FREEDOM OF INFORMATION ACT
5 ILCS 140

DIRECTORY

CITY OF DANVILLE
17 W. MAIN ST.
DANVILLE, ILLINOIS 61832-5758

Phone: 217-431-2304
Fax: 217-431-2202
Email: lmonson@cityofdanville.org

City of Danville Website
www.cityofdanville.org

View the City’s Code of Ordinance on the Internet

Updated December 2019
STATEMENT OF OBJECTIVE

The purpose of the City of Danville is to protect and promote the health, safety and welfare of its inhabitants.

ORGANIZATION

The City of Danville was incorporated in 1867.

The Alderman form of government was established as a result of a Decree of the Federal District Court issued on February 25, 1987. The Decree resulted from litigation in the form of a voters' rights case seeking equal representation for all citizens in the selection of the governing body for the City. The new government, which went into effect on September 19, 1987, provided for a City Council made up of 14 Aldermen elected from seven Wards and a full-time Mayor elected at-large. In addition, a full-time Treasurer was to be elected in the same manner as the Mayor, with the City Clerk to remain appointed.

The attached diagram depicts the organization of the City.

LOCATION OF OFFICES

<table>
<thead>
<tr>
<th>Department</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Administration</td>
<td>City Hall</td>
</tr>
<tr>
<td></td>
<td>17 W. Main St.</td>
</tr>
<tr>
<td></td>
<td>Danville, IL 61832</td>
</tr>
<tr>
<td>Fire Department</td>
<td>1111 N. Griffin St.</td>
</tr>
<tr>
<td></td>
<td>Danville, IL 61832</td>
</tr>
<tr>
<td>Police Department</td>
<td>2 E. South St.</td>
</tr>
<tr>
<td></td>
<td>Danville, IL 61832</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>101 N. Jackson St.</td>
</tr>
<tr>
<td></td>
<td>Danville, IL 61832</td>
</tr>
<tr>
<td>Public Works and Community Development</td>
<td>1155 E. Voorhees St., Suite A</td>
</tr>
<tr>
<td></td>
<td>Danville, IL 61832</td>
</tr>
</tbody>
</table>
BUDGET

The City of Danville has a total budget of $58,724,502 for the fiscal year 2019-2020, which began May 1, 2018 and ends April 30, 2020.

EMPLOYMENT

The City of Danville employs approximately 222 full-time and 370 part-time/seasonal/temp/interns.

OTHER BODIES FUNDED IN PART BY THE CITY

- Danville Area Convention & Visitors Bureau
- Danville Area Transportation Study
- Danville Public Building Commission
- Danville Public Library
- David S. Palmer Arena
- Vermilion Advantage
CITY COUNCIL

Mayor Rickey Williams, Jr. (2023)
Treasurer Stephanie Wilson (2023)

Term Expires 2021
WARD 1: Robert Williams
WARD 2: Dan Duncheon
WARD 3: R.J. Davis
WARD 4: Sharon McMahon
WARD 5: Michael Puhr
WARD 6: James Poshard
WARD 7: Steve Foster

Term Expires 2023
Brenda Brown
Rick Strebing
Sharon “Sherry” Pickering
Wm. Michael O’Kane
Thomas Stone
Aaron Troglia
Bob Iverson

APPOINTED OFFICIALS

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>NAME/TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Clerk</td>
<td>Lisa Monson, City Clerk</td>
</tr>
<tr>
<td>Finance</td>
<td>Ashlyn Massey, Comptroller</td>
</tr>
<tr>
<td>Fire Division</td>
<td>Don McMasters, Interim Fire Chief</td>
</tr>
<tr>
<td>Human Relations</td>
<td>Sandra Finch, Administrator</td>
</tr>
<tr>
<td>Legal</td>
<td>Charles Mockbee, IV, Corporation Counsel</td>
</tr>
<tr>
<td>Police Division</td>
<td>Christopher Yates, Police Chief</td>
</tr>
<tr>
<td>Public Transportation</td>
<td></td>
</tr>
<tr>
<td>Public Works</td>
<td>Lisa Beith, Director</td>
</tr>
<tr>
<td></td>
<td>Carl Carpenter, Director</td>
</tr>
</tbody>
</table>
CONTACT INFORMATION FOR ALDERMEN

WARD 1
Brenda Brown (2023)
411 Anderson Street
Home: 443-2364
brenda.brown@cityofdanville.org

WARD 2
Rick Strebing (2023)
404 Warrington Avenue
Home: 443-0699
rstrebing@cityofdanville.org

WARD 3
Sharon “Sherry” Pickering (2023)
308 Delaware Street
Home: 442-8410
sharon.pickering@cityofdanville.org

WARD 4
Wm. Michael O’Kane (2023)
111 Cronkhite Avenue
Home: 442-3419
mike.o’kane@cityofdanville.org

WARD 5
Thomas Stone (2023)
11 Carriage Lane
Home: 446-3390
Cellular: 918-0846
tom.stone@cityofdanville.org

WARD 6
Aaron Troglia (2023)
9 Chester Avenue
Cellular: 427-8365
atroglia@cityofdanville.org

WARD 7
Bob Iverson, Vice-Mayor (2023)
2907 Countryway Street
Cellular: 260-2676
biverson@cityofdanville.org

WARD 1
Robert Williams (2021)
418 N. Collett Street
Home: 446-8198
robert.williams@cityofdanville.org

WARD 2
Dan Duncheon (2021)
32 N. Hazel St.
Cellular: 354-4641
dduncheon@cityofdanville.org

WARD 3
R.J. Davis (2021)
1308 E. Main Street
Home: 443-2757
Cellular: 474-4644
rj.davis@cityofdanville.org

WARD 4
Sharon McMahon (2021)
3139 E. Main Street
Home: 443-6939
srmcmahon@cityofdanville.org

WARD 5
Michael Puhr (2021)
512 W. Woodlawn Avenue
Cellular: 260-1983
mpuhr@cityofdanville.org

WARD 6
James Poshard (2021)
1618 Skyline Drive
Cellular: 918-8248
jposhard@cityofdanville.org

WARD 7
Steve Foster (2021)
126 Lakeside Drive
Cellular: 213-5299
sfoster@cityofdanville.org
OVERSIGHT COMMITTEES

PUBLIC WORKS COMMITTEE

Mike Puhr, Chairman
Rick Strebing, Vice-Chairman
Bob Iverson
Mike O'Kane
Sherry Pickering
Aaron Troglia
Robert Williams

(Meeting: Second Tuesday of each month at 6:00 PM)

PUBLIC SERVICES COMMITTEE

Steve Foster, Chairman
Sharon McMahon, Vice-Chairman
Brenda Brown
R.J. Davis
Dan Duncheon
James Poshard
Tom Stone

(Meeting: Fourth Tuesday of each month at 6:00 PM)
CITY OF DANVILLE
MONTHLY MEETING SCHEDULE
ROBERT E. JONES MUNICIPAL BUILDING
17 W. MAIN ST.

CITY COUNCIL
FIRST & THIRD TUESDAY
6:00 P.M.

PUBLIC WORKS COMMITTEE
SECOND TUESDAY
6:00 P.M.

Oversight for Engineering, Public Transportation, and Public Works, including Central Vehicle Maintenance, DATS, Harrison Park Golf Course, Sewers, Solid Waste, Streets, Parks & Public Property, and Recreation

PUBLIC SERVICES COMMITTEE
FOURTH TUESDAY
6:00 P.M.

CITY OF DANVILLE
2019
SCHEDULE OF MEETINGS

6:00 P.M.

City Municipal Building
17 W. Main
Danville, Illinois

CITY COUNCIL
First and Third Tuesday of Each Month
January 15
February 5 and 19
March 5 and 19
April 2 and 16
May 7 and 21
June 4 and 18
July 2 and 16
August 6 and 20
September 3 and 17
October 1 and 15
November 5 and 19
December 3 and 17

OVERSIGHT COMMITTEES

PUBLIC WORKS
Second Tuesday of Each Month
January 8
February 12
March 12
April 9
May 14
June 11
July 9
August 13
September 10
October 8
November 12
December 10

PUBLIC SERVICES
Fourth Tuesday of Each Month
January 22
February 26
March 26
April 23
May 28
June 25
July 23
August 27
September 24
October 22
November 26
December 24*
*TBD due to Holiday
BOARD OF APPEALS

Board of Appeals
Chapter 164
3-year Term

Chirs Clapp
Larry Kuchefski
Greg Palmer
Bev Rollins
Ted Vacketta, Jr.
Jack Walsh
Vacancy
Vacancy
Vacancy

BOARD OF FIRE & POLICE COMMISSIONERS

Board of Fire & Police Commissioners
Chapter 33.20-33.34
3-year Term

Dr. Stephen Nacco
Linda Bolton
Frank Brunacci
George Dowell
Amy Hoose

BUILDING COMMISSION

Building Commission
Chapter 151.40-151.41
Established 07/07/09

No Appointments to date

HOUSING AUTHORITY OF THE CITY OF DANVILLE

Housing Authority of the City of Danville
5-year Term

Carla Boyd
Lon Henderson
Alicia Geddis
Norman Anglin
Deanna Witzel
Pat O'Shaughnessy
Tyson Parks

DANVILLE PUBLIC BUILDING COMMISSION

Danville Public Building Commission
5-year Term

City:
Jerry Hawker
William "Bill" Bucher
U. Pete Williams
Elton A. Wagner II

Other:
Doug Ahrens (Danville Sanitary District Rep)
Heather Smith (District 118 Rep)
Jim L. Miller (Vermilion County Appointee)

DANVILLE PUBLIC LIBRARY BOARD

Danville Public Library Board
Chapter 33.50-33.55
3-year Term

Linda Bolton
Cynthia Parr-Barrett
Cydney Boyd
Mark Denman
Jane Andrews
Melissa Rome
Martha Espino
Jim Knoblauch
Mary Reik
David S. Palmer Arena Authority
3-year Term

City: Tara Auter
Scott Dowers
Greg Green
Tia Awodeha
John Spezia
vacancy
vacancy
vacancy
vacancy
County: Bill Black
Tonya Hill
Ryan O'Shaughnessy

Electrical Commission
Chapter 153
3-year Term

Matt Purcell, Ameren IP Representative
Ernie Jorgenson
Kevin Mitchell
Jim Ray
Thomas Serd
Vacancy
Vacancy

Firemen's Pension Board
40 ILCS 5/4
Chapter 35.30-35.38
3-year Term

Tad Beddow
Chad Busick
Matt Kosik
Lisa Monson
vacancy
Stephanie Wilson (Non-voting Treasurer by Statute)

Historic Preservation Commission
Chapter 160
3-year Term

Marilyn Blanton
Roberta Allen
Carolyn Wands
Becky Woodrum
Vacancy
Vacancy
Vacancy

Human Relations Commission
Chapter 95
4-year Term

Dr. Quan Chen
Martha Espino
Darren York
Barbara McHone
Mary Thompson
Frank Williams
Vacancy
Planning & Zoning Commission
Chapter 33.01-33.10
3-year Term
Justin Fleming
Michael Hall
Pete Goodwin
Troy Savalick
Tracy Taylor
Ted Vacketta, Jr.
Adam Brown

Police Pension Board
40 ILCS 5/3
Chapter 34.16
2-year Term
Troy Wasson
Doug Miller
Lisa Monson
Vacancy
Phillip Wilson
Stephanie Wilson (Non-voting Treasurer by Statute)

Subdivision Committee
Chapter 161.02
Chapter 33.09
Phil Morgan (retired Danville Sanitary District Rep)
Kim Thomson (Ameren IP Rep)
Bob Plater (Aqua Illinois Rep)
Sam Cole (City Engineer)
Vacancy (Realtor)
Allen Krapf (Appraiser)
Tracy Taylor (Planning/Zoning Commission)

Vermilion County Emergency Telephone System Board (911)
Created by Resolution No. 90-01
3-year Terms
Public Safety Director Larry Thomason (by office)
David Milholland - (Assistant Fire Chief)
VC Sheriff Pat Hartshorn (by office)
Hoopeston Police Chief Jim DeWitt (by office)
Sharon McMahon (Danville Mayoral Appointee)
Melissa Rome (Danville Mayoral Appointee)
Greg Lane (Hoopeston Mayoral Appointee)
Vacancy (County Board Appointee)
Bruce Stark (County Board Appointee)
EMA Director Ted Fisher (County Board Appointee)

Vermilion Regional Airport Authority
5-year Terms
City: Tom Day
Craig Davidson
Dr. Michael Fuesting
County: Bill Ingram
Joe Vincent
LIST OF RECORDS
BY DEPARTMENT/DIVISION

City Clerk
City Treasurer
Community Development
Finance
Fire
Human Relations
Human Resources
Legal
Mayor's Office
Police
Public Transportation
Public Works
Risk Management

(The Listing of Records for each Department does not necessarily mean they are open and available for Public Inspection.)
CITY CLERK'S OFFICE
Agendas of Council, Council Oversight Committees, and Subcommittees
Agreements, Contracts, and Leases
Annexations
Applications for Business/Miscellaneous Licenses and Permits
Audits
Bids
Bond Issue and Revenue Bond Records
Budgets
Correspondence
FOIA (Freedom of Information Act) Requests and Denials
Licenses and Permits for Business and Miscellaneous
Minutes and Audio Recordings of Council, Oversight, and Subcommittees
Municipal Code Book
Oaths of Office
Ordinances
Property Documents (City owned property)
Records Disposal Certificates and Applications
Resolutions
Schedules of Meetings
Statement of Economic Interest List of Who Must File
Surety Bonds (License and Contractor's Performance Bonds)
Utility Franchise Agreements
Vacations of Alleys and Streets

CITY TREASURER'S OFFICE
Bank Statements
Correspondence
Investment Policies
Treasurer's Report (Monthly and Annual)
Firemen's Pension Fund & Police Pension Fund Records
  Annual Reports
  Investment Policy
  Investment Reports
  Payroll Records
COMMUNITY DEVELOPMENT
Engineering, Building Code Enforcement, DATS, Grants Management, Planning & Zoning
Building Construction Blueprints
Contracts, Plans, and Specifications for Street/Sewer Projects
Contractors Registration
Correspondence
Engineering Contracts/Documents
Enterprise Zone Project Records
Inspection Reports - Building Construction, Electrical, Heating, Plumbing
Inspection Reports – Environmental Health, and Housing
Maps - Official City Map, Land Use, Zoning, Diagrams of Alleys, Sewers, Streets
Minutes
Danville Area Transportation Study Committees
Electrical Committee
Planning & Zoning Commission
Subdivision Committee
Various Appeals Committees
Motor Fuel Tax Projects and Expenditures
Permits - Building, Electrical, Excavation, Mechanical, Mobile Home, Occupancy, Plumbing, Sidewalks & Driveways
Petitions – Special Use and Zoning
Planning Documents
Traffic Volumes
Analysis of Impediments to Fair Housing
Annual Action Plans, CAPER (Consolidated Annual Performance Evaluation Report)
Community Development Block Grant Documents
Consolidated Plan
Correspondence
Historic Preservation Records - Maps, Minutes, Petitions, Reports, Register of Districts & Landmarks, Listings of Architects, Historians, Preservationists, Restorationists
Housing Loan Records
Revolving Loan Program Records - Façade Grants, Façade Loans, Façade Deferred Loans, Small Business Loans

FINANCE
Accounts Receivable Files
Audits
Bid Specifications
Budgets
Cancelled Checks
City Financial Records
Correspondence
Delinquent Sewer and Garbage Account Files
Employee Records
Equipment Maintenance Contracts
Fixed Asset Records
Invoice/Vouchers
Monthly Financial Reports
Payroll Records
Purchase Orders
Tax Levies
Time Cards
Sewer Liens
Vehicle Records

RISK MANAGEMENT
Certificates of Insurance for Contractors, Vendors, etc.
Correspondence
Employee Retirement (IMRF) Information
Insurance Files
OSHA/Safety Policies
Risk Management Reports

HUMAN RESOURCES (Personnel)
Application Files (current)
Board of Fire & Police Commissioners Minutes and Rules & Regulations
Correspondence
Drug Program Files
Employee Personnel Files (current and former)
Employee Medical Files
Job Description Files
Job Postings and Interview Questions
Personnel Policies
Personnel Reports
Union/Personnel Contracts

Parking & Central Services,
Downtown Parking Ticket Records
Downtown Parking Permits

FIRE
Building Inspection Reports
Correspondence
Employee Records
Equipment Inventories
Fire Investigation Reports
Fire Loss Reports
Fire Preplans
Monthly and Annual Activity Reports
Permits
Training Records
HUMAN RELATIONS
Citizen's Complaints
Correspondence
Discrimination Complaints
Human Relations Reports
Minutes of Human Relations Commission Meetings
Police Complaints

INFORMATION TECHNOLOGY
GIS
GIS (Geographic Information System) Records

LEGAL DEPARTMENT
Correspondence
Development Agreements
Legal Files on Cases Instituted by the City
Demolition Proceedings
Disciplinary Matters regarding Employees
Discrimination Matters via the Human Relations Commission
License Hearings
Ordinance Violations
Small Claims
Real Estate Transactions
Environmental Code Enforcement,
Rental Property Registrations
Vacant Property Registrations

MAYOR'S OFFICE
Correspondence
Proclamations

POLICE
Adult Criminal History Files
Bicycle Registrations
Complaint Reports
Correspondence
Criminal Record Book
Employee Records
Fingerprints and Mug Shots
FOIA (Freedom of Information Act) Requests for Department
General Complaint Files
Illinois Uniform Traffic Tickets
Jail Register
Juvenile History Files
Ledgers of Receipts and Disbursements for Sheriff's Subpoenas
Police Record Logs
Record of Recovered Evidence
Records of Stolen Articles
Traffic Accident Reports

PUBLIC TRANSPORTATION
Accounts Payable Records – Invoices/Vouchers
Attendance Records
Audits
Correspondence
Daily Route Scheduling Records
Employee Records
Family Medical Leave Act Claims (FMLA)
Grant Application & Disbursement Records
Grievance Records
Monthly Financial Reports
Payroll Records
Section 15 Monthly Records
Union Contract & Work Rules
Vehicle Maintenance Records

PUBLIC WORKS
Parks, Recreation, Public Property, Central Vehicle Maintenance,
Harrison Park Golf Course, Streets, Sewers, and Solid Waste
Contracts, Plans, and Specifications for Parks/Public Facility Projects
Correspondence
Employee Records
Maps and Diagrams of Alleys, Sewers, Streets
Park Rental Records
Solid Waste Routes
State of Illinois Handicapped Applications
Taxicab Inspection Reports
Vehicle Maintenance Records
CITY OF DANVILLE
POLICY GOVERNING ACCESS TO PUBLIC RECORDS
UNDER THE FREEDOM OF INFORMATION ACT

1. SUMMARY OF PURPOSE

The purpose of the City of Danville is to protect and promote the health, safety and welfare of its inhabitants.

The Illinois Freedom of Information Act, ILCS Ch. 5, Act 140, requires all public bodies, as that term is defined therein, to make non-exempt public records available for inspection and copying. The City strives to comply with this law and endorses the fundamental concept that all persons are entitled to full, accurate, and complete information regarding the affairs of the City and its official acts and policies. In determining the parameters of public access to information, the City also understands its obligations to protect legitimate privacy interests and maintain the efficiency and security of its administrative operations.

This policy governing access to public records is established to implement the provisions of the Freedom of Information Act (ILCS Ch. 5, Act 140). Pursuant to Section 3 of the Act, the City shall have the authority to promulgate rules and regulations pertaining to the availability of records and procedures to be followed in conformity with the provisions of the Act. The rules established in this subchapter are intended to serve as procedural guidelines for implementing and complying with the Act.

2. DEFINITIONS

Terms used in this subchapter shall have the same meaning as in the Freedom of Information Act.

"ACT." The Freedom of Information Act pursuant to ILCS Ch. 5, Act 140.


"FOIA OFFICER." The City Clerk or his/her designee, and the Police Technical Services Administrator or his/her designee.

"REQUESTER." A person who submits a request for public records in accordance with this subchapter.

3. PROCEDURES FOR REQUESTING PUBLIC RECORDS.

Requests for the inspection and copying of non-exempt public records pursuant to the Act may be made in person, between the hours of 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. Monday through Friday, except on holidays, at the following locations:

(1) Requests for Police Division information shall be submitted to the following address:

Danville Police Division
C/O Technical Services & Evidence Manager
2 E. South St.
Danville, IL 61832

(2) Requests for all other information pertaining to the City and its committees, sub-committees, boards, and commissions shall be submitted to the following address:
Office of the City Clerk  
17 W. Main  
Danville, IL 61832  

The City shall also accept FOIA requests received via facsimile, electronic mail, and through the United States mail. The City shall only be responsible for responding to requests that it actually receives and shall not be responsible for transmission or delivery errors for FOIA requests that are submitted through these alternative means. Any FOIA requests received by the City after normal business hours, as set forth in subsection (A) above, shall be considered received on the following business day.

4. FORM AND CONTENT OF REQUESTS

All requests for public records must be made in writing, preferably on a City FOIA form. If a requestor is unable to obtain one of these forms, the City will accept any legible written request, provided such request is clearly and concisely stated.

The requestor shall provide the following information in a request for public records:

(1) The requestor's full name, address and phone number;

(2) A brief description of the public records sought, being as specific as possible; and

(3) Whether the request is for inspection of public records, copies of public records, or both, as well as whether the requestor desires the record to be certified.

To ensure that each FOIA request is acted upon in a complete and timely fashion, the requestor should ensure that the public record sought is clearly identified in his or her request. Requestors should provide as much information about the requested record as possible, such as the type of record, approximate date of the record, the department where the record may be located, and any other details that will assist in locating the specific record sought.

If the request is for a commercial purpose, the requestor must disclose that fact to the City 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.

5. PROCEDURES FOR PROVIDING RECORDS TO REQUESTORS.

Generally, public records will be made available for inspection at the Office of the City Clerk, located at Municipal Building, 17 W. Main, Danville, IL 61832, or at the Police Division located at 2 E. South St., Danville, IL 61832 during the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays. Unless otherwise arranged, the inspection of records shall take place at each respective office where the records may be located.

Inspection and Copying of Records: During any inspection of records, a requestor shall be prohibited from bringing bags, brief cases or other containers into the inspection room. Documents that the requestor wishes to have copied shall be segregated during the course of the inspection. An employee of the City shall be present throughout the inspection. All copying shall be done by a City employee.

Copies of public records shall be provided to the requestor only upon payment of any charges that are due.

Charges for copies of public records shall be assessed in accordance with §30.65, or as updated from time to time. Charges may be waived in any other case where the City Clerk, or the designee, determines that the waiver serves the public interest, pursuant to Section 6 of the Act.

Ordinance No. 8684, passed January 5, 2010
CITY OF DANVILLE
FEE SCHEDULE

Requestors shall be furnished with the first fifty (50) pages of letter or legal, black and white copies at no charge. Fees will not be waived for the first fifty (50) pages of colored copies or copies exceeding 8.5” x 14” in area, unless a waiver or fee reduction is granted by the FOIA Officer as a means of furthering the public interest.

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 City. Information regarding these fees will be provided to the requestor before copying.

Additional fees for certain records may apply if fixed by statute or as may be allowable by law.

<table>
<thead>
<tr>
<th>Police Department Reports</th>
<th></th>
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<tbody>
<tr>
<td>Accident Reports</td>
<td>$ 5.00</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Maps</th>
<th></th>
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<tbody>
<tr>
<td>GIS</td>
<td></td>
</tr>
<tr>
<td>8.5x11 Black &amp; White</td>
<td>$.50</td>
</tr>
<tr>
<td>8.5x11 Color</td>
<td>$ 1.00</td>
</tr>
<tr>
<td>17x11 Black &amp; White</td>
<td>$ 1.00</td>
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<tr>
<td>17x11 Color</td>
<td>$ 2.00</td>
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<tr>
<td>24x24 Black &amp; White</td>
<td>$ 2.00</td>
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<tr>
<td>24x24 Color</td>
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<tr>
<td>42x42 Black &amp; White</td>
<td>$ 4.00</td>
</tr>
<tr>
<td>42x42 Color</td>
<td>$ 8.00</td>
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| Municipal Code            | $375.00 |
| Supplements to Code       | $ 25.00 |

<table>
<thead>
<tr>
<th>Photocopies</th>
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</thead>
<tbody>
<tr>
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<td>$.15</td>
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<td>Black &amp; White Print, 11 x 17 per page</td>
<td>$.20</td>
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<tr>
<td>Color Print, 8.5 x 11 or 11 x 14 per page</td>
<td>$.25</td>
</tr>
<tr>
<td>Color Print, 11 x 17 per page</td>
<td>$.30</td>
</tr>
</tbody>
</table>

| Certification             | $ 1.00 |
| Mailing Fee               | Actual Postage |
| Computer/Audio Tape       | Actual Cost of Material |
Freedom of Information Request
Under the Illinois Freedom of Information Act (§5 ILCS 1/40/7)

PLEASE PRINT

NAME OF REQUESTER: ____________________________________________

REQUEST SUBMITTED BY: __EMAIL_____ U.S. MAIL _____ FAX/PHONE _____ IN PERSON

ADDRESS: __________________________________________________________

CITY: __________________________________________

STATE: _____ ZIP:_______ PHONE:_________________________ EMAIL: _______________________

PERSON OR ENTITY REPRESENTED: __________________________________________

PUBLIC RECORD(S) REQUESTED (Provide names, addresses, dates, and any other information which will aid in responding to your request): __________________________________________

__________________________________________

PLEASE SEND THE INFORMATION AS: _____ ELECTRONIC COPIES _____ PAPER COPIES

DO THE DOCUMENTS NEED TO BE CERTIFIED? YES _____ NO _____

IS THIS REQUEST FOR A COMMERCIAL PURPOSE? _____ YES _____ NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for commercial purpose without disclosing that it is for commercial purpose.)

UNLESS OTHERWISE NOTED, YOUR REQUEST FOR PUBLIC RECORDS WILL BE COMPILED WITHIN FIVE WORKING DAYS. PLEASE SUBMIT FOIA REQUESTS TO THE CITY CLERK’S OFFICE AT THE ADDRESS ABOVE. E-MAIL & FAX ARE ACCEPTED.

__________________________________________

SIGNATURE DATE

ACKNOWLEDGEMENT OF RECEIPT:  
(Sign below only after receiving foia response) I acknowledge that the City of Danville has provided me with the above information.

__________________________________________

PRINTED NAME SIGNATURE DATE

OFFICE USE:

DATE RCVD. _____________ RCVD. BY _____________ FCIA# _____________

DATE RESPONSE DUE _____________ DATE EXTENSION DUE _____________

# PAGES _______ ($1.00 per page) PDS _______ # PAGES CERTIFIED _______ ($1.00 per document) PDS _______