Officer Registration**

FOIA Officers are not required to register with the Public Access Counselor. When taking the electronic training, however, FOIA Officers will have an opportunity to provide their contact information and register with the Public Access Counselor. If a FOIA Officer registers during the electronic training process, the Public Access Counselor's Office will be able to contact that FOIA Officer with any updates or other communications.

**PURPOSE**

Naperville Township, in partnership with the greater Aurora, Naperville & Warrenville communities, and through the efforts of dedicated employees and elected officials, will provide township services in an efficient and effective manner in order to preserve and enhance the quality of life for all our residents. We are committed to listening to and evaluating the needs of the public and shall provide services, which are responsive to the health, safety and general welfare of the entire township.

The township performs three mandatory functions: administering a general assistance program to qualifying residents, maintaining township road district highways and bridges, and appraising property values.

In addition to General Assistance, the Supervisor’s office also provides other Social Services as described in the “Social Services” brochure.

Naperville Township takes in an area of 36 square miles. The Naperville Township Road District maintains the right-of-way of many of the streets in all unincorporated areas. With few exceptions, that right-of-way is 66 feet wide or 33 feet from the center of the street to the property line. Within those 66 feet, the Road District assumes many responsibilities.

Your Road District is equipped to handle most of these duties and to contract some with private enterprise. We have excellent intergovernmental cooperation with the municipalities in and around Township boundaries. Manpower and equipment are often exchanged to make all of us more efficient.

**ELECTED OFFICIALS**

Supervisor/Treasurer	Eddie G. Bedford	630-388-4401	<a href="mailto:EddieB@NapervilleTownship.com">EddieB@NapervilleTownship.com</a>
Clerk	Nathanael J. Sippel	630-388-4404	<a href="mailto:NateS@NapervilleTownship.com">NateS@NapervilleTownship.com</a>
Assessor	Warren L. Dixon, III	630-388-4424	<a href="mailto:WarrenD@NapervilleTownship.com">WarrenD@NapervilleTownship.com</a>
Highway Commissioner	Richard T. Novinger	630-978-0380	<a href="mailto:RichardN@NapervilleTownship.com">RichardN@NapervilleTownship.com</a>
Trustee	Loretta T. Burke	630-921-0433	<a href="mailto:LorettaB@NapervilleTownship.com">LorettaB@NapervilleTownship.com</a>
Trustee	Julie A. Federico	630-781-2241	<a href="mailto:JulieF@NapervilleTownship.com">JulieF@NapervilleTownship.com</a>
Trustee	Paul J. Santucci	630-909-9963	<a href="mailto:PaulS@NapervilleTownship.com">PaulS@NapervilleTownship.com</a>
Trustee	John C. Waller	630-806-5253	<a href="mailto:JohnW@NapervilleTownship.com">JohnW@NapervilleTownship.com</a>

**INTRODUCTION**

The Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*) requires all public bodies in the State of Illinois to make non-exempt public records available for inspection and copying. The Naperville Township not only strives to comply with the law, but also fully endorses the fundamental concept that all persons are entitled to full, accurate, and complete information regarding the affairs of the Township and the official acts and policies adopted by Township officials and public employees. The Township recognizes that its desire for active and informed participation of its citizens in the public policy process necessitates as full and as free an access to this information as possible. In determining the parameters of public access to

information, the Township also understands its obligations to protect legitimate privacy interests and maintain the efficiency of its administrative operations.

**ORGANIZATIONAL CHART**

See Attachment 1

**2017 – 2018 FISCAL YEAR OPERATION BUDGET**

Total Township	\$ 2,029,400.00	See Attachment 2
Total Road District	\$ 2,109,400.00	See Attachment 3
<b>TOTAL</b>	<b>\$ 4,138,800.00</b>	

**PROCEDURES FOR REQUEST FOR INSPECTION OR COPYING OF RECORDS**

Requests for the inspection and copying of non-exempt public records pursuant to FOIA may be made in person at the Naperville Township administrative offices, 139 Water Street, Naperville, Illinois 60540, Mondays through Fridays, between the hours of 8:30 am and 4:30 pm, except on holidays. The Naperville Township will also accept FOIA requests received by facsimile, electronic mail and through the United States mail. The Township is only responsible for responding to requests that it actually receives and is not responsible for transmission or delivery errors for FOIA requests that are submitted through these alternative means. Any requests received by the Township after 4:30 pm shall be considered as received on the following business day.

Requests for inspection or copies of public records shall be made in writing. For the convenience of the requestor, the Township provides a form for use in submitting a written request. Use of this form is not required. All requests should state a physical address or email address to which the Township should send its response. The Township will not accept or respond to oral requests for inspection or copies of public records.

To ensure that each FOIA request is acted upon in a complete and timely fashion, the requestor should ensure that the public record being sought is clearly identified in his/her request. Requesters should provide as much known information about the requested record as possible (e.g., type of record, approximate date or record, department where record may be located, etc.). Township is not obligated to respond to requests that are overly broad or that would place an undue burden upon its operation; nor is the Township obligated to interpret or advise requesters as to the meaning or significance of public records that may be provided.

If the request is being made for a commercial purpose, the Township asks the register disclose the fact to the Township at the time the request is made. It is a violation of the Act to knowingly obtain a public record for a commercial purpose with such disclosure.

**NAPERVILLE TOWNSHIP FOIA OFFICERS**

FOIA requests for general Township matters:

Nathanael J. Sippel      [NateS@NapervilleTownship.com](mailto:NateS@NapervilleTownship.com)

FOIA requests for Township Assessor matters:

Lucy A. Liesen      [LucyL@NapervilleTownship.com](mailto:LucyL@NapervilleTownship.com)

FOIA requests for Township Road District matters:

Richard T. Novinger      [RichardN@NapervilleTownship.com](mailto:RichardN@NapervilleTownship.com)

Cathy DiSanto      [Cathy@NapervilleTownship.com](mailto:Cathy@NapervilleTownship.com)

**FEE SCHEDULE**

Pursuant to 5 ILCS 140/6 the Naperville Township has the authority to charge reasonable fees for the duplication and/or certification of public records produced in compliance with FOIA requests. The FOIA officer is given the authority to grant a waiver or reduction of fees for copying records if the requester's stated purpose is to obtain information regarding the health, safety, and welfare of the general public and is not for the principal purpose of personal or commercial benefit. In determining the amount of any such waiver or fee reduction the Township will also consider the number of records requested and the actual costs of copying.

For each request form filed, citizens shall be furnished with the first fifty (50) pages of black and white, letter or legal sized copies at no charge. Fees will not be waived for the first fifty (50) pages of color copies or copies (either black and white or color) exceeding 8 ½ x 14" unless a waiver or fee reduction is granted by the FOIA officer as a means of furthering the public interest. The FOIA officer shall cause records maintained in electronic format to be furnished to a requester in the electronic format specified by the requester, if feasible. The FOIA officer may charge the requester for the actual cost of purchasing the recording medium, whether disc, diskette, tape, or other medium.

Unless otherwise waived, copying fees must be paid in advance of the records being made available to the requester. Fees are as follows:

8.5" x 11" documents:	\$ 0.15/page
8.5" x 14" documents:	\$ 0.15/page
Certification:	\$1.00/document

Fees to copy blueprints, oversized documents, pamphlets, manuals and any other records which are to be copied by an outside service shall be based on the actual costs incurred by the Township, which actual costs shall not be deemed to include "the costs of any search for and review of the records or other personnel costs associated with reproduction of the records." See 5 ILCS 140/6(b). Information regarding these fees will be provided to the requester before copying. Additional fees for accident records may apply as permitted by law.

will be provided to the requester before copying. Additional fees for accident records may apply as permitted by law.

## **TOWNSHIP RESPONSE TO REQUEST FOR INSPECTION OR COPYING OF RECORDS**

In accordance with the Act, the Naperville Township will respond to all non-commercial requests within five (5) working days of receipt. Responses will be provided to any commercial requests within twenty-one (21) working days of receipt. In processing requests for records made under the Act, the Township shall give priority first to any non-commercial requests pending before it. The Township must respond in one of the following methods:

### **A. Approval of Request**

If the requested records are available and determined to be non-exempt, the Township will advise the requester of the documents which are available and the cost to copy the records. For commercial requests, the Township response will include an estimate of the time required to locate and compile the records requested, as well as the estimated fees to be assessed to the requester.

If the requester has asked to inspect the documents, the Township will provide the requester with notice of a time and location in which the inspection will be conducted during normal business hours at the Township's administrative offices unless another location is otherwise agreed upon by the Township and the requester. The Township may require that an officer or employee of the Township be present during any inspection of public records. A requester may also be prohibited from bringing bags, brief cases, or other containers into the room in which the inspection takes place. Documents made available for inspection will be held for fourteen (14) working days from the date of the Township's response and thereafter will be re-filed.

Fees for copies of records, unless waived, must be paid prior to inspection and copying. All copying of documents shall be done by an officer or employee of the Township. Upon written request the Township will mail copies of public records to the requester. Upon written request, the Township will email or fax copies of public records to the requester unless emailing or faxing the records is not practical due to the number of pages being provided in response to the request.

### **B. Extension of Time**

#### **B (i) Notice of Extension**

Under certain circumstances, the Freedom of Information Act permits the Township to provide notice of an extension of time for response to a request. This time period shall not exceed an additional five (5) working days or a total of ten (10) working days from the receipt of the original request. Any notice of extension must cite the reason why the extension is necessary.

#### **B (ii) Agreement by Requester and the Township to an Extension of Time**

The requester and the Township may agree in writing to extend the time for compliance for a period to be determined by the parties. If the requester and the Township agree to extend the period for compliance, a failure by the Township to comply with any previous deadlines shall not be treated as a denial of the request for records.

### **C. Denial of Request**

Any denial of any part of a request shall be made in writing and shall state the reason(s) for the denial in accordance with Section 3(g), or if the record is determined to be exempt, pursuant to Section 7 of the Freedom of Information Act.

Section 3(g) of the Act allows the Township to deny a request for a category of records if compliance with the request would place an undue burden upon the Township. Before denying a request on the basis of a Section 3(g) exemption the Township will contact the requester to offer him/her an opportunity to confer with the Township in an attempt to reduce the scope of the request to a manageable proportion. Any denial pursuant to Section 3(g) shall specify the reason(s) why it would be unduly burdensome to the Township, and the extent to which the burden upon the operation of the Township outweigh the public interest in the requested information. Repeated requests for the same public records by the same person shall be deemed unduly burdensome and shall be denied accordingly.

Section 7 of the Act enumerates a series of records that are considered exempt from public disclosure and, therefore, need not be produced by the Township.

All full or partial denials of a FOIA request shall include the itemized "Denial Information" set forth below in Section 6 of these Rules and Regulations in the written response to the requester. In accordance with the provisions of the Act, copies of all denials shall be retained by the FOIA Officer and will be indexed according to the type of exemption asserted and, to the extent feasible, according to the type of records requested.

### **ADMINISTRATIVE AND JUDICIAL REVIEW PROCEDURES**

Any requester whose request for information has been denied by the Township may exercise his/her statutory right to petition the Public Access Counselor in the office of the Illinois Attorney General for review of said denial. A request for review must be filed with the Public Access Counselor not later than sixty (60) days after the date of the final denial. Any such request for review must be in writing, signed by the requester, and include copies of the original FOIA request and any responses received from the Township.

Upon receipt of the request for review, the Public Access Counselor shall determine whether further action is warranted. If the Public Access Counselor determines that the alleged violation of the Act is unfounded, he/she shall so advise the requester and the Township and no further action will be taken with respect to the complaint. In all other cases, the Public Access Counselor shall forward a copy of the request for review

to the Township within seven (7) working days after receipt and shall specify the records or other documents that the Township shall furnish to facilitate the review. Within seven (7) working days after receipt of the request for review, the Township FOIA Officer must provide copies of the records requested, and shall otherwise fully cooperate with the Public Access Counselor. To the extent that the records produced by the Township for the purposes of review contain information that is claimed to be exempt, the Public Access Counselor shall not further disclose that information.

Within seven (7) working days after he/she receives the request for review and request for production of records from the Public Access Counselor, the Township may provide an answer to the allegations of the request for review in the form of a letter, brief, or memorandum. The Public Access Counselor shall forward a copy of any such written answer to the person submitting the request for review and the requester may respond in writing to such answer within seven (7) working days. If the requester chooses to file a written response to the Township's answering of the allegations, he/she must also provide a copy of that response to the Township.

The Public Access Counselor shall examine the issues and records submitted in conjunction with any request for review and shall, within sixty (60) days, issue to the requester and to the Township an opinion in response to the request for review. The opinion shall be binding upon both the requester and the Township, subject to administrative review under Section 11.5 of the Act. The Public Access Counselor may opt to extend the 60 day time period by up to twenty-one (21) additional working days, provided that he/she sends written notice of such extension to both the requester and the Township. The Attorney General may exercise his/her discretion and choose to resolve a request for review by mediation or by a means other than the issuance of a binding opinion.

Upon receipt of a binding opinion concluding that a violation of the Act has occurred, the FOIA Officer shall either take necessary action immediately to comply with the directive of the opinion, or shall initiate administrative review under Section 11.5 of the Act. If the opinion concludes that no violation occurred the requester may initiate administrative review under Section 11.5 of the Act.

Any person denied access to inspect or copy any public record shall also have the right to file suit for injunctive or declaratory relief in the 18<sup>th</sup> Judicial Circuit Court of DuPage County.



**NAPERVILLE TOWNSHIP  
RESOLUTION NO. (T-17-0912-01)**

**Resolution Designating Freedom of Information Officers  
For the Naperville Township and Adopting Rules and  
Regulations under the Freedom of Information Act**

**WHEREAS**, the Naperville Township is an Illinois unit of local government organized and operating pursuant to the Illinois Township Code, 60 ILCS 1/1 et seq. (the "Code"); and

**WHEREAS**, the Township is a public body as defined by the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., (2013) (the "Act"), and

**WHEREAS**, Section 3.5 of the Act requires public bodies to designate one or more officials or employees to act as Freedom of Information officer or officers ("FOIA Officers"); and

**WHEREAS**, FOIA Officers are required to successfully complete an electronic training curriculum established by the Public Access Counselor of the State of Illinois; and

**WHEREAS**, FOIA Officers are required to receive requests submitted to the public body, ensure that *the* public body responds to requests in a timely fashion, and issue responses under the Act; and

**WHEREAS**, the Act authorizes public bodies to promulgate rules and regulations in conformity with Section Three thereof pertaining to the availability of records and procedures to be followed, including the times and places where such records will be made available and the persons from whom such records may be obtained; and

**WHEREAS**, the Naperville Township is a "Public Body" as defined by the Act and desires to designate Township FOIA officers and adopt rules and regulations pursuant to the Act.

**NOW, THEREFORE, BE IT RESOLVED** by the Naperville Township Board of Trustees as follows:

**Section 1: Incorporation of Recitals.** The foregoing recitals are incorporated herein as findings of the Naperville Township Board of Trustees, Naperville, Illinois.

**Section 2: Designation of FOIA Officers.**

**A. For FOIA Requests for General Township Matters:** Township Clerk, Nate Sippel, is hereby designated FOIA Officer for, and shall perform all duties and responsibilities of FOIA Officer, as specified in the Rules and Regulations referenced in Section 3 below, for all FOIA requests pertaining to general Township matters.

**B. For FOIA Requests for Township Assessor Matters:** Lucy A. Liesen is hereby designated FOIA Officer for, and shall perform all duties and responsibilities of FOIA Officer, as specified in the Rules and Regulations referenced in Section 3 below, for all FOIA requests pertaining to the Township Assessor's Office.

**C. For FOIA Requests for Road District Matters:** Cathy DiSanto is hereby designated FOIA Officer for, and shall perform all duties and responsibilities of FOIA Officer, as specified in the Rules and Regulations referenced in Section 3 below, for all FOIA requests pertaining to Road District matters and the Township Highway Commissioner's Office.

**Section 3: Adoption of Rules and Regulations.** The FOIA Rules and Regulations attached hereto as Exhibit 1 be, and the same are, hereby authorized, approved and adopted under and pursuant to the Freedom of Information Act.

**Section 4: Provisions Severable.** If any term, provision or condition of this Resolution shall, to any extent, be invalid or unenforceable, the remainder of this Ordinance shall not be affected thereby, and each term, provision and condition of this Resolution shall be valid and enforceable to the fullest extent permitted by law.

**Section 5: Effective Date, Repealer.** This Resolution shall be in full force and effect immediately upon its passage and approval. All resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

**Passed and Approved** by the Naperville Township Board of Trustees, this 12<sup>th</sup> day of September 2017.

**ADOPTED** by the Supervisor and Board of Trustees of the Township of Naperville, DuPage County, Illinois this 12<sup>th</sup> day of November 2017, pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Trustee Burke	✓			
Trustee Federico	✓			
Trustee Santucci	✓			
Trustee Waller	✓			
Supervisor Bedford	✓			
<b>TOTAL</b>	5			

**APPROVED** at a Regular Meeting of the Board of Trustees of the Naperville Township, on November 12th, 2017.

  
 \_\_\_\_\_  
 EDDIE BEDFORD, Supervisor

ATTEST:

  
 \_\_\_\_\_  
 NATE SIPPEL, Township Clerk





**Naperville Township  
Freedom of Information Act (FOIA)  
Request Form**

**Administration Building**  
139 Water Street  
Naperville, IL 60540  
Phone: (630) 355-2786  
Fax: (630) 637-8380  
FOIATownship@NapervilleTownship.com

Requestor's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Public records requested (be specific):**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please indicate how you would prefer to receive the requested records:**

*Note: There is no charge for the first 50 pages of black and white letter or legal sized copies. There is a \$0.15 charge for each additional page thereafter. There is no charge to inspect records only.*

Mail: \_\_\_ Email: \_\_\_ Fax: \_\_\_ Pick-up: \_\_\_ Inspection Only: \_\_\_

**Please indicate the purpose of your request:** Personal: \_\_\_ Commercial: \_\_\_

*It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140/3.1(c). If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c).*

**FOIA requests must be in writing and are accepted in person or by mail, email, or fax at the Naperville Township Administration Building.**

**Requestor's Signature:** \_\_\_\_\_

**For Office Use Only**

Request received by: \_\_\_\_\_ Date response received: \_\_\_\_\_  
 Date response due: \_\_\_\_\_ Extension Requested: \_\_\_ Yes \_\_\_ No Extension due date: \_\_\_\_\_  
 Date response provided: \_\_\_\_\_ Response sent by: \_\_\_ Mail \_\_\_ Email \_\_\_ Fax \_\_\_ Pick-up \_\_\_ Inspection  
 Copying fees (no charge for first 50 letter or legal sized pages)  
 \$ \_\_\_\_\_ \$0.15 per page over 50 pages  
 \$ \_\_\_\_\_ Additional fees for oversized pages, color copies, electronic reproduction  
 \$ \_\_\_\_\_ Total fees due  
 Note: additional comments may be written on reverse side of form.

**NAPERVILLE TOWNSHIP  
OFFICIALS**

Supervisor  
**Eddie Bedford**

Assessor  
**Warren L. Dixon, III**

Town Clerk  
**Nathanael Sippel**

Highway Commissioner  
**Richard Novinger**

Trustees  
**Loretta Burke  
Julie Federico  
Paul Santucci  
John Waller**

Printed 5/2017

**NAPERVILLE  
TOWNSHIP**

*Your Neighborhood Government  
Serving You*

**SOCIAL  
SERVICES**



**Eddie Bedford, Supervisor**  
139 Water Street, Naperville, IL (630)355-2786  
[www.NapervilleTownship.com](http://www.NapervilleTownship.com)

### GENERAL ASSISTANCE

General Assistance is administered to individuals or families in need who meet the financial and non-financial requirements and who have exhausted all other means of assistance.

### EMERGENCY ASSISTANCE

Financial Assistance is administered to individuals or families once in a twelve month period (5 times maximum) for utilities, rent, and/or food. They must meet financial and non-financial requirements, and have a disconnect notice for utilities and/or a 5 day notice on their rent.



### ACCESS DUPAGE

Access DuPage is not an insurance program, nor is it a substitute for good health insurance. But if you are without healthcare, do not qualify for any other health insurance including the Affordable Care Act, and meet the eligibility criteria, Access DuPage may provide you with primary care services at a small cost until you become insured. Applications are taken at the Township by appointment.

### YOUTH SERVICES

The Township helps fund **360 Youth Services**, located at 1305 W. Oswego Road in Naperville, (630)961-2292. 360 Youth Services provides life-changing services to youth through prevention education, counseling and shelter.



### SALVATION ARMY

Funds for City of Naperville residents are issued through the Township. These limited funds are used to ease an applicant's financial crisis, which could result in utility disconnection, lack of medication or eviction.



### HOLIDAY ADOPTION PROGRAM

In October, the Township begins registering families who are having financial difficulties and would like to participate in this program. The Township then matches these families to individuals or groups who provide Christmas gifts for their family.

### LIHEAP

The Low Income Home Energy Assistance Program can help eligible households with gas and/or electric bills. Applications are taken at the Township beginning September 1<sup>st</sup> for seniors and disabled individuals. October 1<sup>st</sup> for seniors, disabled individuals and families with children less than 5 years of age, and November 1<sup>st</sup> for all who are income eligible. Applications are taken through the end of May or until funds are exhausted.

### NICOR "SHARING"

NICOR "Sharing" is designed to assist households with income between 150 and 250 percent of the federal poverty level with their NICOR residential heating bill. The program is funded through the generous donations of NICOR customers and employees. Individuals must be ineligible for LIHEAP and can apply one time each calendar year. Call the Township for more information.

## RTA PROGRAMS

**Senior Reduced Fare Program** allows seniors age 65 or older, *who are not eligible for the IDOA Benefit Access Program*, to ride CTA, Metra and Pace fixed bus and rail service at a reduced rate.

**Senior Ride Free Program** allows seniors age 65 and older to ride at no cost on CTA, Metra and Pace fixed bus and rail service. Applicants must be enrolled in the Benefit Access Program administered by the Illinois Department on Aging (IDOA).

**Disabled Ride Free Program** allows low-income disabled individuals age 64 and younger who are enrolled in the Benefit Access Program to ride free on CTA, Pace, and Metra.

**Disabled Reduce Fare Program** allows disabled individuals age 64 and younger, *who are not eligible for the IDOA Benefit Access Program*, to ride CTA, Metra and Pace fixed bus and rail service at a reduced rate.

Applications may be obtained at the Front Desk of the Township office Monday through Friday, 8:30am to 4:30pm.



## RIDE DUPAGE

A subsidized transportation service that provides curb to curb transportation for seniors and persons with disabilities at a reduced fare. The cost of a one-way trip is \$2.00 flag pull plus \$1.00 per mile. To qualify for the program you must:

- Live in the Township
- Be at least 65 years of age
- Be registered with the Township Senior Services Office

*Permanently disabled persons must:*

- Live in the Township
- Have a valid disabled RTA card
- Be registered with the Township Senior Services Office

## BENEFIT ACCESS PROGRAM

Seniors and disabled individuals who meet the financial eligibility guidelines may apply for the Benefit Access Program provided by the Illinois Department of Aging (IDOA). The income based program provides discounted license plate fees and qualified applicants may obtain an RTA Ride Free Card. All applications are done on-line. For help applying for this program please call the Township office for an appointment.



## LOAN CLOSET

Township residents may borrow medical equipment such as wheelchairs, walkers, canes, crutches, tub transfer benches, commodes, etc. for a 90 day period at no cost.

### TEMPORARY HANDICAPPED TAGS



For residents living in Naperville Township, applications and tags are available in the Township office for those with *temporary disabilities*. Applications must be signed by a licensed physician verifying the disability. Applications are also available on-line and at the Township for the state issued *permanent handicapped tags or licenses* obtained at the Secretary of State's Office.



### TRIAD

TRIAD is a partnership of *Law Enforcement, Senior Citizens, and Community Groups*. The mission of TRIAD is to enhance the quality of life of all senior citizens in Naperville Township and Lisle Township. TRIAD empowers senior citizens to become more involved in community programs, including crime prevention programs, educational seminars, and implementing means to make the community a safer place for senior citizens. Please call Naperville Township 630-355-2786 or Lisle Township 630-968-2087 for more information.

### MEDICARE COUNSELING

The Township has trained staff and volunteer counselors to answer any questions and provide you with information you need to make educated decisions about your insurance. Call The Township for an appointment.

### NOTARY SERVICES

Notary Public services are available at the Township Office.



### VOTER REGISTRATION

Naperville Township residents may register to vote at the Township Office. Please call for an appointment.

- You must be a U.S. citizen
- At least 18 years of age
- Reside in the voting precinct for at least 30 days prior to the next election
- Provide two forms of personal identification, one with full legal name and current address
- Not have been convicted or incarcerated
- Not eligible to vote anywhere else



### PASSPORTS

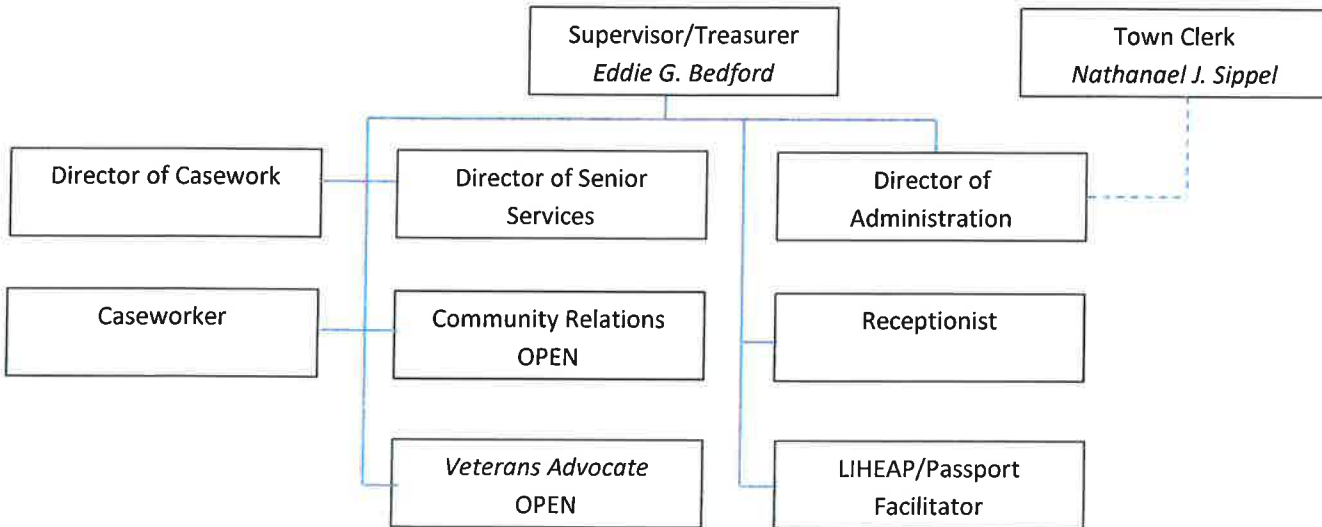
Naperville Township is an authorized Passport Application Facility. Applications are available at the Township and can be processed without waiting in line. For better service, please call the Township office to make an appointment.

- Evidence of citizenship
- Two (2) 2x2 inch passport photos of yourself. Photos may be taken at the Township at a discounted fee.
- A valid photo ID
- Check or money order payable to U.S. Department of State must accompany each passport
- Fees are: Age 16 and over, \$110, under age 16, \$80. There is a \$25 acceptance fee for each passport
- There is a \$60 fee to expedite
- Fee payment must be paid by check or money order in U.S. currency payable to the U.S. Department of State.



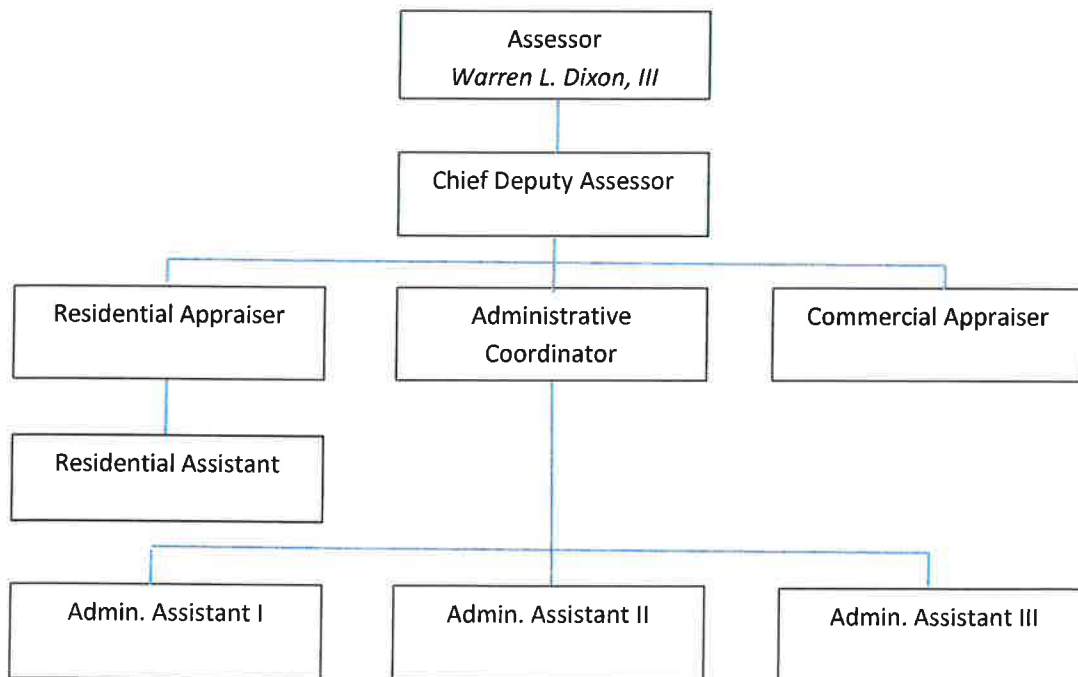
## Township Organization Structure

### Supervisor & Clerk



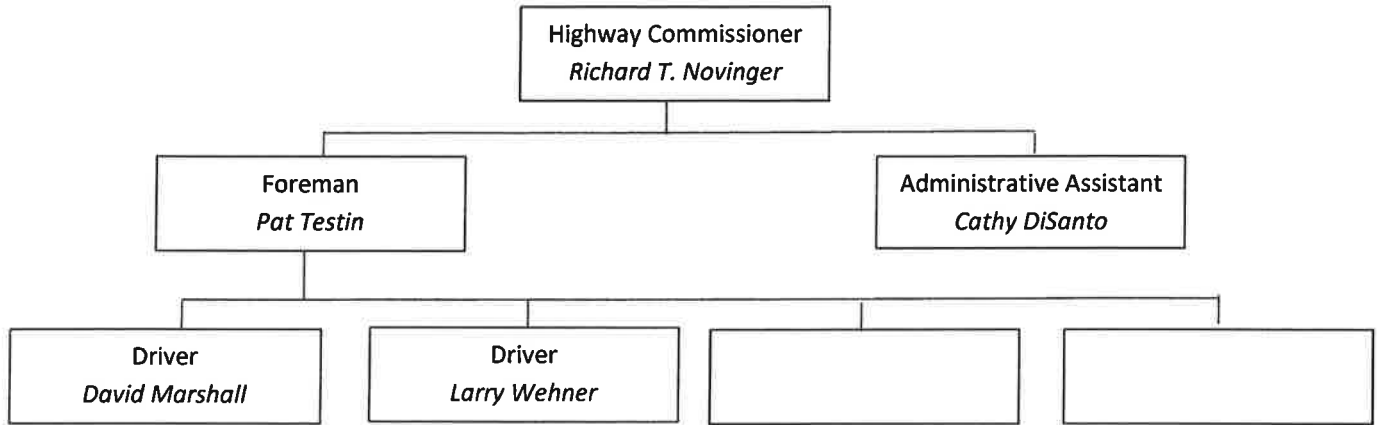
2 Elected Officials  
 5 Full Time Employees  
 0 Part Time Employees

### Assessor



1 Elected Official  
 7 Full Time Employees  
 3 Summer Interns

**Road District**



1 Elected Official

4 Full Time Employees

1 Seasonal Employee

No Open Positions

**BUDGET & APPROPRIATION ORDINANCE**

**NAPERVILLE TOWNSHIP**

**ORDINANCE No. T-17-0405-01**

**FILED**  
APR 07 2017

*Paul Howard* DuPage County Clerk

An ordinance appropriating for all town purposes for Naperville Township, DuPage County, Illinois, for the fiscal year beginning April 1, 2017 and ending March 31, 2018.

BE IT ORDAINED by the Board of Trustees of Naperville Township, DuPage County, Illinois.

SECTION 1: That the amounts hereinafter set forth, or so much thereof as may be authorized by law, and as may be needed or deemed necessary to defray all expenses and liabilities of Naperville Township, be and the same are hereby appropriated for the town purposes of Naperville Township, DuPage County, Illinois, as hereinafter specified for the fiscal year beginning April 1, 2017 and ending March 31, 2018.

SECTION 2: That the following budget containing an estimate of revenues and expenditures is hereby adopted for the following funds:

General Town Fund

General Assistance Fund

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
		<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>
<b>10</b>	<b><u>GENERAL TOWN FUND</u></b>			
	<b>BEGINNING BALANCE</b>	1,270,246	1,172,462	1,145,850
<b>100</b>	<b><u>REVENUES</u></b>			
400	Property Tax	1,427,245	1,580,558	1,532,315
402	Replacement Tax	140,100	131,675	112,523
410	Interest Income	10,577	9,318	8,000
415	SHIP Grant	0	0	0
420	Passports	14,800	13,475	12,000
425	Passports/RTA Photos	2,710	3,412	3,000
450	Yard Stickers	423	351	300
490	Other Income	43,068	69,335	43,000
	<b>TOTAL REVENUES:</b>	1,638,923	1,808,124	1,711,138
	<b>TOTAL FUNDS AVAILABLE:</b>	2,909,169	2,980,586	2,856,988
	<b><u>EXPENDITURES</u></b>			
101	Administration	1,075,935	1,105,441	1,013,650
102	Assessor	660,772	729,295	699,250
	<b>TOTAL EXPENDITURES:</b>	1,736,707	1,834,736	1,712,900
	<b><u>CONTINGENCIES</u></b>			
599	Administration			42,000
599	Assessor			35,000
	<b>TOTAL CONTINGENCIES:</b>			77,000
	<b>TOTAL APPROPRIATIONS:</b>	1,736,707	1,834,736	1,789,900
	<b>ENDING BALANCE</b>	1,172,462	1,145,850	1,067,088

		2015-2016	2016-2017	2017-2018
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>
101	<b><u>ADMINISTRATION</u></b>			
	<b><u>PERSONNEL</u></b>			
500	Salaries	406,052	426,967	380,000
502	Social Security & Medicare	33,068	31,362	30,000
IMRF	Employer Contribution	51,088	57,293	54,000
		-----	-----	-----
		490,208	515,622	464,000
	<b><u>PERSONNEL SERVICES</u></b>			
506	Health Insurance	93,026	101,863	100,000
508	Unemployment Insurance	0	0	1,000
		-----	-----	-----
		93,026	101,863	101,000
	<b><u>CONTRACTUAL SERVICES</u></b>			
520	Building Maintenance	25,899	9,744	20,000
521	Equipment Leasing	1,348	1,770	2,000
522	Equipment Maintenance	16,645	14,456	15,000
524	Worker's Compensation	0	0	0
526	Liability & General Insurance	35,481	35,481	40,000
528	Telephone	5,632	5,079	7,000
530	Utilities	11,552	10,068	12,000
532	Travel Expenses	3,108	1,189	2,000
534	Printing & Publishing	17,911	8,356	10,000
535	Postage	12,237	2,324	5,000
536	Accounting Services	12,030	6,409	8,000
538	Legal Service	20,302	106,392	15,000
540	Dues	2,156	2,698	2,500
		-----	-----	-----
		164,301	203,966	138,500
	<b><u>COMMODITIES</u></b>			
550	Office Supplies	5,724	3,727	5,000
552	Maintenance Supplies	96	76	100
554	Operating Supplies	263	379	300
		-----	-----	-----
		6,083	4,182	5,400
	<b><u>CAPITAL OUTLAY</u></b>			
555	<i>Capital Improvement Building thru 2016/2017</i>	9,245	0	15,000
560	Capital Improvement Office	12,889	0	10,000
		-----	-----	-----
		22,134	0	25,000
	<b><u>OTHER EXPENDITURES</u></b>			
561	Weed Control	375	820	1,000
562	Computer Service/Software	14,115	8,595	10,000
564	Miscellaneous Expense	4,226	3,058	3,000
565	Yard Stickers	0	750	0
566	Equipment	0	0	2,000
567	Training	1,888	165	3,000
		-----	-----	-----
		20,604	13,388	19,000

	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	
<b><u>SOCIAL SERVICES</u></b>				
568	In-House Sr. Citizens/TRIAD	1,954	1,231	1,000
570	SHIP Sr Health Ins Pr	0	0	0
571	Veterans Assistance	0	0	0
572	360 Youth Services	100,000	75,000	65,000
574	Ecumenical Adult Care	6,000	5,000	5,000
576	Mosquito Abatement Program	30,750	30,750	30,750
578	Ride DuPage/Pace	78,000	87,439	90,000
579	Ride Assist Naperville	0	0	4,000
580	360 Youth Snowball	5,000	5,000	5,000
582	DuPage Co Township CERT	1,875	0	0
584	Senior Home Sharing	6,000	5,000	5,000
588	DuPage Senior Citizens Council	0	0	0
589	Youth Grants/Emergency Transfer	0	0	0
590	Community Career Center	10,000	10,000	10,000
593	Loaves & Fishes	10,000	10,000	10,000
594	W DuPage Special Rec Assoc	0	0	0
595	DuPage Legal Asst	0	0	0
596	Samaritan Interfaith	10,000	10,000	10,000
597	Naperville CARES	10,000	15,000	15,000
598	Aurora Interfaith Food Pantry	5,000	7,000	5,000
599	PACT	5,000	5,000	5,000
		<hr/>	<hr/>	<hr/>
		279,579	266,420	260,750
	<b>TOTAL ADMINISTRATION:</b>	1,075,935	1,105,441	1,013,650

102 <b><u>ASSESSOR</u></b>		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
		<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>
<b><u>PERSONNEL</u></b>				
500	Salaries	373,468	403,146	420,000
502	Social Security & Medicare	27,379	29,395	30,000
506	Health Insurance	82,152	92,642	90,000
508	Unemployment Insurance	0	0	0
524	Worker's Comp Insurance	0	0	1,000
IMRF	Employer Contribution	50,008	57,534	55,000
		<hr/>	<hr/>	<hr/>
		533,007	582,717	596,000
<b><u>CONTRACTUAL SERVICES</u></b>				
528	Telephone	7,733	10,933	8,250
532	Travel Expenses	7,103	5,743	10,000
533	Training	8,350	8,183	9,000
534	Printing & Publishing	9,472	7,463	3,000
535	Postage	5,168	7	500
538	Legal Services	10,820	35,220	1,000
540	Dues/Publications	5,802	4,710	5,500
541	Computer Consultant	24,719	24,798	25,000
		<hr/>	<hr/>	<hr/>
		79,167	97,057	62,250
<b><u>COMMODITIES</u></b>				
550	Office Supplies	3,449	2,890	3,000
552	Computer Software	396	1,478	2,000
		<hr/>	<hr/>	<hr/>
		3,845	4,368	5,000
<b><u>CAPITAL OUTLAY</u></b>				
560	Equipment/Capital Outlay	28,805	29,705	20,000
<b><u>OTHER EXPENDITURES</u></b>				
564	Miscellaneous Expense	911	448	1,000
567	Appraisal Fees	15,037	15,000	15,000
		<hr/>	<hr/>	<hr/>
		15,948	15,448	16,000
<b>TOTAL ASSESSOR:</b>		660,772	729,295	699,250

	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>
<b>15 GENERAL ASSISTANCE FUND</b>			
<b>BEGINNING BALANCE</b>	219,373	137,781	96,716
<b>150 REVENUES</b>			
400 Property Tax	84,125	153,436	235,741
410 Interest Income	1,366	811	1,000
490 Miscellaneous Income	842	0	0
<b>TOTAL REVENUES:</b>	<b>86,333</b>	<b>154,247</b>	<b>236,741</b>
<b>TOTAL FUNDS AVAILABLE:</b>	<b>305,706</b>	<b>292,028</b>	<b>333,457</b>
<b>150 EXPENDITURES</b>			
Administration	127,682	139,468	147,500
Home Relief	40,243	55,844	82,000
<b>TOTAL EXPENDITURES:</b>	<b>167,925</b>	<b>195,312</b>	<b>229,500</b>
Contingencies			10,000
<b>TOTAL APPROPRIATIONS:</b>	<b>167,925</b>	<b>195,312</b>	<b>239,500</b>
<b>ENDING BALANCE</b>	<b>137,781</b>	<b>96,716</b>	<b>93,957</b>



		2015-2016	2016-2017	2017-2018
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>
150	<b><u>ADMINISTRATION</u></b>			
	<b><u>PERSONNEL</u></b>			
500	Salaries	83,616	86,648	89,000
502	Social Security & Medicare	6,251	6,343	7,000
506	Health Insurance	24,001	32,557	34,000
508	Unemployment Insurance	0	0	0
524	Worker's Comp Insurance	0	0	0
IMRF	Employer Contribution	11,558	12,875	12,500
		<hr/>	<hr/>	<hr/>
		125,426	138,423	142,500
	<b><u>COMMODITIES</u></b>			
550	Office Supplies	18	325	1,000
	<b><u>OTHER EXPENDITURES</u></b>			
533	Professional Training	305	70	1,000
540	Travel	703	551	1,000
564	Miscellaneous Expenses	65	99	1,000
566	Equipment	1,165	0	1,000
		<hr/>	<hr/>	<hr/>
		2,238	720	4,000
	<b>TOTAL ADMINISTRATION:</b>	127,682	139,468	147,500
150	<b><u>HOME RELIEF</u></b>			
	<b><u>CONTRACTUAL SERVICES</u></b>			
600	Workfare	0	0	1,000
602	Physician Services	0	0	2,000
604	In/Out Patient	3,175	3,175	0
608	Dental Service	0	0	1,000
610	Funeral & Burial	0	0	1,000
614	Electric/Water/Heating	7,179	17,153	25,000
616	Rent/Mortgage	27,026	33,625	35,000
623	Access DuPage	0	0	0
		<hr/>	<hr/>	<hr/>
		37,380	53,953	65,000
	<b><u>COMMODITIES</u></b>			
606	Prescriptions	146	150	5,000
620	Food	2,325	1,741	7,000
622	Transportation	392	0	4,000
		<hr/>	<hr/>	<hr/>
		2,863	1,891	16,000
	<b><u>OTHER EXPENDITURES</u></b>			
618	Miscellaneous Expense	0	0	1,000
	<b>TOTAL HOME RELIEF:</b>	40,243	55,844	82,000

**SECTION 3:** That the amount appropriated for town purposes for the fiscal year beginning April 1, 2017 and ending March 31, 2018 by fund shall be as follows:

10	General Town Fund	1,789,900
15	General Assistance Fund	239,500
<b>TOTAL APPROPRIATIONS:</b>		<b>2,029,400</b>

**SECTION 4:** That if any section, subdivision, or sentence of this ordinance shall for any reason be held invalid or to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance.

**SECTION 5:** That each appropriated fund total shall be divided among the several objects and purposes specified, and in the particular amounts stated for each fund respectively in Section 2, constituting the total appropriations in the amount of Two Million, Twenty-Four Thousand and Four Hundred Dollars (\$2,024,400) for the fiscal year beginning April 1, 2017 and ending March 31, 2018.

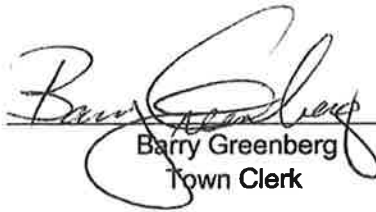
**SECTION 6:** That Section 3 shall be and is a summary of the annual Appropriation Ordinance of this Township, passed by the Board of Trustees as required by law and shall be in full force and effect from and after this date.

**SECTION 7:** That a certified copy of the Budget & Appropriation Ordinance shall be filed with the County Clerk within 30 days after adoption.

ADOPTED this 5th day of April, 2017 pursuant to a roll call vote by the Board of Trustees of Naperville Township, DuPage County, Illinois.

**BOARD OF TRUSTEES**

	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
Rachel M. Ossyra	✓	_____	_____
Kerry D. Malm	✓	_____	_____
Paul J. Santucci	✓	_____	_____
Carl Schultz	✓	_____	_____
Robert L. Wegner	✓	_____	_____

  
 Barry Greenberg  
 Town Clerk

  
 Rachel M. Ossyra  
 Chairman - Board of Trustees



**FILED**  
 APR 07 2017

 DuPage County Clerk

**CERTIFICATION OF BUDGET & APPROPRIATION ORDINANCE**

**FILED**  
APR 07 2017

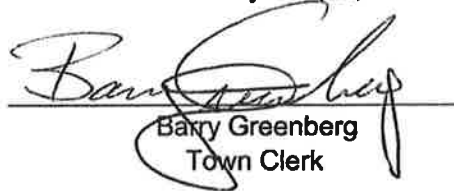
**NAPERVILLE TOWNSHIP**

*Paul Harris*  
DuPage County Clerk

The undersigned, duly elected, qualified and acting Clerk of Naperville Township, DuPage County, Illinois, does hereby certify that attached hereto is a true and correct copy of the Budget & Appropriation Ordinance of said Township for the fiscal year beginning April 1, 2017 and ending March 31, 2018 as adopted this 5th day of April, 2017.

This certification is made and filed pursuant to the requirements of (35 ILCS 200/18-50) and on behalf of Naperville Township, DuPage County, Illinois. This certification must be filed within 30 days after the adoption of the Budget & Appropriation Ordinance.

Dated this 5th day of April, 2017

  
Barry Greenberg  
Town Clerk

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
County Clerk



**CERTIFIED ESTIMATE OF REVENUES BY SOURCE**

**FILED**

APR 07 2017

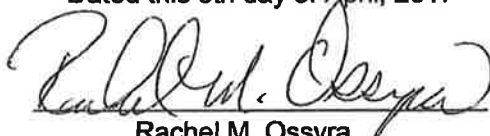
**NAPERVILLE TOWNSHIP**

*Paul H. ...*  
DuPage County Clerk

The undersigned, Supervisor, Chief Fiscal Officer, of Naperville Township, DuPage County, Illinois, does hereby certify that the estimate of revenues by source or anticipated to be received by said taxing district, is either set forth in said ordinance as "Revenues" or attached hereto by separate document, is a true statement of said estimate.

This certification is made and filed pursuant to the requirements of (35 ILCS 200/18050) and on behalf of Naperville Township, DuPage County, Illinois. This certification must be filed within 30 days after the adoption of the Budget & Appropriation Ordinance.

Dated this 5th day of April, 2017



Rachel M. Ossyra  
Supervisor - Chief Fiscal Officer

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
County Clerk

04/05/17

**BUDGET & APPROPRIATION ORDINANCE**

**ROAD DISTRICT**

**ORDINANCE R-17-0405**

**FILED**  
APR 07 2017

*Paul H. ...*  
DuPage County Clerk

An ordinance appropriating for all road purposes for Naperville Township Road District, DuPage County, Illinois, for the fiscal year beginning April 1, 2017 and ending March 31, 2018.

BE IT ORDAINED by the Board of Trustees of Naperville Township, DuPage County, Illinois.

SECTION 1: That the amounts hereinafter set forth, or so much thereof as may be authorized by law, and as may be needed or deemed necessary to defray all expenses and liabilities of Naperville Township Road District, be and the same are hereby appropriated for road purposes of Naperville Township Road District, DuPage County, Illinois, as hereafter specified for the fiscal year beginning April 1, 2017 and ending March 31, 2018.

SECTION 2: That the following budget containing an estimate of revenues and expenditures is hereby adopted for the following funds:

- Road & Bridge,                    I.M.R.F.
- Permanent Road,                Insurance
- Equipment & Building,        Audit
- Social Security

	<b>FY Ending 3/31/2016 <u>Actual</u></b>	<b>FY Ending 3/31/2017 <u>Actual</u></b>	<b>FY Ending 3/31/18 <u>Budget</u></b>
<b><u>GENERAL ROAD FUND</u></b>			
<b>BEGINNING BALANCE</b>	2,190,616	2,137,874	1,689,434
<b><u>REVENUES</u></b>			
Property Tax-Net	41,490	39,655	579,500
Replacement Tax	247,439	232,559	200,000
Court Fines	13,976	27,392	6,000
Maintenance Fees			
Interest Income	8,627	8,248	8,000
Rental Income	32,938	38,903	25,000
Miscellaneous Income	82,857	97,486	60,000
<b>TOTAL REVENUES:</b>	<u>427,327</u>	<u>444,243</u>	<u>878,500</u>
<b>TOTAL FUNDS AVAILABLE:</b>	2,617,943	2,582,117	2,567,934
<b><u>EXPENDITURES</u></b>			
Administration	154,667	218,545	181000
Maintenance	326,213	674,137	976100
<b>TOTAL EXPENDITURES:</b>	<u>480,880</u>	<u>892,683</u>	<u>1157100</u>
Contingencies		44,634	57855
<b>TOTAL APPROPRIATIONS:</b>	480,880	937,317	1214955
<b>ENDING BALANCE + Contingencies</b>	<u>\$2,137,063</u>	<u>\$1,689,434</u>	<u>\$1,352,979</u>

	FY Ending 3/31/2016 <u>Actual</u>	FY Ending 3/31/2017 <u>Actual</u>	FY Ending 3/31/18 <u>Budget</u>
<b><u>ADMINISTRATION</u></b>			
<b><u>PERSONNEL</u></b>			
Salaries	63,592	63,588	73,000
Health Insurance		0	
Unemployment Insurance			
Worker's Compensation			
Social Security Contribution			
Medicare Contribution			
Retirement Contribution			
	<hr/> 63,592	<hr/> 63,588	<hr/> 73,000
<b><u>CONTRACTUAL SERVICES</u></b>			
Accounting Service			0
Legal Service	4,663	79,338	20,000
Postage	3,543	144	1,000
Telephone	3,761	2,673	5,000
Publishing	6,889	924	500
Printing	1,368	0	500
Travel Expenses	939	43	1,000
Training	1,685	1,528	1,000
Security Systems ADS	0	8,503	10,000
General Insurance		0	0
Equipment Lease		0	0
Computer Program	3,029	1,260	2,000
Professional Services	2,800	3,000	3,000
	<hr/> 28,677	<hr/> 97,413	<hr/> 44,000
<b><u>COMMODITIES</u></b>			
Office Supplies	502	1,335	1,500
Computer Program	181	1,614	3,000
	<hr/> 683	<hr/> 2,949	<hr/> 4,500
<b><u>CAPITAL OUTLAY</u></b>			
Equipment			
<b><u>OTHER EXPENDITURES</u></b>			
Municipal Replacement Tax	57604	54,140	56000
Miscellaneous Expense	4111	456	3500
Contingencies			
	<hr/> 61,715	<hr/> 54,596	<hr/> 59,500
<b>TOTAL ADMINISTRATION:</b>	<hr/> 154,667	<hr/> 218,545	<hr/> 181,000



	<b>FY Ending 3/31/2016 <u>Actual</u></b>	<b>FY Ending 3/31/2017 <u>Actual</u></b>	<b>FY Ending 3/31.2018 <u>Budget</u></b>
<b><u>MAINTENANCE</u></b>			
<b><u>PERSONNEL</u></b>			
Salaries	107651	34,239	80000
		0	
Unemployment Insurance		0	
Worker's Compensation		0	
Social Security Contribution		0	
Medicare Contribution		0	
Retirement Contribution		0	
	<hr/>	<hr/>	<hr/>
	107,651	34,239	80,000
<b><u>CONTRACTUAL SERVICES</u></b>			
Maintenance Service-Building	17,419	10,563	14,000
Maintenance Service-Equipment	4,634	6,667	10,000
Maintenance Service-Vehicle	8,374	1,279	10,000
Maintenance Service-Road	60,439	41,871	<b>60,000</b>
Maintenance Service-Tree Removal	2,000	225	2,000
Maintenance Service-Street Lights	8,345	8,661	10,000
Engineering Service	29,837	32,103	30,000
Utilities	8,138	8,310	10,000
Lisle IGA	0		300,000
Uniforms	2,532	836	1,000
	<hr/>	<hr/>	<hr/>
	141,718	110,515	447,000
<b><u>COMMODITIES</u></b>			
Maintenance Supplies-Building	15,165	4,404	10,000
Maintenance Supplies-Equipment	17,174	3,834	15,000
Maintenance Supplies-Vehicle	10,133	4,540	15,000
Maintenance Supplies-Road	14,565	5,230	15,000
Maintenance Supplies-Tree Replacement	10,900	4,250	3,000
Maintenance Supplies-EAB Treatment	2,276	150	2,500
Operating Supplies	1,138	493	4,000
Dues	550	675	1,000
Internet	1,467	1,618	1,600
Small Tools	207	84	1,000
	<hr/>	<hr/>	<hr/>
	73,575	25,278	68,100
<b><u>CAPITAL OUTLAY</u></b>			
Tax Objections	0		100000
North Aurora Road Carryover to 2017	0	0	0
Paving	0	502,815	275,000
	<hr/>	<hr/>	<hr/>
	0	502,815	375,000
<b><u>OTHER EXPENDITURES</u></b>			
Miscellaneous Expense	3,269	1,290	6,000
<b>TOTAL MAINTENANCE:</b>	<b>326,213</b>	<b>674,137</b>	<b>976,100</b>

	FY Ending 3/31/2016 <u>Actual</u>	FY Ending 3/31/2017 <u>Actual</u>	FY Ending 3/31/2018 <u>Budget</u>
<b><u>AUDIT FUND</u></b>			
<b>BEGINNING BALANCE</b>	0	8,467	8235
<b><u>REVENUES</u></b>			
Property Tax	7,325	3,836	4,500
Interest Income	24	33	
<b>    TOTAL REVENUES:</b>	<u>7,349</u>	<u>3,869</u>	<u>4,500</u>
<b>    TOTAL FUNDS AVAILABLE:</b>	7,349	12,335	12,735
<b><u>EXPENDITURES</u></b>			
<b><u>CONTRACTUAL SERVICES</u></b>			
Accounting Service	4,025	4,100	5000
<b>ENDING BALANCE</b>	<u>3,324</u>	<u>8,235</u>	<u>7,735</u>
<b><u>INSURANCE FUND</u></b>			
<b>BEGINNING BALANCE</b>	0	56,829	48385
<b><u>REVENUES</u></b>			
Property Tax	47,589	26,868	45,000
Interest Income	151	176	
Dividend Income			
<b>    TOTAL REVENUES:</b>	<u>47,740</u>	<u>27,044</u>	<u>45,000</u>
<b>    TOTAL FUNDS AVAILABLE:</b>	47,740	83,873	93,385
<b><u>EXPENDITURES</u></b>			
<b><u>PERSONNEL</u></b>			
Unemployment Insurance	448	7	1,000
Worker's Compensation			5000
	<u>448</u>	<u>7</u>	<u>6,000</u>
<b><u>CONTRACTUAL SERVICES</u></b>			
Liability Insurance	35,481	35,481	40,000
General Insurance			
<b>    TOTAL EXPEND/APPROPRIATION:</b>	<u>35,929</u>	<u>35,488</u>	<u>46,000</u>
<b>ENDING BALANCE</b>	11,811	48,385	47,385

	<b>FY Ending 3/31/2016 <u>Actual</u></b>	<b>FY Ending 3/31/2017 <u>Actual</u></b>	<b>FY Ending 3/31/2018 <u>Budget</u></b>
<b><u>ILLINOIS MUNICIPAL RETIREMENT FUND</u></b>			
<b>BEGINNING BALANCE</b>	0	29,370	52,998
<b><u>REVENUES</u></b>			
Property Tax	51,245	53,713	40,000
Replacement Tax			
Interest Income	336	278	
Miscellaneous			
<b>TOTAL REVENUES:</b>	<u>51,581</u>	<u>53,991</u>	<u>40,000</u>
<b>TOTAL FUNDS AVAILABLE:</b>	51,581	83,361	92,998
<b><u>PERSONNEL</u></b>			
Retirement Contribution	45,444	30,363	35000
<b>ENDING BALANCE</b>	6,137	52,998	57,998

	<b>FY Ending 3/31/16 <u>Actual</u></b>	<b>FY Ending 3/31/17 <u>Actual</u></b>	<b>FY Ending 3/31/18 <u>Budget</u></b>
<b><u>SOCIAL SECURITY FUND</u></b>			
<b>BEGINNING BALANCE</b>	0	51,269	55380
<b><u>REVENUES</u></b>			
Property Tax	32,942	19,175	30,000
Replacement Tax			
Interest Income	311	263	
<b>TOTAL REVENUES:</b>	<u>33,253</u>	<u>19,438</u>	<u>30,000</u>
<b>TOTAL FUNDS AVAILABLE:</b>	33,253	70,707	85,380
<b><u>EXPENDITURES</u></b>			
<b><u>PERSONNEL</u></b>			
Social Security Contribution	24,864	15,327	20,000
Medicare Contribution			
<b>TOTAL EXPEND/APPROPRIATION:</b>	<u>24,864</u>	<u>15,327</u>	<u>20,000</u>
<b>ENDING BALANCE</b>	8,389	55,380	65,380



	<b>FY Ending 3/31/2016 <u>Actual</u></b>	<b>FY Ending 3/31/2017 <u>Actual</u></b>	<b>FY Ending 3/31/2018 <u>Budget</u></b>
<b><u>PERMANENT ROAD FUND</u></b>			
<b>BEGINNING BALANCE</b>	0	979,844	1,362,530
<b><u>REVENUES</u></b>			
Property Tax	633,077	836,363	725,000
Interest Income	5,616	5,776	3000
Miscellaneous			
<b>TOTAL REVENUES:</b>	<u>638,693</u>	<u>842,139</u>	<u>728,000</u>
<b>TOTAL FUNDS AVAILABLE:</b>	638,693	1,821,983	2,090,530
<b><u>EXPENDITURES</u></b>			
<b><u>PERSONNEL</u></b>			
Salaries	201,003	107,619	50000
Health Insurance	62,590	50,700	70,000
<b><u>CONTRACTUAL SERVICES</u></b>			
Maintenance Service-Road	346,053	215,645	275,000
Engineering Service	44,911	64,823	40000
Rentals			
CERT	1,875	1,875	2,500
	<u>392,839</u>	<u>282,343</u>	<u>437,500</u>
<b><u>COMMODITIES</u></b>			
Maintenance Supplies-Road			
Operating Supplies (Road Salt & Liquids)	29,161	6,540	60000
Fuel/Oil	16,240	12,037	25000
	<u>45,401</u>	<u>18,577</u>	<u>85,000</u>
<b><u>OTHER EXPENDITURES</u></b>			
Miscellaneous Expense	1,000	214.00	5000
<b><u>CAPITAL OUTLAY</u></b>			
General Paving	250,000	0	0
Tax Objections	-		100000
North Aurora Road Const. to 2017	-	0	0
<b>TOTAL EXPENDITURES:</b>	<u>952,833</u>	<u>459,453</u>	<u>627,500</u>
Contingencies	-		10000
<b>TOTAL APPROPRIATIONS:</b>	<u>952,833</u>	<u>459,453</u>	<u>637,500</u>
<b>ENDING BALANCE</b>	(314,140)	1,362,530	1,453,030



	FY Ending 3/31/2016 <u>Actual</u>	FY Ending 3/31/2017 <u>Actual</u>	FY Ending 3/31/2018 <u>Budget</u>
<b>CONSTRUCTION-REPAIR OF BRIDGES AT JOINT EXPENSE OF COUNTY FUND</b>			
<b>BEGINNING BALANCE</b>	0	0	0
<b><u>REVENUES</u></b>			
Property Tax	0		
Interest Income	0		
<b>TOTAL REVENUES:</b>	<hr/> 0	<hr/> 0	<hr/> 0
<b>TOTAL FUNDS AVAILABLE:</b>	0	0	0
<b><u>CONTRACTUAL SERVICES</u></b>			
Maintenance Service-Bridge (Contract #100 Redwood County Bridge#50)	0	0	0
Maintenance Service-Bridge	0	0	0
	<hr/> 0	<hr/> 0	<hr/> 0
<b><u>CAPITAL OUTLAY</u></b>			
Improvement-Bridge (Contract #101 Redwood County Bridge#51)	0	0	0
Improvement-Bridge	0	0	0
	<hr/> 0	<hr/> 0	<hr/> 0
<b>TOTAL EXPENDITURES:</b>	0	0	0
Contingencies	0	0	0
<b>TOTAL APPROPRIATIONS:</b>	<hr/> 0	<hr/> 0	<hr/> 0
<b>ENDING BALANCE</b>	0	0	0

<b><u>EQUIPMENT &amp; BUILDING FUND</u></b>	<b>FY Ending 3/31/2016</b>	<b>FY Ending 3/31/2017</b>	<b>FY Ending 3/31/2018</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>
<b>BEGINNING BALANCE</b>	0	109,925	166,657
<b><u>REVENUES</u></b>			
Property Tax	51,163	76,677	100,000
Interest Income	495	628	
Miscellaneous			
<b>TOTAL REVENUES:</b>	<b>51,658</b>	<b>77,305</b>	<b>100,000</b>
<b>TOTAL FUNDS AVAILABLE:</b>	<b>51,658</b>	<b>187,230</b>	<b>266,657</b>
<b><u>CONTRACTUAL SERVICES</u></b>			
Contract Payment	0	0	0
<b><u>DEBT SERVICE</u></b>			
Principal Payment			
Interest Expense			
	0	0	0
<b><u>CAPITAL OUTLAY</u></b>			
Carryover (14-15)			158,800
Equipment / Building	48,537	19,513	25,000
Vehicle	27,174	1,060	25,000
	<b>75,711</b>	<b>20,573</b>	<b>208,800</b>
<b>TOTAL EXPEND/APPROPRIATION:</b>	<b>75,711</b>	<b>20,573</b>	<b>208,800</b>
<b>ENDING BALANCE</b>	<b>(24,053)</b>	<b>166,657</b>	<b>57,857</b>



SECTION 3: That the amount appropriated for road purposes for the fiscal year beginning April 1, 2017 and ending March 31, 2018 by fund shall be as follows:

<b>General Road Fund</b>	<b>\$1,124,600</b>	<b>\$1,157,100</b>
<b>Audit Fund</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>Insurance Fund</b>	<b>\$46,000</b>	<b>\$46,000</b>
<b>Illinois Municipal Retirement Fund</b>	<b>\$50,000</b>	<b>\$35,000</b>
<b>Social Security Fund</b>	<b>\$40,000</b>	<b>\$20,000</b>
<b>Permanent Road Fund</b>	<b>\$1,122,500</b>	<b>\$637,500</b>
<b>Construction or Repair of Bridges at Joint Expense of County Fund</b>	<b>\$0</b>	
<b>Equipment &amp; Building Fund</b>	<b><u>\$175,000</u></b>	<b><u>\$208,800</u></b>
<b>TOTAL APPROPRIATIONS:</b>	<b>\$2,563,100</b>	<b>\$2,109,400</b>

SECTION 4: That if any section, subdivision, or sentence of this ordinance shall for any reason be held invalid or to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance.

SECTION 5: That each appropriated fund total shall be divided among the several objects and purposes specified, and in particular amounts stated for each fund respectively in Section 2 constituting the total appropriations in the amounts of Two Million One Hundred Nine Thousand, **Four Hundred Dollars for the fiscal year beginning** April 1, 2017 and ending March 31, 2018.

SECTION 6: That section 3 shall be and is a summary of the annual Appropriation Ordinance of this Road District, passed by the Board of Trustees as required by law and shall be in full force and effect from and after this date.

SECTION 7: That a certified copy of the Budget & Appropriation Ordinance must be filed with the County Clerk within 30 days after adoption.

ADOPTED this 5<sup>th</sup> day of April, 2017 pursuant to a roll call vote by the Board of Trustees of Naperville Township, DuPage County, Illinois.

**BOARD OF TRUSTEES**

	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
<u>Rachel Ossyra</u>	✓	_____	_____
<u>Carl Schultz</u>	✓	_____	_____
<u>Keri Malm</u>	✓	_____	_____
<u>Paul Santucci</u>	✓	_____	_____
<u>Bob Wegner</u>	✓	_____	_____

*Randy Gatenberg*  
Town Clerk

*Rachel Ossyra*  
Chairman



**FILED**  
APR 07 2017

*Paul Hancock*  
DuPage County Clerk

**CERTIFICATION OF BUDGET & APPROPRIATION ORDINANCE**

**ROAD DISTRICT**

**FILED**  
APR 07 2017

*Paul Harris*  
DuPage County Clerk

The undersigned, duly elected, qualified and acting Clerk, of Naperville Township, DuPage County, Illinois, does hereby certify that attached hereto is a true and correct copy of the Budget & Appropriation Ordinance of said Road District for the fiscal year beginning April 1, 2017 and ending March 31, 2018, as adopted this 5<sup>th</sup> day of April, 2017.

This certification is made and filed pursuant to the requirements of (35 ILCS 200/18-50) and on behalf of Naperville Road District, DuPage County, Illinois.

This certification must be filed within 30 days after the adoption of the Budget & Appropriation Ordinance.

Dated this 5<sup>th</sup> day of April, 2017

*Paul Harris*  
Town Clerk

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
County Clerk



**CERTIFIED ESTIMATE OF REVENUES BY SOURCE  
ROAD DISTRICT**

**FILED**  
APR 07 2017  
*Paul H. ...*  
DuPage County Clerk

The undersigned, Supervisor, Chief Fiscal Officer, of Naperville Township, DuPage County, Illinois, does hereby certify that the estimate of revenues, by source or anticipated to be received by said taxing district, is either set forth in said ordinance as "Revenues" or attached hereto by separate document, is a true statement of said estimate

This certification is made and filed pursuant to the requirements of (35 ILCS 200/18-50) and on behalf of Naperville Road District, DuPage County, Illinois.

This certification must be filed within 30 days after the adoption of the Budget & Appropriation Ordinance.

Dated this 5<sup>th</sup> day of April, 2017

\_\_\_\_\_  
Chief Fiscal Officer

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
County Clerk

Naperville Township

SINCE 1850



Rachel M. Ossyra  
Supervisor/Treasurer

Janice M. Anderson  
Trustee

Kerry D. Malm  
Trustee

Barry Greenberg  
Town Clerk

Paul J. Santucci  
Trustee

Robert L. Wegner  
Trustee

Illinois

Resolution T-16-1101-02  
NAPERVILLE TOWNSHIP  
MEETING DATES FOR CALENDAR YEAR 2017

The Naperville Township Board of Trustees voted on November 1, 2016 to meet at 6:00 p.m. at 139 Water Street, Naperville, on the second Tuesday of the month only unless otherwise noted. The dates are specified below.

January	7*	11:30 a.m.	Budget Workshop
January	10	6:00 p.m.	
February	14	6:00 p.m.	
March	14	6:00 p.m.	
April	5**	6:00 p.m.	
			Supervisor & Highway Commissioner Annual Reports
April	11	7:00 p.m.	Annual Town Meeting (6:00 p.m. – Sign In)
May	9	6:00 p.m.	
June	13	6:00 p.m.	
July	11	6:00 p.m.	
August	8	6:00 p.m.	
September	12	6:00 p.m.	
October	10	6:00 p.m.	
November	8***	6:00 p.m.	
December	12	6:00 p.m.	

7:00 pm START TIME

\*Budget Workshop to be held on Saturday, January 7, 2017.

\*\*The first Wednesday of the month due to the April 4, 2017 Election Day and the April 11, 2017 Annual Town Meeting.

\*\*\* The second Wednesday of the month due to the November 7, 2017 Election Day and Townships of Illinois Annual Education Conference in Springfield.

Any deviations from this schedule must be done by motion of the Town Board and published as required by law. Approved this 1st day of November, 2016.

Signed:

Rachel M. Ossyra, Supervisor

Attest:

Barry Greenberg, Town Clerk

**Resolution T-17-0613-01**

**RESOLUTION OF THE BOARD OF TRUSTEES, TOWNSHIP OF NAPERVILLE,  
DUPAGE COUNTY, ILLINOIS, ESTABLISHING REGULAR MEETINGS FOR THE 2017-  
2018 FISCAL YEAR**

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**BE IT RESOLVED** by the Board of Trustees, Town of Naperville, DuPage County, Illinois, as follows:

1. That, beginning with the July 2017 regular meeting of the Board of Trustees, all regular meetings of said Board of Trustees for the 2017-2018 fiscal year will be held at the hour of 7:00 p.m. on the second Tuesday of each month, for the purpose of auditing expenses charged against the General Town, General Assistance, Road and Bridge, and Special Police Protection Funds, and for the purpose of considering all general matters pertaining to the Township.


2. All regular meetings will be held at the Naperville Township Administration Building 139 Water Street, Naperville, IL 60540, unless changed pursuant to notice duly given.

3. Copies of the schedule of all regular meetings shall be made available to all local news media and to the public in accordance with the Open Meetings Act of the State of Illinois.

4. All ordinances and resolutions, or parts thereof, in conflict herewith are hereby repealed.

5. This resolution shall be in full force and effect from and after the date of its adoption.

**ADOPTED THIS 13<sup>th</sup> DAY OF JUNE, 2017**

  
\_\_\_\_\_  
**EDDIE BEDFORD, SUPERVISOR**

**ATTEST:**

  
\_\_\_\_\_  
**NATE SIPPEL, CLERK**

Naperville Township

SINCE 1850



Rachel M. Ossyra  
Supervisor/Treasurer

Janice M. Anderson  
Trustee

Kerry D. Malm  
Trustee

Barry Greenberg  
Town Clerk

Paul J. Santucci  
Trustee

Robert L. Wegner  
Trustee

Illinois

**NAPERVILLE TOWNSHIP  
ORDINANCE NO. T-16-1101-01**

**AN ORDINANCE APPROVING NAPERVILLE TOWNSHIP  
2017 HOLIDAY SCHEDULE**

WHEREAS, certain days will be observed in the year 2017 as holidays by the State and County Offices; and

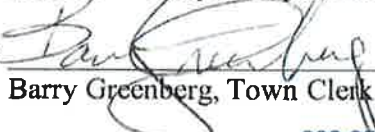
WHEREAS, Naperville Township in coordinating the dates holidays will be observed by the closing of the Township Offices with dates observed by the County of DuPage and the State of Illinois:

NOW, THEREFORE, BE IT RESOLVED by the Town Board of Trustees of Naperville Township that the dates of legal Holiday be observed by the closing of the Township Offices in 2017, and the same hereby established as follows:

New Year's Day	Monday, January 2
Martin Luther King Jr. Day	Monday, January 16
Presidents' Day	Monday, February 20
Spring Break	Friday, April 14
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Columbus Day	Monday, October 9
Veterans Day	Friday, November 10
(Highway Dept. receives one extra personal day in lieu of Veterans Day)	
Thanksgiving Day	Thursday, November 23
Day after Thanksgiving	Friday, November 24
Christmas Day	Monday, December 25
Day after Christmas	Tuesday, December 26

Approved this 1st day of November, 2016.

Signed:   
Rachel M. Ossyra, Supervisor

Attest:   
Barry Greenberg, Town Clerk

STATE OF ILLINOIS        )  
  ) SS.  
COUNTY OF DUPAGE        )

I, the undersigned, do hereby certify that I am the duly qualified and acting Clerk of the Naperville Township, DuPage County, Illinois, and as such I am the keeper of the records and files of the Board of Trustees of said Township.

I further certify that the foregoing is a full, true and complete copy of Resolution No. T-16-0809-04 titled,

**RESOLUTION FOR COMPENSATION FOR ELECTED OFFICIALS FOR THE FOUR-YEAR  
TERMS COMMENCING ON OR ABOUT MAY 15, 2017 AS ESTABLISHED BY THE  
NAPERVILLE TOWNSHIP BOARD ON AUGUST 9, 2016**

adopted at a duly called Regular Meeting of the Board of Trustees of the Naperville Township, held at Naperville, Illinois at 6:00 p.m. on the 9<sup>th</sup> day of August, 2016.

I do further certify that the deliberations of the Board on the adoption of said Resolution were conducted openly, that the vote on the adoption of said Resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Township Code of the State of Illinois, as amended, and that the Board has complied with all the provisions of said Act and said Code and with all the procedural rules of the Board.

**IN WITNESS WHEREOF** I hereunto affix my official signature at Naperville, Illinois, this 9<sup>th</sup> day of August, 2016



Township Clerk  
Naperville Township  
DuPage County, Illinois





**NAPERVILLE TOWNSHIP  
RESOLUTION NO. T-16-0809-04**

**RESOLUTION FOR COMPENSATION FOR ELECTED OFFICIALS FOR THE FOUR-YEAR  
TERMS COMMENCING ON OR ABOUT MAY 15, 2017 AS ESTABLISHED BY THE  
NAPERVILLE TOWNSHIP BOARD ON AUGUST 9, 2016**

**WHEREAS**, the Naperville Township (the “Township”) is an Illinois unit of local government organized and operating pursuant to the Illinois Township Code, 60 ILCS 1/1 et seq. (the “Code”); and

**WHEREAS**, the Local Government Compensation Act, 50 ILCS 145/2, requires the Township Board of Naperville Township to fix the compensation for the Naperville Township Elected Officers at least 180 days before the beginning of the terms of office, which commence on May 15, 2017; and

**WHEREAS**, the said Board has diligently and carefully reviewed the functions and responsibilities of the elected officials’ offices to be filled at the Consolidated Election to be held on April 4, 2017.

**NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED** by the Township Board of Naperville Township that the compensation for the Naperville Township Elected Officers for the four-year terms, commencing on May 15, 2017, (Assessor’s term commencing on January 1, 2018) shall be annually as follows:

	<u>5/2017 thru</u> <u>4/2018</u>	<u>5/2018 thru</u> <u>4/2019</u>	<u>5/2019 thru</u> <u>4/2020</u>	<u>5/2020 thru</u> <u>4/2021</u>
Supervisor	\$ 39,000	\$ 39,000	\$ 39,000	\$ 39,000
Clerk	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Assessor	\$112,000	\$114,240	\$116,525	\$118,855
Highway Commissioner	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Trustees (Four)	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500

**BE IT FURTHER RESOLVED** that the Supervisor shall be paid an additional \$500 annually as Treasurer of the Naperville Township Road District Funds;

**BE IT FURTHER RESOLVED** that the Supervisor and Assessor are eligible for Township family health insurance, dental insurance and standard term life insurance, and may participate in such plans at a cost of 10% of the annual premium;


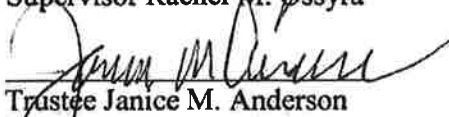
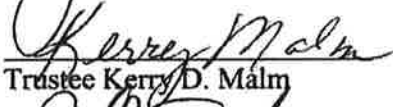
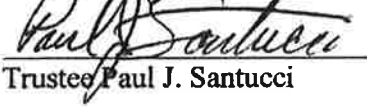
**BE IT FURTHER RESOLVED** that the Supervisor, Clerk, Assessor and Highway Commissioner may participate in the Illinois Municipal Retirement Fund (IMRF) if they meet the eligibility requirements;

**BE IT FURTHER RESOLVED** that the Supervisor and Assessor are eligible for basic long-term care insurance coverage at no cost. They may add coverage for family members and/or enhance the basic coverage at their own expense;

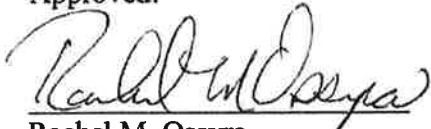
**BE IT FURTHER RESOLVED** that the Supervisor, Clerk, Highway Commissioner, and the four Trustees begin their new term of office May 15, 2017, and this Compensation Resolution for these offices is effective as of May 15, 2017;

**BE IT FURTHER RESOLVED** that the Assessor begins his/her new term of office on January 1, 2018, and this Compensation Resolution for this office is effective as of January 1, 2018.

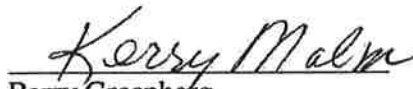
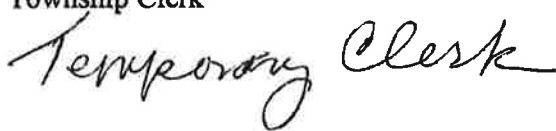
**Adopted** this 9th day of August, 2016 pursuant to a roll call vote in regular meeting assembled by the Naperville Township Board of Trustees, DuPage County, Illinois.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
 Supervisor Rachel M. Ossyra	X	—	—	—
 Trustee Janice M. Anderson	X	—	—	—
 Trustee Kerry D. Malm	X	—	—	—
 Trustee Paul J. Santucci	—	X	—	—
_____ Trustee Robert L. Wegner	—	—	X	—

Approved:

  
Rachel M. Ossyra  
Township Supervisor

ATTEST:

  
Barry Greenberg  
Township Clerk  
  
Temporary Clerk

NAPERVILLE TOWNSHIP

COMPENSATION FOR ELECTED OFFICIALS FOR THE FOUR-YEAR TERMS  
COMMENCING ON OR ABOUT MAY 20, 2013 AS ESTABLISHED  
BY THE NAPERVILLE TOWNSHIP BOARD ON  
OCTOBER 9, 2012

WHEREAS, the Township Board of Naperville Township is required by law, no later than 180 days before the beginning of terms of office, to fix the compensation for the Township Elected Officers, whose terms commence on May 20, 2013; and

WHEREAS, the said Board has diligently and carefully reviewed the functions and responsibilities of the elected officials' offices to be filled at the Consolidated Election to be held on April 9, 2013;

NOW, THEREFORE BE IT RESOLVED by the Township Board of Naperville Township that the compensation for the Naperville Township Elected Officers for the four-year terms, commencing on May 20, 2013, (Assessor's term commencing on January 1, 2014) shall be annually as follows and as detailed in Exhibit 'A' attached here to:

	5/2013 thru 4/2014	5/2014 thru 4/2015	5/2015 thru 4/2016	5/2016 thru 4/2017
Supervisor.....	\$ 39,000	\$ 39,000	\$ 39,000	\$ 39,000
Clerk.....	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Assessor.....	\$102,000	\$104,040	\$106,120	\$ 108,242
Highway Commissioner	\$ 81,300	\$ 81,300	\$ 81,300	\$ 81,300
Trustees (Four)	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500

BE IT FURTHER RESOLVED that the Supervisor shall be paid an additional \$1,000 annually as Treasurer of the Naperville Township Road District Funds;

BE IT FURTHER RESOLVED that a township owned motor vehicle shall be provided to the Highway Commissioner for his use in the discharge of his township duties;

BE IT FURTHER RESOLVED that the Assessor, Supervisor, and Highway Commissioner are eligible for Township family medical/dental insurance and standard term life insurance, and may participate in such plans at a cost of 10% of the annual premium.

BE IT FURTHER RESOLVED that the Supervisor, Clerk, Assessor, Highway Commissioner may participate in the Illinois Municipal Retirement Fund (IMRF) if they meet the eligibility requirements;


BE IT FURTHER RESOLVED that the Assessor, Supervisor, and Highway Commissioner are eligible for the basic long-term care insurance coverage at no cost. They may add coverage for family members and/or enhance the basic coverage at their own expense.

BE IT FURTHER RESOLVED that the Supervisor, Clerk, Highway Commissioner, and the four Trustees begin their new term of office on May 20, 2013, and this Compensation Resolution for these offices is effective as of May 20, 2013;

BE IT FURTHER RESOLVED that the Assessor begins his/her new term of office on January 1, 2014, and this Compensation Resolution for these offices is effective as of January 1, 2014.

Adopted this 9<sup>th</sup> day of October 2012 by the Naperville Township Board in regular meeting assembled.

  
Carol L. Bertulis, Township Clerk

  
Gary J. Vician, Chairman  
Naperville Township Board

Results of vote by Board on each elected position:

Results of vote by Board on each elected position:

AYE

NAY

Jerry Vician  
Supervisor Vician

X

—

Carol Bertulis  
Clerk Bertulis

X

—

Paul Spitzzeri  
Trustee Spitzzeri

X

—

Wayne Yurgaitis  
Trustee Yurgaitis

X

—

Trustee Busche

—

—

Trustee Wentz

X

—

COPY

NAPERVILLE TOWNSHIP  
 COMPENSATION FOR ELECTED OFFICIALS FOR THE FOUR-YEAR TERMS  
 COMMENCING ON OR ABOUT MAY 4, 2009 AS ESTABLISHED  
 BY THE NAPERVILLE TOWNSHIP BOARD ON  
 AUGUST 12, 2008

WHEREAS, the Township Board of Naperville Township is required by law, no later than November 4, 2009, to fix the compensation for the Township Elected Officers, whose terms commence on or about May 4, 2009; and

WHEREAS, the said Board has diligently and carefully reviewed the functions and responsibilities of the elected officials' offices to be filled at the Consolidated Election to be held on April 7, 2009;

NOW, THEREFORE BE IT RESOLVED by the Township Board of Naperville Township that the compensation for the Naperville Township Elected Officers for the four-year terms, commencing on or about May 4, 2009, (Assessor's term commencing on January 1, 2010) shall be annually as follows and as detailed in Exhibit 'A' attached hereto:

	5/2009 thru 4/2010	5/2010 thru 4/2011	5/2011 thru 4/2012	5/2012 thru 4/2013
Supervisor.....	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Clerk.....	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000
Assessor.....	\$118,500	\$118,500	\$118,500	\$118,500
Highway Commissioner.....	\$ 81,300	\$ 81,300	\$ 81,300	\$ 81,300
Trustees (Four).....	\$ 7,300	\$ 7,300	\$ 7,300	\$ 7,300

BE IT FURTHER RESOLVED that the Supervisor shall be paid an additional \$1,000 annually as Treasurer of the Naperville Township Road District Funds;

BE IT FURTHER RESOLVED that a township owned motor vehicle shall be provided to the Highway Commissioner for his use in the discharge of his township duties;

BE IT FURTHER RESOLVED that the Supervisor, Clerk, Assessor and Highway Commissioner are eligible for Township family medical/dental insurance and standard term life insurance, and may participate in such plans at no cost.

BE IT FURTHER RESOLVED that the four Trustees are eligible for Township single medical/dental insurance and standard term life insurance and may participate in such plan at no cost. They may add medical/dental insurance coverage for family members at their own expense.

BE IT FURTHER RESOLVED that the Supervisor, Clerk, Assessor, Highway Commissioner, and the four Trustees may participate in the Illinois Municipal Retirement Fund (IMRF);

BE IT FURTHER RESOLVED that the Supervisor, Clerk, Assessor, Highway Commissioner and the four Trustees are eligible for the basic long term care insurance coverage at no cost. They may add coverage for family members and/or enhance the basic coverage at their own expense.


BE IT FURTHER RESOLVED that the Supervisor, Clerk, Highway Commissioner, and the four Trustees begin their new term of office on May 4, 2009, and this Compensation Resolution for these offices is effective as of May 4, 2009;

BE IT FURTHER RESOLVED that the Assessor begins his new term of office on January 1, 2010, and this Compensation Resolution for the office of Assessor is effective as of January 1, 2010.

Adopted this 12<sup>th</sup> day of August, 2008 by the Naperville Township Board in regular meeting assembled.

*George D. Porter*  
 George D. Porter, Chairman  
 Naperville Township Board

*Carol Bertulis*  
 Carol Bertulis, Township Clerk



Resolutions of the Board on each elected position:

- Supervisor Position - 4 ayes, 1 nay
- Highway Commissioner Position - 4 ayes, 1 nay
- Assessor Position - 4 ayes, 1 nay
- Clerk Position - 4 ayes, 1 nay
- Trustees Position - 3 ayes, 2 nays

# Exhibit A

## SALARIES FOR ELECTED TOWNSHIP OFFICIALS

		<u>Fiscal Year</u>	<u>Salaries</u>
<u>SUPERVISOR</u> 2008-09 \$90,000 including \$1000 for Treasurer	(May)	2009-2010	<u>46,000*</u>
		2010-2011	<u>46,000*</u>
		2011-2012	<u>46,000*</u>
		2012-2013	<u>46,000*</u>
			*Includes \$1,000 for Treasurer
<u>ROAD COMMISSIONER</u> 2008-09 \$75,500	(May)	2009-2010	<u>81,300**</u>
		2010-2011	<u>81,300**</u>
		2011-2012	<u>81,300**</u>
		2012-2013	<u>81,300**</u>
			**Plus township vehicle for township business
<u>ASSESSOR</u> 2009 \$110,000	(January)	2010***	<u>118,500</u>
		2011***	<u>118,500</u>
		2012***	<u>118,500</u>
		2013***	<u>118,500</u>
		*** Calendar Year	
<u>CLERK</u> 2008-09 \$40,000	(May)	2009-2010	<u>32,000</u>
		2010-2011	<u>32,000</u>
		2011-2012	<u>32,000</u>
		2012-2013	<u>32,000</u>
<u>TRUSTEES</u> 2008-09 \$7,300	(May)	2009-2010	<u>7,300</u>
		2010-2011	<u>7,300</u>
		2011-2012	<u>7,300</u>
		2012-2013	<u>7,300</u>

1. Supervisor, Road Commissioner, Assessor and Clerk are eligible for family medical/dental insurance at no cost. The four Trustees are eligible for single medical/dental insurance at no cost. They may add coverage for family members at their own expense. Supervisor, Road Commissioner, Assessor, Clerk and four Trustees are eligible for standard term life insurance at no cost.
2. The Supervisor, Road Commissioner, Assessor, Clerk and the four Trustees are also eligible to participate in IMRF at standard payroll deduction rates.
3. The Supervisor, Clerk, Assessor, Highway Commissioner and four Trustees are eligible for the basic long term care insurance coverage at no cost. They may add coverage for family members and/or enhance the basic coverage at their own expense.

NAPERVILLE TOWNSHIP BOARD

Resolution No. T-041409

A RESOLUTION SETTING COMPENSATION FOR ELECTED OFFICIALS FOR THE FOUR-YEAR TERMS COMMENCING ON OR ABOUT MAY 2, 2005

WHEREAS, the Township Board of Naperville Township is required by law, no later than November 2, 2004, to fix the compensation for the Township Elected Officers, whose terms commence on or about May 2, 2005; and

WHEREAS, the said Board has diligently and carefully reviewed the functions and responsibilities of the elected officials' offices to be filled at the Consolidated Election to be held on April 5, 2005;

NOW, THEREFORE BE IT RESOLVED by the Township Board of Naperville Township that the compensation for the Naperville Township Elected Officers for the four-year terms, commencing on or about May 2, 2005, (Assessor's term commencing on January 1, 2006) shall be annually as follows and as detailed in Exhibit 'A' attached hereto:

	5/2005 thru 4/2006	5/2006 thru 4/2007	5/2007 thru 4/2008	5/2008 thru 4/2009
Supervisor.....	\$ 67,500	\$ 74,000	\$ 81,000	\$ 89,000
Clerk.....	\$ 24,000	\$ 29,000	\$ 34,000	\$ 40,000
Assessor.....	\$ 95,000	\$100,000	\$105,000	\$110,000
Highway Commissioner.....	\$ 65,000	\$ 68,500	\$ 72,000	\$ 75,500
Trustees (Four).....	\$ 6,300	\$ 6,600	\$ 6,900	\$ 7,300

BE IT FURTHER RESOLVED that the Supervisor shall be paid an additional \$1,000 annually as Treasurer of the Naperville Township Road District Funds;

BE IT FURTHER RESOLVED that a township owned motor vehicle shall be provided to the Highway Commissioner for his use in the discharge of his township duties;

BE IT FURTHER RESOLVED that the Supervisor, Clerk, Assessor, Highway Commissioner and the four Trustees are eligible for Township family medical/dental insurance and standard term life insurance, and may participate in such plans at no cost.

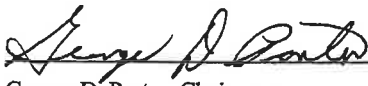
BE IT FURTHER RESOLVED that the Supervisor, Clerk, Assessor, Highway Commissioner, and the four Trustees may participate in the Illinois Municipal Retirement Fund (IMRF);

BE IT FURTHER RESOLVED that the Supervisor, Clerk, Assessor, Highway Commissioner and the four Trustees are eligible for the basic long term care insurance coverage at no cost. They may add coverage for family members and/or enhance the basic coverage at their own expense.

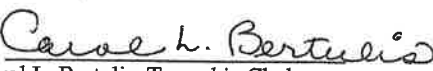
BE IT FURTHER RESOLVED that the Supervisor, Clerk, Highway Commissioner, and the four Trustees begin their new term of office on May 2, 2005, and this Compensation Resolution for these offices is effective as of May 2, 2005;

BE IT FURTHER RESOLVED that the Assessor begins his new term of office on January 1, 2006, and this Compensation Resolution for the office of Assessor is effective as of January 1, 2006.

Adopted this 14<sup>th</sup> day of September, 2004 by the Naperville Township Board in regular meeting assembled.

  
George D. Porter, Chairman  
Naperville Township Board

(SEAL)

ATTEST:   
Carol L. Bertulis, Township Clerk

AYES: 4  
NAYS: 0  
ABSENT: 1

# Exhibit A

## SALARIES FOR ELECTED TOWNSHIP OFFICIALS

		<u>Fiscal Year</u>	<u>Salaries</u>
<u>SUPERVISOR</u> 2004-05 \$62,500 including \$1000 for Treasurer	(May)	2005-2006	<u>68,500*</u>
		2006-2007	<u>75,000*</u>
		2007-2008	<u>82,000*</u>
		2008-2009	<u>90,000*</u>
			*Includes \$1,000 for Treasurer
<u>ROAD COMMISSIONER</u> 2004-05 \$61,900	(May)	2005-2006	<u>65,000**</u>
		2006-2007	<u>68,500**</u>
		2007-2008	<u>72,000**</u>
		2008-2009	<u>75,500**</u>
			**Plus township vehicle for township business
<u>ASSESSOR</u> 2005 \$86,800	(January)	2006***	<u>95,000</u>
		2007***	<u>100,000</u>
		2008***	<u>105,000</u>
		2009***	<u>110,000</u>
		*** Calendar Year	
<u>CLERK</u> 2004-05 \$19,000	(May)	2005-2006	<u>24,000</u>
		2006-2007	<u>29,000</u>
		2007-2008	<u>34,000</u>
		2008-2009	<u>40,000</u>
<u>TRUSTEES</u> 2004-05 \$6,000	(May)	2005-2006	<u>6,300</u>
		2006-2007	<u>6,600</u>
		2007-2008	<u>6,900</u>
		2008-2009	<u>7,300</u>

1. Supervisor, Road Commissioner, Assessor, Clerk and the four Trustees are eligible for family medical/dental insurance and standard term life insurance at no cost.
2. The Supervisor, Road Commissioner, Assessor, Clerk and the four Trustees are also eligible to participate in IMRF at standard payroll deduction rates.
3. The Supervisor, Clerk, Assessor, Highway Commissioner and the four Trustees are eligible for the basic long term care insurance coverage at no cost. They may add coverage for family members and/or enhance the basic coverage at their own expense.



NAPERVILLE TOWNSHIP BOARD

Resolution No. T-001408

A RESOLUTION SETTING COMPENSATION FOR ELECTED OFFICIALS FOR THE FOUR-YEAR TERMS COMMENCING ON OR ABOUT MAY 7, 2001

WHEREAS, the Township Board of Naperville Township is required by law, no later than November 6, 2000, to fix the compensation for the Township Elected Officers, whose terms commence on or about May 7, 2001; and

WHEREAS, the said Board has diligently and carefully reviewed the functions and responsibilities of the elected officials' offices to be filled at the Consolidated Election to be held on April 3, 2001;

NOW, THEREFORE BE IT RESOLVED by the Township Board of Naperville Township that the compensation for the Naperville Township Elected Officers for the four-year terms, commencing on or about May 7, 2001, (Assessor's term commencing on January 1, 2002) shall be annually as follows and as detailed in Exhibit 'A' attached hereto:

	5/2001 thru 4/2002	5/2002 thru 4/2003	5/2003 thru 4/2004	5/2004 thru 4/2005
Supervisor.....	\$ 38,500	\$ 57,500	\$ 59,500	\$ 61,500
Clerk.....	\$ 16,500	\$ 17,000	\$ 17,500	\$ 19,000
Assessor.....	\$ 79,000	\$ 81,700	\$ 84,300	\$ 86,800
Highway Commissioner.....	\$ 55,000	\$ 57,250	\$ 59,500	\$ 61,900
Trustees (Four).....	\$ 3,000	\$ 3,200	\$ 3,500	\$ 4,000

BE IT FURTHER RESOLVED that the Supervisor shall be paid an additional \$1,000 annually as Treasurer of the Naperville Township Road District Funds;

BE IT FURTHER RESOLVED that the Supervisor, Clerk, Assessor and Highway Commissioner are eligible for Township family medical/dental insurance and standard term life insurance, and may participate in such plans at no cost, if they work 20 hours a week or more.

BE IT FURTHER RESOLVED that the Supervisor, Clerk, Assessor, Highway Commissioner, and the four Trustees may participate in the Illinois Municipal Retirement Fund (IMRF);

BE IT FURTHER RESOLVED that the Supervisor, Clerk, Highway Commissioner, and four Trustees begin their new term of office on May 7, 2001, and this Compensation Resolution for these offices is effective as of May 7, 2001;

BE IT FURTHER RESOLVED that the Assessor begins his new term of office on January 1, 2002, and this Compensation Resolution for the office of Assessor is effective as of January 1, 2002.

Adopted this 14<sup>th</sup> day of August, 2000 by the Naperville Township Board in meeting assembled.

*George D. Porter*  
George D. Porter, Chairman  
Naperville Township Board

(SEAL)

ATTEST: *Carol L. Bertulis*  
Carol L. Bertulis, Township Clerk

AYES: 5  
NAYS: 0  
ABSENT: 0

# Exhibit A

## SALARIES FOR ELECTED TOWNSHIP OFFICIALS

		<u>Fiscal Year</u>	<u>Salaries</u>
<u>SUPERVISOR</u> 2000-01 \$32,800 including \$1000 for Treasurer	(May)	2001-2002	<u>39,500*</u>
		2002-2003	<u>58,500*</u>
		2003-2004	<u>60,500*</u>
		2004-2005	<u>62,500*</u>
			*Includes \$1,000 for Treasurer
<u>ROAD COMMISSIONER</u> 2000-01 \$52,900	(May)	2001-2002	<u>55,000**</u>
		2002-2003	<u>57,250**</u>
		2003-2004	<u>59,500**</u>
		2004-2005	<u>61,900**</u>
			**Plus township vehicle for township business
<u>ASSESSOR</u> 2001 \$67,600	(January)	2002***	<u>79,000</u>
		2003***	<u>81,700</u>
		2004***	<u>84,300</u>
		2005***	<u>86,800</u>
			*** Calendar Year
<u>CLERK</u> 2000-01 \$11,000	(May)	2001-2002	<u>16,500</u>
		2002-2003	<u>17,000</u>
		2003-2004	<u>17,500</u>
		2004-2005	<u>19,000</u>
<u>TRUSTEES</u> 2000-01 \$2,700	(May)	2001-2002	<u>3,000</u>
		2002-2003	<u>3,200</u>
		2003-2004	<u>3,500</u>
		2004-2005	<u>4,000</u>

1. Supervisor, Road Commissioner, Assessor and Clerk are eligible for family medical/dental insurance and standard term life insurance at no cost, if they work 20 hours a week or more.
2. The Supervisor, Road Commissioner, Assessor, Clerk and Trustees are also eligible to participate in IMRF at standard payroll deduction rates.
3. Supervisor's salary reflects position phasing into a full-time job.

# Exhibit A

10/15/96

## SALARIES FOR ELECTED TOWNSHIP OFFICIALS

<u>SUPERVISOR</u> 1996/97 \$29,100 including \$1000 for Treasurer	(May)	1997-98	<u>\$30,000*</u>
		1998-99	<u>\$30,900*</u>
		1999-2000	<u>\$31,800*</u>
		2000-01	<u>\$32,800*</u>
			*Includes \$1,000 for Treasurer
<u>ROAD COMMISSIONER</u> 1996/97 \$47,000	(May)	1997-98	<u>\$48,400**</u>
		1998-99	<u>\$49,900**</u>
		1999-2000	<u>\$51,400**</u>
		2000-01	<u>\$52,900**</u>
			**Plus township vehicle for township business
<u>ASSESSOR</u> 1997 \$60,000	(January)	1998	<u>\$61,800</u>
		1999	<u>\$63,700</u>
		2000	<u>\$65,600</u>
		2001	<u>\$67,600</u>
<u>CLERK</u> 1996/97 \$9,000	(May)	1997-98	<u>\$9,500</u>
		1998-99	<u>\$10,000</u>
		1999-2000	<u>\$10,500</u>
		2000-01	<u>\$11,000</u>
<u>TRUSTEES</u> 1996/97 \$80 per meeting (24 meetings per year)	(May)	1997-98	<u>\$2,400</u>
		1998-99	<u>\$2,500</u>
		1999-2000	<u>\$2,600</u>
		2000-01	<u>\$2,700</u>

Supervisor, Road Commissioner, Assessor and Clerk are eligible for family medical and dental insurance at no cost and \$25,000 life insurance at no cost, if they work 20 hours a week or more.

**GENERAL RECORDS THAT ARE OR HAVE BEEN MAINTAINED BY NAPERVILLE TOWNSHIP**

Accident Reports  
Administration/Correspondence Files  
Agendas  
Annual Budget & Appropriation Ordinance  
Annual Departmental Reports (Clerk/Highway/Supervisor)  
Annual Financial Statements  
Application for Authority to Dispose of Local Records  
Appraisals of Property  
Audits  
Bid Records  
Bills against Township  
Bond Records  
Budgets (Annual)  
Budget Work Papers  
Cancelled Checks, Bank Statements & Deposit Slips  
Census Records  
Certificates of Insurance  
Certificate to County Clerk of Town Tax  
Certificate of Tax Levy  
Check Listings (A/P & Payroll)  
Check Stubs and Copies  
Circuit Court Reimbursement of Fines Transmittals  
Cobra Records  
Construction & Maintenance Project Files (Highway Dept.)  
Construction Records  
Contracts & Agreements & Leases  
County Treasurer's Statements  
Daily Cash Reports  
Drainage Commissioner's Orders  
Drainage District Annual Report  
Drainage Fund Ledgers  
Election Records  
Employment Applications (Solicited & Unsolicited)  
Equal Employment Opportunity Commission Records  
Equipment Files  
Freedom of Information Act Requests & Denials  
Garnishment Records  
Grant Files  
Handicapped Parking Records  
IL Department of Financial Institutions Unclaimed Property Reports  
IL Department of Revenue Tax Exemption  
IL Department of Transportation Summary of Traffic Survey (Highway)

Illinois Municipal Retirement Fund Records  
Insurance Policies & Claims  
Inventory Sheets  
Investment Records  
Ledgers & Journals (General, Payroll, A/P, A/R, etc.)  
Legal Notices, Certificates of Publication & News Releases  
Legal Records  
Maps, Plats, Surveys, Blueprints  
Minutes  
Monthly Departmental Reports (Clerk, Highway, Supervisor)  
Monthly Financial Reports  
Motor Fuel Tax Records  
Official Oaths & Bonds  
Ordinances & Resolutions  
Paid Bills & Invoices  
Payroll Records  
Personal Property Replacement Tax Records  
Personnel Records  
Petitions  
Policy & Procedural Manuals  
Purchase Orders & Requisitions  
Postage Records  
Real Estate Records (Township Property)  
Receipts  
Record of Orders Issued by the Com. of Highways on Treasurer  
Revenue Sharing Records  
State & Federal Tax Records (W2, W3, W4, IL501, IL941 etc.)  
Statement of Economic Interest Records  
Supervisor's Annual Report  
Tapes of Minutes  
Tax Levy Records  
Time Records (Overtime, sick, compensatory, vacation, LOA, etc.)  
Town Auditors Record (Ledger)  
Treasurer's Account Book (Ledger)  
Treasurer's Reports  
Unemployment Compensation Records  
U.S. Dept. of Com. Bureau of Census Survey  
U.S. Immigration & Naturalization Service Form I-9 Employee Eligibility Verification  
Utility Permits  
Worker's Compensation Records  
Taxicab Logs

**ASSESSORS**

Administrative/Correspondence Files  
 Taxicab Coupon Sales Log  
 Agricultural Exemption Questionnaires  
 Annual Report to Trustees  
 Assessed Valuations & Changes  
 Assessor's Complaint Forms  
 Assessor's Financial Reports  
 Building Permits  
 Building Permit Log  
 Building Record Cards  
 Consolidation & Division Records  
 Equalization Reports  
 Flood Insurance Records  
 Homestead Exemption Records  
 IL Department of Agricultural Census  
 Quadrennial Reassessment Lists  
 Real Estate Transfer Records (Green sheets)  
 Tax Objection Records  
 Triennial Reassessment Lists  
 Void Parcel Records

**GENERAL ASSISTANCE**

Cancelled Checks, Bank Statements & Deposit Slips  
 Denied General Assistance Applications  
 General Assistance Case Files  
 General Assistance Monthly Commodities Summary Sheets  
 General Assistance Receipt of Federal Food Commodities  
 General Assistance Record cards  
 General Assistance Statement of Expenses and Income  
 General Assistance Supervisor's Report

**OTHER**

Applications for Usage of Township Facilities & Rooms  
 Appointment Calendars  
 Brochures, Pamphlets & Newsletters of the Township  
 Donation Records  
 Elevator Inspection Certificates  
 Medical Closet Loan Logs  
 Passport Application Lists  
 Room Usage Rate Fee Sheets  
 Tape Recordings of Closed Session Minutes

# Open Meetings Act

## Elected and Appointed Members

### OMA Electronic Training

**Effective January 1, 2012, elected or appointed members of a public body subject to OMA must complete the electronic training once during their term of election or appointment** as follows:

- Any person who is an elected or appointed member of a public body subject to the Act **on** January 1, 2012, must complete the electronic training between January 1, 2012, and January 1, 2013.
- Any person who becomes an elected or appointed member of a public body subject to the Act **after** January 1, 2012, must complete the electronic training no later than the 90th day after taking the oath of office or, if not required to take an oath of office, after otherwise assuming responsibilities as a member of the public body.

Elected or appointed members need not complete the electronic training on an annual basis thereafter unless they are also designated to receive training on compliance with the Open Meetings Act.

The Public Access Counselor's Office's OMA electronic training is available free of charge at:

[http://foia.ilattorneygeneral.net/electronic\\_foia\\_training.aspx](http://foia.ilattorneygeneral.net/electronic_foia_training.aspx).