

# Naperville Township

## Freedom of Information Act Manual

Created September 4, 2013

Updated August 9, 2016



### 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	Rachel M. Ossyra	630-388-4401	<a href="mailto:RachelO@NapervilleTownship.com">RachelO@NapervilleTownship.com</a>
Clerk	Barry Greenberg	630-388-4404	<a href="mailto:BarryG@NapervilleTownship.com">BarryG@NapervilleTownship.com</a>
Assessor	Warren L. Dixon, III	630-388-4424	<a href="mailto:WarrenD@NapervilleTownship.com">WarrenD@NapervilleTownship.com</a>
Highway Commissioner	Stan Wojtasiak	630-978-0380	<a href="mailto:Stan@NapervilleTownship.com">Stan@NapervilleTownship.com</a>
Trustee	Janice M. Anderson	312-933-8894	<a href="mailto:JaniceA@NapervilleTownship.com">JaniceA@NapervilleTownship.com</a>
Trustee	Kerry D. Malm	630-355-6842	<a href="mailto:KerryM@NapervilleTownship.com">KerryM@NapervilleTownship.com</a>
Trustee	Paul J. Santucci	630-909-9963	<a href="mailto:PaulS@NapervilleTownship.com">PaulS@NapervilleTownship.com</a>
Trustee	Robert L. Wegner	630-637-1878	<a href="mailto:BobW@NapervilleTownship.com">BobW@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

**2016 – 2017 FISCAL YEAR OPERATION BUDGET**

Total Township	\$ 2,225,952.00	See Attachment 2
Total Road District	\$ 2,075,005.00	See Attachment 3
 TOTAL	 \$ 4,300,957.00	

**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:

Rachel M. Ossyra      [RachelO@NapervilleTownship.com](mailto:RachelO@NapervilleTownship.com)  
Frances Wehrli        [FrancesC@NapervilleTownship.com](mailto:FrancesC@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:

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.

## **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  
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:** \_\_\_\_\_

<b>For Office Use Only</b>	
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**

**Rachel Ossyra**

**Assessor**

**Warren L. Dixon, III**

**Town Clerk**

**Barry Greenberg**

**Highway Commissioner**

**Stan Wojtasiak**

**Trustees**

**Janice Anderson**

**Kerry Malm**

**Paul Santucci**

**Bob Wegner**

Printed 9/2015

**NAPERVILLE  
TOWNSHIP**

**SOCIAL  
SERVICES**

**Rachel Ossyra  
Supervisor**



*Your Neighborhood Government  
Serving You*

**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**

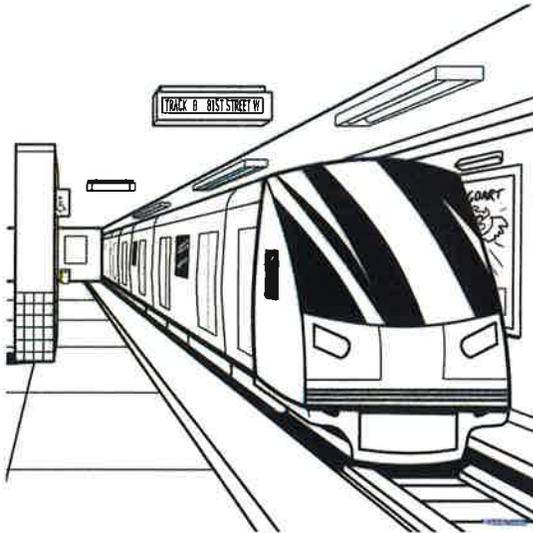
**Senior Ride Free Program** allows seniors age 65 and older to ride at no cost on CTA, Metra and Pace fixed bus and rail service. Applicants must be enrolled in the Benefit Access Program administered by the Illinois Department on Aging (DOA).

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

**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 DOA 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 (DOA). 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.



## **LOAN CLOSET**

Township residents may borrow medical equipment such as wheelchairs, walkers, canes, crutches, tub transfer benches, commodes, etc. for a 90 day period.

### **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 for the state issued permanent handicapped tags or licenses obtained at the Secretary of State's Office.



### **VETERAN SERVICES**

The Township has a Veteran and Senior Advocate to assist and educate the community to the unique needs and services for veterans of all ages and circumstances. Our role is to serve as a liaison between veterans and available programs at the local, county, state and federal levels. The Advocate may assist in filing requests for benefits, enrolling in VA Healthcare, answering questions, and/or referring the client to additional pertinent services, organizations and agencies.

### **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.

**BUDGET & APPROPRIATION ORDINANCE**

**NAPERVILLE TOWNSHIP**

**ORDINANCE No. T-16-0406-01**

An ordinance appropriating for all town purposes for Naperville Township, DuPage County, Illinois, for the fiscal year beginning April 1, 2016 and ending March 31, 2017.

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, 2016 and ending March 31, 2017.

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>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
		<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>
10	<b><u>GENERAL TOWN FUND</u></b>			
	<b>BEGINNING BALANCE</b>	1,066,824	1,270,246	1,160,679
100	<b><u>REVENUES</u></b>			
400	Property Tax	1,783,532	1,427,245	1,527,827
402	Replacement Tax	126,670	140,100	139,417
410	Interest Income	9,370	10,800	8,000
415	SHIP Grant	25	0	0
420	Passports	11,948	14,800	10,000
425	Passports/RTA Photos	2,323	2,710	2,000
450	Yard Stickers	222	423	300
490	Other Income	1,109	43,068	5,000
	<b>TOTAL REVENUES:</b>	<b>1,935,199</b>	<b>1,639,146</b>	<b>1,692,544</b>
	<b>TOTAL FUNDS AVAILABLE:</b>	<b>3,002,023</b>	<b>2,909,392</b>	<b>2,853,223</b>
	<b><u>EXPENDITURES</u></b>			
101	Administration	1,078,686	1,079,816	1,173,250
102	Assessor	653,091	668,897	736,500
	<b>TOTAL EXPENDITURES:</b>	<b>1,731,777</b>	<b>1,748,713</b>	<b>1,909,750</b>
	<b><u>CONTINGENCIES</u></b>			
599	Administration			50,000
599	Assessor			35,000
	<b>TOTAL CONTINGENCIES:</b>			<b>85,000</b>
	<b>TOTAL APPROPRIATIONS:</b>	<b>1,731,777</b>	<b>1,748,713</b>	<b>1,994,750</b>
	<b>ENDING BALANCE</b>	<b>1,270,246</b>	<b>1,160,679</b>	<b>858,473</b>

		<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
		<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>
101	<b><u>ADMINISTRATION</u></b>			
	<b><u>PERSONNEL</u></b>			
500	Salaries	378,555	405,916	475,000
502	Social Security & Medicare	32,164	33,068	37,000
IMRF	Employer Contribution	52,008	51,088	72,000
		<hr/>	<hr/>	<hr/>
		462,727	490,072	584,000
	<b><u>PERSONNEL SERVICES</u></b>			
506	Health Insurance	80,529	97,044	119,000
508	Unemployment Insurance	0	0	1,000
		<hr/>	<hr/>	<hr/>
		80,529	97,044	120,000
	<b><u>CONTRACTUAL SERVICES</u></b>			
520	Building Maintenance	12,787	25,899	20,000
521	Equipment Leasing	1,561	1,348	2,000
522	Equipment Maintenance	14,624	16,645	15,000
524	Worker's Compensation	0	0	0
526	Liability & General Insurance	32,577	35,481	40,000
528	Telephone	6,594	5,632	7,000
530	Utilities	11,124	11,551	12,000
532	Travel Expenses	2,431	3,108	4,000
534	Printing & Publishing	15,000	17,911	18,000
535	Postage	8,000	12,237	13,000
536	Accounting Services	10,088	12,030	7,000
538	Legal Service	39,884	20,302	20,000
540	Dues	2,325	2,156	2,500
		<hr/>	<hr/>	<hr/>
		156,995	164,300	160,500
	<b><u>COMMODITIES</u></b>			
550	Office Supplies	5,613	5,724	5,700
552	Maintenance Supplies	0	96	100
554	Operating Supplies	27	263	200
		<hr/>	<hr/>	<hr/>
		5,640	6,083	6,000
	<b><u>CAPITAL OUTLAY</u></b>			
555	<i>Capital Improvement Building thru 2016/2017</i>	81,356	9,245	15,000
560	Capital Improvement Office	8,765	12,889	10,000
		<hr/>	<hr/>	<hr/>
		90,121	22,134	25,000
	<b><u>OTHER EXPENDITURES</u></b>			
561	Weed Control	575	375	1,000
562	Computer Service/Software	16,899	14,115	13,000
564	Miscellaneous Expense	2,708	4,226	3,000
565	Yard Stickers	0	0	0
566	Equipment	172	0	2,000
567	Training	1,445	1,888	3,000
		<hr/>	<hr/>	<hr/>
		21,799	20,604	22,000

	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>
<b><u>SOCIAL SERVICES</u></b>			
568	2,000	1,954	2,000
570	0	0	0
571	0	0	1,000
572	100,000	100,000	75,000
574	6,000	6,000	5,000
576	32,000	30,750	30,750
578	77,000	78,000	75,000
580	5,000	5,000	5,000
582	2,875	1,875	0
584	6,000	6,000	5,000
588	0	0	0
589	0	0	0
590	10,000	10,000	10,000
593	10,000	10,000	10,000
594	0	0	0
595	0	0	0
596	10,000	10,000	10,000
597	0	10,000	15,000
598	0	5,000	7,000
599	0	5,000	5,000
	<hr/>	<hr/>	<hr/>
	260,875	279,579	255,750
<b>TOTAL ADMINISTRATION:</b>	<b>1,078,686</b>	<b>1,079,816</b>	<b>1,173,250</b>

		<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
		<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>
<b>102</b>	<b><u>ASSESSOR</u></b>			
	<b><u>PERSONNEL</u></b>			
500	Salaries	344,340	373,469	420,000
502	Social Security & Medicare	24,450	27,379	30,000
506	Health Insurance	104,602	90,276	100,000
508	Unemployment Insurance	0	0	0
524	Worker's Comp Insurance	0	0	1,000
IMRF	Employer Contribution	52,745	50,008	60,000
		<hr/>	<hr/>	<hr/>
		526,137	541,132	611,000
	<b><u>CONTRACTUAL SERVICES</u></b>			
528	Telephone	8,798	7,733	11,000
532	Travel Expenses	7,053	7,103	9,000
533	Training	9,969	8,350	9,000
534	Printing & Publishing	6,068	9,472	7,500
535	Postage	3,000	5,168	4,000
538	Legal Services	0	10,820	3,000
540	Dues/Publications	3,805	5,802	5,500
541	Computer Consultant	34,954	24,719	25,000
		<hr/>	<hr/>	<hr/>
		73,647	79,167	74,000
	<b><u>COMMODITIES</u></b>			
550	Office Supplies	2,899	3,449	3,500
552	Computer Software	25	396	2,000
		<hr/>	<hr/>	<hr/>
		2,924	3,845	5,500
	<b><u>CAPITAL OUTLAY</u></b>			
560	Equipment/Capital Outlay	34,978	28,805	30,000
	<b><u>OTHER EXPENDITURES</u></b>			
564	Miscellaneous Expense	656	911	1,000
567	Appraisal Fees	14,749	15,037	15,000
		<hr/>	<hr/>	<hr/>
		15,405	15,948	16,000
	<b>TOTAL ASSESSOR:</b>	<hr/>	<hr/>	<hr/>
		653,091	668,897	736,500

	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</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>	283,928	219,373	137,852
<b>150 REVENUES</b>			
400 Property Tax	91,001	84,125	146,622
410 Interest Income	1,361	1,437	1,500
490 Miscellaneous Income	4,795	842	0
<b>TOTAL REVENUES:</b>	<u>97,157</u>	<u>86,404</u>	<u>148,122</u>
<b>TOTAL FUNDS AVAILABLE:</b>	381,085	305,777	285,974
<b>150 EXPENDITURES</b>			
Administration	121,861	127,682	141,202
Home Relief	39,851	40,243	80,000
<b>TOTAL EXPENDITURES:</b>	<u>161,712</u>	<u>167,925</u>	<u>221,202</u>
Contingencies			10,000
<b>TOTAL APPROPRIATIONS:</b>	161,712	167,925	231,202
<b>ENDING BALANCE</b>	219,373	137,852	54,772

		<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
		<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>
150	<b><u>ADMINISTRATION</u></b>			
	<b><u>PERSONNEL</u></b>			
500	Salaries	82,155	83,616	86,124
502	Social Security & Medicare	6,163	6,251	6,589
506	Health Insurance	19,268	24,001	31,000
508	Unemployment Insurance	0	0	0
524	Worker's Comp Insurance	0	0	0
IMRF	Employer Contribution	9,645	11,558	11,489
		<hr/>	<hr/>	<hr/>
		117,231	125,426	135,202
	<b><u>COMMODITIES</u></b>			
550	Office Supplies	891	18	1,000
	<b><u>OTHER EXPENDITURES</u></b>			
533	Professional Training	905	305	1,000
540	Travel	1,169	703	1,000
564	Miscellaneous Expenses	65	65	2,000
566	Equipment	1,600	1,165	1,000
		<hr/>	<hr/>	<hr/>
		3,739	2,238	5,000
	<b>TOTAL ADMINISTRATION:</b>	121,861	127,682	141,202
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	3,000
608	Dental Service	0	0	1,000
610	Funeral & Burial	0	0	1,000
614	Electric/Water/Heating	4,666	7,179	14,000
616	Rent/Mortgage	26,772	27,026	35,000
623	Access DuPage	0	0	0
		<hr/>	<hr/>	<hr/>
		34,613	37,380	57,000
	<b><u>COMMODITIES</u></b>			
606	Prescriptions	0	146	5,000
620	Food	3,627	2,325	12,000
622	Transportation	1,611	392	4,000
		<hr/>	<hr/>	<hr/>
		5,238	2,863	21,000
	<b><u>OTHER EXPENDITURES</u></b>			
618	Miscellaneous Expense	0	0	2,000
	<b>TOTAL HOME RELIEF:</b>	39,851	40,243	80,000

SECTION 3: That the amount appropriated for town purposes for the fiscal year beginning April 1, 2016 and ending March 31, 2017 by fund shall be as follows:

10	General Town Fund	1,994,750
15	General Assistance Fund	231,202
<b>TOTAL APPROPRIATIONS:</b>		<b>2,225,952</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, Two Hundred Twenty-Five Thousand, Nine Hundred Fifty-Two Dollars (\$2,225,952) for the fiscal year beginning April 1, 2016 and ending March 31, 2017.

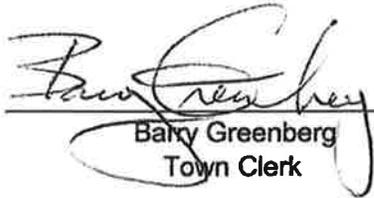
SECTION 6: That Section 3 shall be and is a summary of the annual Appropriation Ordinance of this Township, passed by the Board of Trustees as required by law and shall be in full force and effect from and after this date.

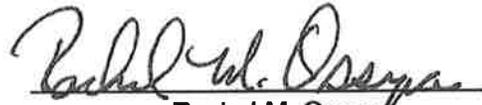
SECTION 7: That a certified copy of the Budget & Appropriation Ordinance shall be filed with the County Clerk within 30 days after adoption.

ADOPTED this 6th day of April, 2016 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	<u>X</u>	_____	_____
Janice M. Anderson	<u>X</u>	_____	_____
Kerry D. Malm	<u>X</u>	_____	_____
Paul J. Santucci	<u>X</u>	_____	_____
Robert L. Wegner	<u>X</u>	_____	_____

  
Barry Greenberg  
Town Clerk

  
Rachel M. Ossyra  
Chairman - Board of Trustees

**FILED**  
APR 11 2016

 DuPage County Clerk

**CERTIFICATION OF BUDGET & APPROPRIATION ORDINANCE**

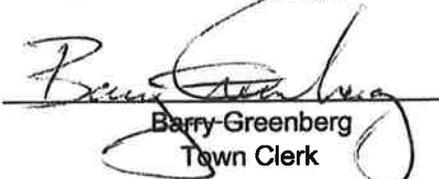
**NAPERVILLE TOWNSHIP**

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, 2016 and ending March 31, 2017 as adopted this 6th day of April, 2016.

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 6th day of April, 2016

  
Barry Greenberg  
Town Clerk

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2016

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

**FILED**  
APR 11 2016

 Paul Harris DuPage County Clerk

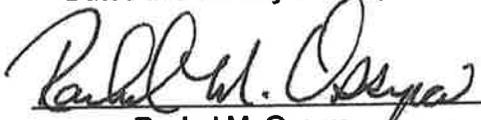
**CERTIFIED ESTIMATE OF REVENUES BY SOURCE**

**NAPERVILLE TOWNSHIP**

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 6th day of April, 2016

  
Rachel M. Ossyra  
Supervisor - Chief Fiscal Officer

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2016

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

**FILED**  
APR 11 2016

 DuPage County Clerk

Proposal to Approve Portions of Naperville Township  
Road District Budget & Appropriation Ordinance  
FY 2016-2017

DCCA #32 (Revised 7/99)

04/06/16

**BUDGET & APPROPRIATION ORDINANCE**

**ROAD DISTRICT**

**ORDINANCE R-16-0406**

An ordinance appropriating for all road purposes for Naperville Township Road District, DuPage County, Illinois, for the fiscal year beginning April 1, 2016 and ending March 31, 2017.

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, 2016 and ending March 31, 2017.

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	

**FILED**  
MAY 11 2016

*Paul H. ...*  
DuPage County Clerk

	FY Ending 3/31/2015 <u>Actual</u>	FY Ending 3/31/2016 <u>Actual</u>	FY Ending 3/31/2017 <u>Budget</u>
<b><u>GENERAL ROAD FUND</u></b>			
<b>BEGINNING BALANCE</b>	2,262,581	2,190,616	2,137,063
<b><u>REVENUES</u></b>			
Property Tax-Net	162,339	41,490	39,750
Replacement Tax	223,720	247,439	200,000
Court Fines	6,405	13,976	6,000
Maintenance Fees			
Interest Income	9,433	8,627	8,000
Rental Income	34,478	32,938	25,000
Miscellaneous Income	88,702	82,857	60,000
<b>TOTAL REVENUES:</b>	<u>525,077</u>	<u>427,327</u>	<u>338,750</u>
<b>TOTAL FUNDS AVAILABLE:</b>	2,787,658	2,617,943	2,475,813
<b><u>EXPENDITURES</u></b>			
Administration	156,081	154,667	<del>488,500</del> 185,500
Maintenance	440,961	326,213	<del>936,100</del> 746,025
<b>TOTAL EXPENDITURES:</b>	<u>597,042</u>	<u>480,880</u>	<del>1,424,600</del> 931,525
Contingencies			56,230
<b>TOTAL APPROPRIATIONS:</b>	597,042	480,880	<del>1,480,830</del> 987,755
<b>ENDING BALANCE + Contingencies</b>	<u>\$2,190,616</u>	<u>\$2,137,063</u>	<del>\$1,294,983</del> 1,488,058

	FY Ending 3/31/2015 <u>Actual</u>	FY Ending 3/31/2016 <u>Actual</u>	FY Ending 3/31/2017 <u>Budgeted</u>
<b><u>ADMINISTRATION</u></b>			
<b><u>PERSONNEL</u></b>			
Salaries	61,823	63,592	70,000
Health Insurance			0
Unemployment Insurance			
Worker's Compensation			
Social Security Contribution			
Medicare Contribution			
Retirement Contribution			
	<hr/>	<hr/>	<hr/>
	61,823	63,592	70,000
<b><u>CONTRACTUAL SERVICES</u></b>			
Accounting Service			
Legal Service	5,628	4,663	15,000
Postage	3,810	3,543	4,000
Telephone	7,220	3,761	<del>7,000</del> 4000
Publishing	4,368	6,889	4,000
Printing	2,000	1,368	4,000
Travel Expenses	132	939	1,000
Training	2,015	1,685	2,500
Security Systems ADS		0	10,000
General Insurance			0
Equipment Lease			1,000
Computer Program	4,812	3,029	3,000
Professional Services		2,800	3,000
	<hr/>	<hr/>	<hr/>
	29,985	28,677	<del>54,500</del> 51,500
<b><u>COMMODITIES</u></b>			
Office Supplies	545	502	1,500
Computer Program	4,541	181	3,000
	<hr/>	<hr/>	<hr/>
	5,086	683	4,500
<b><u>CAPITAL OUTLAY</u></b>			
Equipment	0		
<b><u>OTHER EXPENDITURES</u></b>			
Municipal Replacement Tax	55,082	57604	56,000
Miscellaneous Expense	4,105	4111	3,500
Contingencies			
	<hr/>	<hr/>	<hr/>
	59,187	61,715	59,500
<b>TOTAL ADMINISTRATION:</b>	<hr/>	<hr/>	<hr/>
	156,081	154,667	<del>188,500</del> 185,500

	FY Ending 3/31/2015 <u>Actual</u>	FY Ending 3/31/2016 <u>Actual</u>	FY Ending 3/31/2017 <u>Budgeted</u>	
<b><u>MAINTENANCE</u></b>				
<b><u>PERSONNEL</u></b>				
Salaries	102,631	107,651	<del>-108,000</del>	17,000
Unemployment Insurance			0	
Worker's Compensation			0	
Social Security Contribution			0	
Medicare Contribution			0	
Retirement Contribution			0	
	102,631	107,651	<del>-108,000</del>	17,000
<b><u>CONTRACTUAL SERVICES</u></b>				
Maintenance Service-Building	18,097	17,419	14,000	
Maintenance Service-Equipment	17,534	4,634	<del>10,000</del>	2,500
Maintenance Service-Vehicle		8,374	<del>10,000</del>	2,500
Maintenance Service-Road	45,862	60,439	60,000	[45,000*]
Maintenance Service-Tree Removal	2,000	2,000	<del>3,000</del>	750
Maintenance Service-Street Lights	7,828	8,345	10,000	
Engineering Service	35,274	29,837	<del>30,000</del>	7,500
Utilities	9,713	8,138	10,000	
Naperville IGA		0	15,000*	
Uniforms	361	2,532	<del>3,000</del>	750
	136,669	141,718	165,000	123,000
<b><u>COMMODITIES</u></b>				
Maintenance Supplies-Building	8,022	15,165	<del>40,000</del>	2,500
Maintenance Supplies-Equipment	19,400	17,174	<del>45,000</del>	3,750
Maintenance Supplies-Vehicle		10,133	<del>45,000</del>	3,750
Maintenance Supplies-Road	4,105	14,565	<del>45,000</del>	3,750
Maintenance Supplies-Tree Replacement	8,100	10,900	<del>7,000</del>	1,750
Maintenance Supplies-EAB Treatment	1,503	2,276	<del>2,500</del>	625
Operating Supplies	3,756	1,138	<del>4,000</del>	1,000
Dues		550	<del>4,000</del>	550
Internet		1,467	1,600	
Small Tools	909	207	<del>4,000</del>	250
	45,795	73,575	<del>72,100</del>	19,525
<b><u>CAPITAL OUTLAY</u></b>				
Property	150,000	0	85,000	
North Aurora Road Carryover to 2017	0	0	0	
Paving	0	0	500,000	
	150,000	0	585,000	
<b><u>OTHER EXPENDITURES</u></b>				
Miscellaneous Expense	5,866	3,269	<del>6,000</del>	1,500
<b>TOTAL MAINTENANCE:</b>	440,961	326,213	<del>936,100</del>	746,025

\* City of Naperville IGA \$60,000

	FY Ending 3/31/2015 <u>Actual</u>	FY Ending 3/31/2016 <u>Actual</u>	FY Ending 3/31/2017 <u>Budgeted</u>
<b><u>AUDIT FUND</u></b>			
<b>BEGINNING BALANCE</b>	1,776	5,142	8,466
<b><u>REVENUES</u></b>			
Property Tax	7,278	7,325	3,839
Interest Income	13	24	0
<b>TOTAL REVENUES:</b>	<u>7,291</u>	<u>7,349</u>	<u>3,839</u>
<b>TOTAL FUNDS AVAILABLE:</b>	9,067	12,491	12,305
<b><u>EXPENDITURES</u></b>			
<b><u>CONTRACTUAL SERVICES</u></b>			
Accounting Service	3,925	4,025	5,000
<b>ENDING BALANCE</b>	<u>5,142</u>	<u>8,466</u>	<u>7,305</u>
<b><u>INSURANCE FUND</u></b>			
<b>BEGINNING BALANCE</b>	60,178	45,018	45,018
<b><u>REVENUES</u></b>			
Property Tax	18,216	47,589	25,000
Interest Income	217	151	90
Dividend Income			
<b>TOTAL REVENUES:</b>	<u>18,433</u>	<u>47,740</u>	<u>25,090</u>
<b>TOTAL FUNDS AVAILABLE:</b>	78,611	92,758	70,108
<b><u>EXPENDITURES</u></b>			
<b><u>PERSONNEL</u></b>			
Unemployment Insurance	1,016	448	1,000
Worker's Compensation			5,000
	<u>1,016</u>	<u>448</u>	<u>6,000</u>
<b><u>CONTRACTUAL SERVICES</u></b>			
Liability Insurance	32,577	35,481	40,000
General Insurance			
<b>TOTAL EXPEND/APPROPRIATION:</b>	<u>33,593</u>	<u>35,929</u>	<u>46,000</u>
<b>ENDING BALANCE</b>	45,018	56,829	24,108

	FY Ending 3/31/2015 <u>Actual</u>	FY Ending 3/31/2016 <u>Actual</u>	FY Ending 3/31/2017 <u>Budgeted</u>
<b><u>ILLINOIS MUNICIPAL RETIREMENT FUND</u></b>			
<b>BEGINNING BALANCE</b>	12,722	23,232	29,369
<b><u>REVENUES</u></b>			
Property Tax	47,315	51,245	50,000
Replacement Tax			
Interest Income	138	336	100
Miscellaneous			
<b>TOTAL REVENUES:</b>	47,453	51,581	50,100
<b>TOTAL FUNDS AVAILABLE:</b>	60,175	74,813	79,469
<b><u>PERSONNEL</u></b>			
Retirement Contribution	36,943	45,444	<del>50,000</del> 25,000
<b>ENDING BALANCE</b>	23,232	29,369	<del>29,469</del> 54,469
 <b><u>SOCIAL SECURITY FUND</u></b>			
<b>BEGINNING BALANCE</b>	40,724	50,946	17,000
<b><u>REVENUES</u></b>			
Property Tax	32,757	32,942	17,000
Replacement Tax			
Interest Income	195	311	30
<b>TOTAL REVENUES:</b>	32,952	33,253	17,030
<b>TOTAL FUNDS AVAILABLE:</b>	73,676	84,199	34,030
<b><u>EXPENDITURES</u></b>			
<b><u>PERSONNEL</u></b>			
Social Security Contribution	22,730	24,864	<del>40,000</del> 13,000
Medicare Contribution			
<b>TOTAL EXPEND/APPROPRIATION:</b>	22,730	24,864	<del>40,000</del> 13,000
<b>ENDING BALANCE</b>	50,946	59,335	<del>(5,970)</del> 21,030

	FY Ending 3/31/2015 <u>Actual</u>	FY Ending 3/31/2016 <u>Actual</u>	FY Ending 3/31/2017 <u>Budgeted</u>	
<b><u>PERMANENT ROAD FUND</u></b>				
<b>BEGINNING BALANCE</b>	1,425,137	1,371,003	1,056,863	
<b><u>REVENUES</u></b>				
Property Tax	920,704	633,077	825,000	
Interest Income	7,262	5,616	4,000	
Miscellaneous				
<b>TOTAL REVENUES:</b>	<u>927,966</u>	<u>638,693</u>	<u>829,000</u>	
<b>TOTAL FUNDS AVAILABLE:</b>	2,353,103	2,009,696	1,885,863	
<b><u>EXPENDITURES</u></b>				
<b><u>PERSONNEL</u></b>				
Salaries	186,093	201,003	<del>300,000</del>	75,000
Health Insurance	57,801	62,590	<del>70,000</del>	26,000
<b><u>CONTRACTUAL SERVICES</u></b>				
Maintenance Service-Road	362,349	346,053	500,000	[375,000]
Engineering Service	38,421	44,911	40,000	[30,000]
Rentals				
CERT	<u>2,875</u>	<u>1,875</u>	<u>2,500</u>	[2,500]
	403,645	392,839	542,500	
<b><u>COMMODITIES</u></b>				
Maintenance Supplies-Road				
Operating Supplies (Road Salt & Liquids)	56,980	29,161	60,000	[60,000]
Fuel/Oil	21,922	16,240	<del>35,000</del>	8,750
	<u>78,902</u>	<u>45,401</u>	<u>95,000</u>	68,750
<b><u>OTHER EXPENDITURES</u></b>				
Miscellaneous Expense	5,659	1,000	<del>5,000.00</del>	1,000
<b><u>CAPITAL OUTLAY</u></b>				
General Paving	150,000	250,000	0	
North Aurora Rd. Property	100,000	-	100,000	
North Aurora Road Const. to 2017	-	-	0	
<b>TOTAL EXPENDITURES:</b>	<u>982,100</u>	<u>952,833</u>	<u>1,112,500</u>	813,250
Contingencies			10,000.00	
<b>TOTAL APPROPRIATIONS:</b>	982,100	952,833	<del>1,122,500</del>	823,250
<b>ENDING BALANCE</b>	1,371,003	1,056,863	<del>763,363</del>	1,062,613

\*City of Naperville IGA \$467,500

	FY Ending 3/31/2015 <u>Actual</u>	FY Ending 3/31/2016 <u>Actual</u>	FY Ending 3/31/2017 <u>Budgeted</u>
<b><u>CONSTRUCTION-REPAIR OF BRIDGES AT JOINT EXPENSE OF COUNTY FUND</u></b>			
<b>BEGINNING BALANCE</b>	0	0	0
<b><u>REVENUES</u></b>			
Property Tax	0	0	
Interest Income	0	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
<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 3/31/2015 <u>Actual</u></b>	<b>FY Ending 3/31/2016 <u>Actual</u></b>	<b>FY Ending 3/31/2017 <u>Budgeted</u></b>
<b>BEGINNING BALANCE</b>	153,188	143,583	119,530
<b><u>REVENUES</u></b>			
Property Tax	178,347	51,163	75,000
Interest Income	697	495	200
Miscellaneous			
<b>TOTAL REVENUES:</b>	<b>179,044</b>	<b>51,658</b>	<b>75,200</b>
<b>TOTAL FUNDS AVAILABLE:</b>	<b>332,232</b>	<b>195,241</b>	<b>194,730</b>
<b><u>CONTRACTUAL SERVICES</u></b>			
Contract Payment	24,036	0	0
<b><u>DEBT SERVICE</u></b>			
Principal Payment	0		
Interest Expense	0		
	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>			
Carryover (14-15)	45,561		100,000
Equipment / Building	29,152	48,537	25,000
Vehicle	89,900	27,174	50,000
	<b>164,613</b>	<b>75,711</b>	<b>175,000</b>
<b>TOTAL EXPEND/APPROPRIATION:</b>	<b>188,649</b>	<b>75,711</b>	<b>175,000</b>
<b>ENDING BALANCE</b>	<b>143,583</b>	<b>119,530</b>	<b>19,730</b>

SECTION 3: That the amount appropriated for road purposes for the fiscal year beginning April 1, 2016 and ending March 31, 2017 by fund shall be as follows:

<b>General Road Fund</b>	<del>-\$1,180,830</del>	\$987,755
<b>Audit Fund</b>	\$5,000	
<b>Insurance Fund</b>	\$46,000	
<b>Illinois Municipal Retirement Fund</b>	<del>-\$50,000</del>	\$ 25,000
<b>Social Security Fund</b>	<del>-\$40,000</del>	\$ 13,000
<b>Permanent Road Fund</b>	<del>-\$1,122,500</del>	\$ 823,250
<b>Construction or Repair of Bridges at Joint Expense of County Fund</b>	\$0	
<b>Equipment &amp; Building Fund</b>	<u>\$175,000</u>	
<b>TOTAL APPROPRIATIONS:</b>		<u><del>-\$2,619,330</del></u> \$ 2,075,005

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 Six Hundred Nineteen Thousand Three Hundred Thirty~~ Two Million Seventy-Five Thousand ~~Five~~ Dollars for the fiscal year beginning April 1, 2016 and ending March 31, 2017.

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 10<sup>th</sup> day of May, 2016 pursuant to a roll call vote by the Board of Trustees of Naperville Township, DuPage County, Illinois.

<u>BOARD OF TRUSTEES</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
<u>Rachel Ossyra</u>	<u>X</u>	<u>   </u>	<u>   </u>
<u>Janice Anderson</u>	<u>X</u>	<u>   </u>	<u>   </u>
<u>Kerry Malm</u>	<u>X</u>	<u>   </u>	<u>   </u>
<u>Paul Santucci</u>	<u>   </u>	<u>X</u>	<u>   </u>
<u>Bob Wegner</u>	<u>   </u>	<u>X</u>	<u>   </u>

  
Town Clerk

  
Chairman

**FILED**  
MAY 11 2016

 DuPage County Clerk

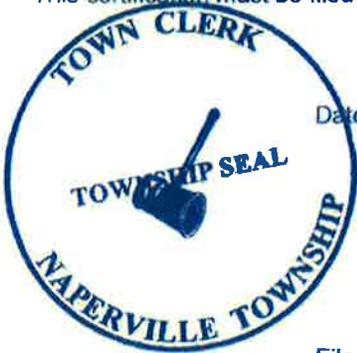
**CERTIFICATION OF BUDGET & APPROPRIATION ORDINANCE**

**ROAD DISTRICT**

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, 2016 and ending March 31, 2017, as adopted this 10<sup>th</sup> day of May, 2016.

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 10<sup>th</sup> day of May, 2016

Barry Eisenberg  
Town Clerk

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2016

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

**FILED**  
MAY 11 2016

Paul Harris DuPage County Clerk

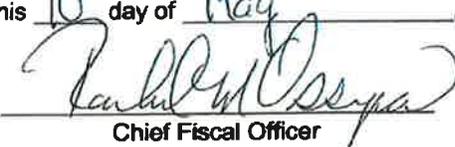
**CERTIFIED ESTIMATE OF REVENUES BY SOURCE**

**ROAD DISTRICT**

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 10<sup>th</sup> day of May, 2016  
  
\_\_\_\_\_  
Chief Fiscal Officer

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2016

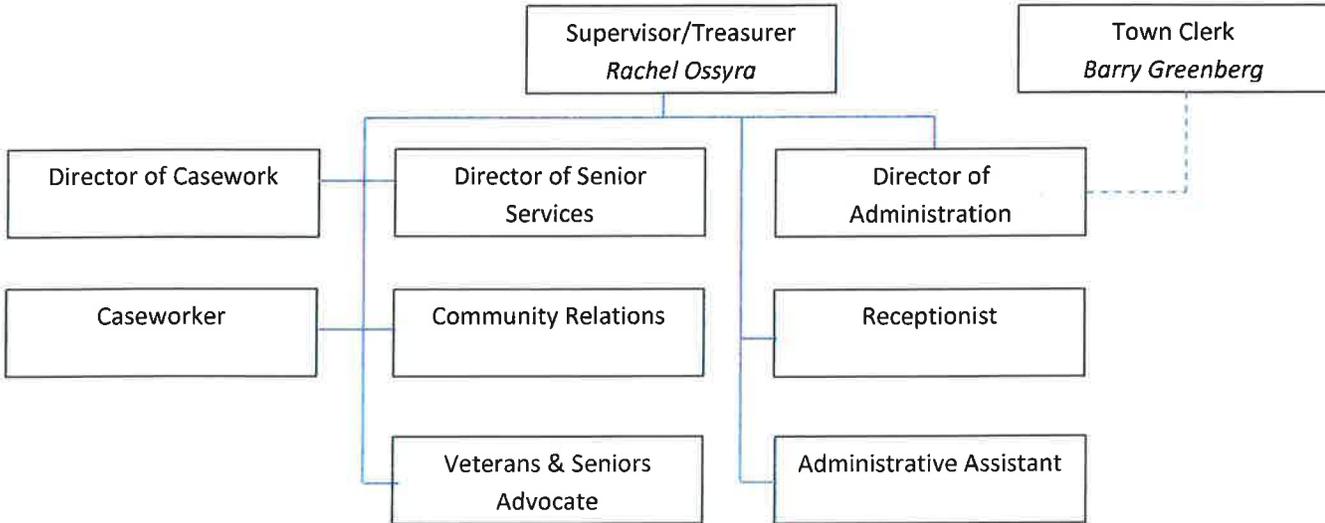
\_\_\_\_\_  
County Clerk

**FILED**  
MAY 11 2016

  
DuPage County Clerk

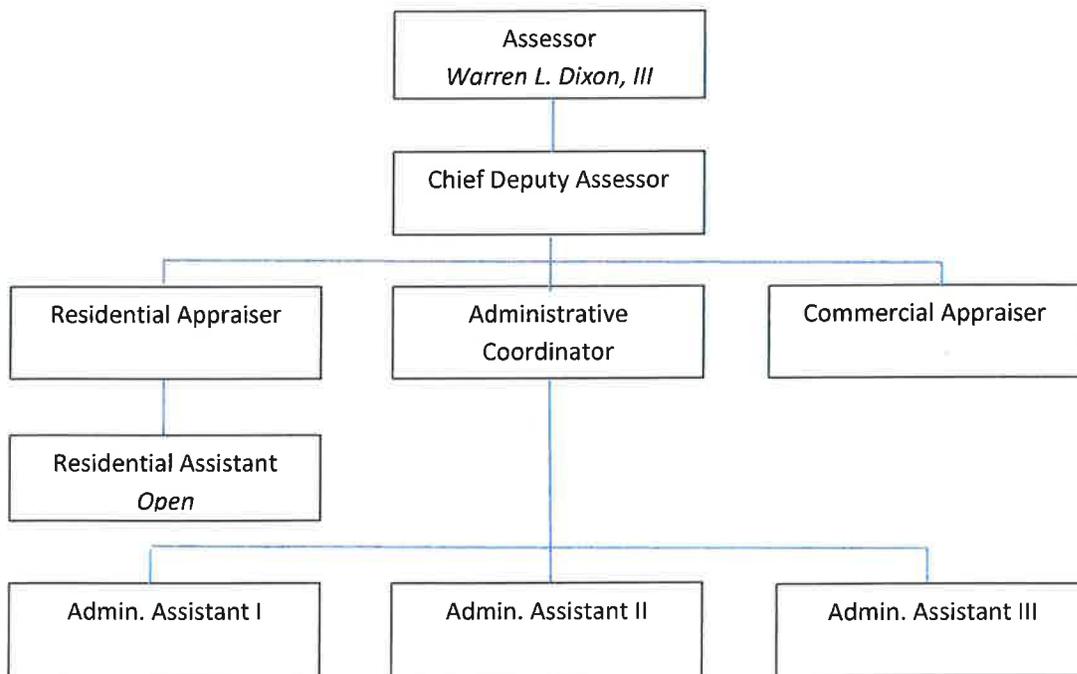
## Township Organization Structure

### Supervisor & Clerk



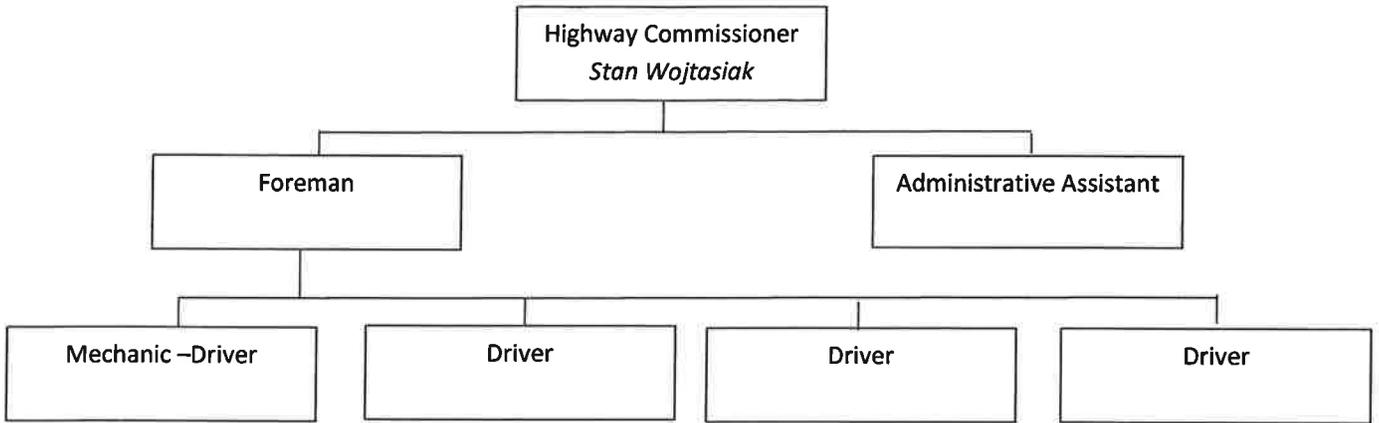
- 2 Elected Officials
- 4 Full Time Employees
- 4 Part Time Employees

### Assessor



- 1 Elected Official
- 6 Full Time Employees
- 1 Open Positions

**Road District**



1 Elected Official

6 Full Time Employees

No Open Positions

# Naperville Township

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

## Resolution T-15-1103-02 NAPERVILLE TOWNSHIP MEETING DATES FOR CALENDAR YEAR 2016

The Naperville Township Board of Trustees voted on November 3, 2015 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	9*	10:00 a.m.	Budget Workshop
January	12	6:00 p.m.	
February	9	6:00 p.m.	
March	8	6:00 p.m.	
April	6**	6:00 p.m.	
April	12	Supervisor & Highway Commissioner Annual Reports Annual Town Meeting to be held at Road District 6:00 p.m. – Sign In      7:00 p.m. – Meeting	
May	10	6:00 p.m.	
June	14	6:00 p.m.	
July	12	6:00 p.m.	
August	9	6:00 p.m.	
September	13	6:00 p.m.	
October	11	6:00 p.m.	
November	1***	6:00 p.m.	
December	13	6:00 p.m.	

\*Budget Workshop to be held on Saturday, January 9, 2016.

\*\*The first Wednesday of the month due to the April 5, 2016 Election Day and the April 12, 2016 Annual Town Meeting.

\*\*\* The first Tuesday of the month due to the November 8, 2016 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 3<sup>rd</sup> day of November, 2015.

Signed:

Rachel M. Ossyra, Supervisor

Attest:

Barry Greenberg, Town Clerk

630.355.2786 • Fax 630.637.8380

139 Water Street • Naperville, Illinois 60540-5384

[www.napervilletownship.com](http://www.napervilletownship.com)

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

**NAPERVILLE TOWNSHIP  
ORDINANCE NO. T-15-1103-01**

**AN ORDINANCE APPROVING NAPERVILLE TOWNSHIP  
2016 HOLIDAY SCHEDULE**

WHEREAS, certain days will be observed in the year 2016 as holidays by the State and County Offices; and

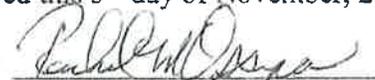
WHEREAS, Naperville Township in coordinating the dates holidays will be observed by the closing of the Township Offices with dates observed by the County of DuPage and the State of Illinois:

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 2016, and the same hereby established as follows:

New Year's Day	Friday, January 1
Martin Luther King Jr. Day	Monday, January 18
Presidents' Day	Monday, February 15
Spring Break	Friday, March 25
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Columbus Day	Monday, October 10
Veterans Day	Friday, November 11
(Highway Dept. receives one extra personal day in lieu of Veterans Day)	
Thanksgiving Day	Thursday, November 24
Day after Thanksgiving	Friday, November 25
Christmas Eve	Friday, December 23
Christmas Day	Monday, December 26

Approved this 3<sup>rd</sup> day of November, 2015.

Signed:

  
Rachel M. Ossyra, Supervisor

Attest:

  
Barry Greenberg, Town 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;

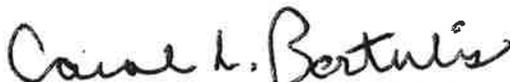
BE IT FURTHER RESOLVED that the Assessor, Supervisor, and Highway Commissioner are eligible for the basic long-term care insurance coverage at no cost. They may add coverage for family members and/or enhance the basic coverage at their own expense.

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.

  
Gary J. Vician, Chairman  
Naperville Township Board

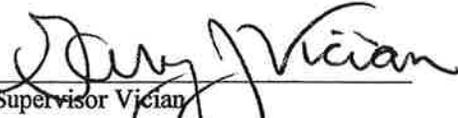
  
Carol L. Bertulis, Township Clerk

Results of vote by Board on each elected position:

Results of vote by Board on each elected position:

AYE

NAY

  
Supervisor Vician

X

—

  
Clerk Bertulis

X

—

  
Trustee Spitzzeri

X

—

  
Trustee Yurgaitis

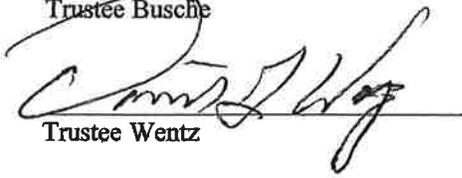
X

—

Trustee Busche

—

—

  
Trustee Wentz

X

—

**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).

**NAPERVILLE TOWNSHIP  
RESOLUTION NO. T-13-0813-02**

---

**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 Supervisor, Rachel M. Ossyra, 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. Township employee Frances I. Chirico is hereby designated as Alternate FOIA Officer 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.

---

**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 13<sup>th</sup> day of August 2013.

Ayes:  
Nays:  
Absent:  
Abstain:

Approved:

  
Rachel M. Ossyra  
Township Supervisor

ATTEST:  
  
Barry Greenberg  
Township Clerk

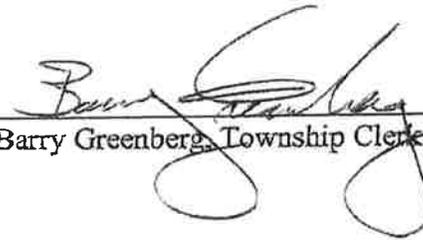


The seal is circular with a double-line border. The outer ring contains the text "TOWNSHIP OF NAPERVILLE, ILLINOIS" at the top and "TOWNSHIP OF NAPERVILLE" at the bottom. The inner circle contains the text "ATTEST:" at the top, followed by a signature, and "Barry Greenberg, Township Clerk" at the bottom.

**CERTIFICATION**

I, Barry Greenberg, Township Clerk of the Naperville Township of the County of DuPage, State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true, correct and complete copy of Resolution No. T-13-0813-02, duly adopted by its Board of Trustees at a meeting duly convened and held on the 13<sup>th</sup> day of August, 2013.



  
Barry Greenberg, Township Clerk

**REQUEST FOR INSPECTION OR COPYING OF PUBLIC RECORDS  
RULES AND REGULATIONS IN ACCORDANCE  
WITH THE ILLINOIS FREEDOM OF INFORMATION ACT  
5 ILCS 140/1 ET SEQ.**

**Section 1: 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.

Pursuant to Section 3 of the Act, the Township Board of the Naperville Township has the authority to promulgate rules and regulations pertaining to the availability of records and the procedures to be followed in conformity with the provisions of the Freedom of Information Act. The rules and regulations contained herein have been established by the Township to ensure that its obligations under the law and its desire to promote openness and transparency are satisfactorily met. These rules are intended to serve as procedural guidelines for citizens and employees, and officers of the Township in expediting the process of obtaining access to public records. In any instance in which these procedures conflict with language contained in the Illinois Freedom of Information Act as now existing or hereafter amended, the terms of the Act shall prevail.

**Section 2: 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 requester, 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 requester 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.). The request should indicate whether the records are to be inspected, copied and/or certified. The 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 that the requester disclose that 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 without such disclosure.

### **Section 3: 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.

#### **Section 4: 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. Extensions 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 outweighs 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.

#### **Section 5: 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 a 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 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.

## **Section 6: Naperville Township FOIA Administrative Procedures**

In accordance with Section 3.5 of the Act, the Township Supervisor shall designate one or more employees or officers of the Township to serve as FOIA Officer (or Officers, as the case may be), with the advice and consent of the Township Board. A designated FOIA Officer shall have the authority to assign to other employees of the Township tasks that must be performed to assist the FOIA Officer in properly and timely responding to a request for the inspection and copying of non-exempt public records pursuant to FOIA. An employee who is assigned such a task by a Freedom of Information Act Officer shall give the performance of that task priority over the performance of all other tasks, except other tasks that relate to the Township's response to a public emergency. The FOIA Officer (or Officers) shall be charged with the responsibility for implementing these policies and procedures and processing all requests for information in accordance with the terms of the Act. Each individual designated as a FOIA Officer shall successfully complete an annual training curriculum through the State of Illinois, as provided in the Act.

All FOIA requests shall be date-stamped upon receipt. The FOIA Officer shall forward a copy of the request to the appropriate contact employee for the department in which the records are located. Upon forwarding the request to the appropriate department, the FOIA Officer shall also indicate the date by which the request must be approved or denied (five working days from the date of receipt, in most instances).

The employee responsible for providing the information on behalf of his/her department shall promptly either provide the requested records or indicate that no such records exist. If the employee responsible for providing the information on behalf of his/her department believes that the request should be denied, s/he shall advise the FOIA officer of his/her opinion and provide facts in support of his/her assertion. The employee shall endeavor to notify the FOIA Officer of his/her recommendation on the request no later than three (3) working days after its receipt. The FOIA Officer shall then respond in writing to the requester accordingly. If denying the request, the FOIA Officer or other individual responsible for the denial must include, in writing, the following information (the "Denial Information"):

1. The statutory exemption used as the basis for the denial and the specific reasons for the denial, including a detailed factual basis and citation to supporting legal authority;
2. The names/titles of each person responsible for the denial;
3. The notice of the requester's statutory right to petition the Public Access Counselor for review of the denial; and
4. The notice of the requester's statutory right to judicial review under Section 11 of the Act.

If any public record exempt from disclosure contains material which is not exempt, the Township shall delete the exempt information and make the remaining information available for inspection and copying.

If the responsible employee determines that there is not adequate time to gather the requested information, the time limit may be extended by an additional five (5) working days. Extensions should be reserved only for extenuating circumstances. Appropriate reasons for extension include:

1. The requested record is in a place other than the office at which the record is being requested.
2. The request requires the collection of a substantial number of specified records.
3. The request is couched in categorical terms and requires an extensive search for the records responsive to it.
4. The requested records have not been located in the course of routine search and additional efforts are being made to locate them.
5. The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if the records are exempt from disclosure under Section 7 of the Act or should be revealed only with appropriate deletions.
6. The request for records cannot be complied with by the public body within the time limits prescribed by Section 3 of the Act without unduly burdening or interfering with the operations of the Township.
7. There is a need for consultation, which shall be conducted with all practicable speed with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

When additional time is required for any of the reasons listed above, the responsible employee shall endeavor to notify the FOIA Officer as soon as possible, but no later than three (3) working days after receipt of the request. The FOIA Officer shall then immediately send written notice of extension to the requester, stating the reason(s) for the extension and the date by which the records will be available or that a denial will be forthcoming. Typically, extensions for a period exceeding five (5) working days are not permissible, except in the most unusual circumstances; provided that an extension beyond the additional five (5) working days period for extension will first be agreed upon in writing by both the requester and the FOIA Officer.

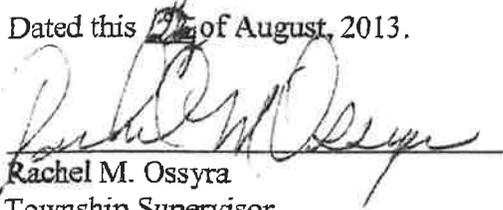
All requests for public records made under the Freedom of Information Act shall be maintained in a file in an office designated by the FOIA Officer and preserved in accordance with the provisions of the Local Records Act. Documents maintained in this file shall include, but not be limited to, the following: the original request, a copy of the written response, a record of written communications with the requester, and a copy of all other communications. Additionally all denials of FOIA requests shall by law, be indexed according to the statutory basis for the individual denial. To the extent practicable, these records should be further subdivided by type or category of record requested.

In accordance with the provisions of Section 4 of the Act, the FOIA Officer shall be responsible for publishing and maintaining a local FOIA manual, pamphlet or substantially similar document containing the following information:

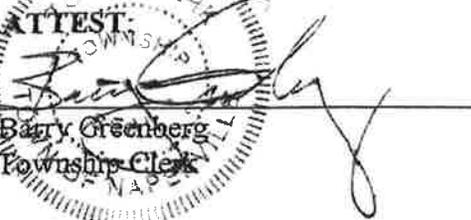
1. A brief description of the Naperville Township, including but not limited to:
  - a. a short summary of its purpose
  - b. a block diagram of its functional subdivisions
  - c. the total amount of its operating budget
  - d. the number and location of each of its separate offices
  - e. the approximate number of full and part-time employees
  - f. the identification and membership of any board, commission, committee or council that operates in an advisory capacity relative to the operation of the public body, or which exercises control over its policies or procedures.
2. A brief description of the methods whereby the public may request information and public records.
3. A directory designating by titles and addresses those employees to whom requests for policy records should be directed.
4. A schedule of local fees, as allowable under Section 6 of the Act.
5. A reasonably current list of all types or categories of records maintained by the Naperville Township.
6. A listing of all documents or categories of records that the Township shall immediately disclose upon request.
7. A description of the manner in which public records stored by means of electronic data processing may be obtained in a format comprehensible to persons lacking knowledge of computer language or printout format.

All of the foregoing general information shall also be made available for public access on the Naperville Township's website.

Dated this 27 of August, 2013.

  
Rachel M. Ossyra  
Township Supervisor

ATTEST  
Barry Greenberg  
Township Clerk





# Office of the Attorney General State of Illinois

## Certificate of Completion

FOIA 2016 Training

Friday, July 22, 2016

Supervisor  
Rachel M Ossyra

Has successfully completed the  
Freedom of Information Act on-line training.

  
\_\_\_\_\_  
Lisa Madigan  
Attorney General  
State of Illinois

  
\_\_\_\_\_  
Sarah Pratt, Public Access Counselor  
Chief, Public Access Bureau  
Office of the Attorney General



# Office of the Attorney General State of Illinois

## Certificate of Completion

OMA 2016 Training

Friday, July 22, 2016

Supervisor  
Rachel M Ossyra

Has successfully completed the  
Open Meetings Act on-line training.

  
\_\_\_\_\_  
Lisa Madigan  
Attorney General  
State of Illinois

  
\_\_\_\_\_  
Sarah Pratt, Public Access Counselor  
Chief, Public Access Bureau  
Office of the Attorney General



# Office of the Attorney General State of Illinois

## Certificate of Completion

FOIA 2016 Training

Monday, July 25, 2016

Director of Administration  
Frances Chirico

Has successfully completed the  
Freedom of Information Act on-line training.

  
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Lisa Madigan  
Attorney General  
State of Illinois

  
\_\_\_\_\_  
Sarah Pratt, Public Access Counselor  
Chief, Public Access Bureau  
Office of the Attorney General



# Office of the Attorney General State of Illinois

## Certificate of Completion

FOIA 2016 Training

Tuesday, August 2, 2016

Staff

Lucy A Liesen

Has successfully completed the  
Freedom of Information Act on-line training.



Lisa Madigan  
Attorney General  
State of Illinois



Sarah Pratt, Public Access Counselor  
Chief, Public Access Bureau  
Office of the Attorney General



# Office of the Attorney General State of Illinois

## Certificate of Completion

FOIA 2016 Training

Thursday, July 28, 2016

Administrative Assistant  
Cathy L DiSanto

Has successfully completed the  
Freedom of Information Act on-line training.

A handwritten signature in black ink that reads "Lisa Madigan".

Lisa Madigan  
Attorney General  
State of Illinois

A handwritten signature in black ink that reads "Sarah Pratt".

Sarah Pratt, Public Access Counselor  
Chief, Public Access Bureau  
Office of the Attorney General