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 2020
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 $62,228,733 for the fiscal year 2020-2021, which began May 1, 2020 and ends April 30, 2021.

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                        Term Expires 2023

WARD 1: Robert Williams                Brenda Brown
WARD 2: Dan Duncheon                   Rick Strebing
WARD 3: R.J. Davis                     Sharon “Sherry” Pickering
WARD 4: Sharon McMahon                 Wm. Michael O’Kane
WARD 5: Michael Puhr                   Thomas Stone
WARD 6: James Poshard                  Aaron Troglia
WARD 7: Steve Foster                   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, Fire Chief</td>
</tr>
<tr>
<td>Human Relations</td>
<td>Sandra Finch, Administrator</td>
</tr>
<tr>
<td>Legal</td>
<td>Vacant</td>
</tr>
<tr>
<td>Police Division</td>
<td>Christopher Yates, Police Chief</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>Lisa Beith, Director</td>
</tr>
<tr>
<td>Public Works</td>
<td>Carl Carpenter, Director</td>
</tr>
</tbody>
</table>
## CONTACT INFORMATION FOR ALDERMEN

<table>
<thead>
<tr>
<th>WARD 1</th>
<th>WARD 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brenda Brown</td>
<td>Robert Williams</td>
</tr>
<tr>
<td>411 Anderson Street</td>
<td>418 N. Collett Street</td>
</tr>
<tr>
<td>Home: 443-2364</td>
<td>Home: 446-8198</td>
</tr>
<tr>
<td><a href="mailto:brenda.brown@cityofdanville.org">brenda.brown@cityofdanville.org</a></td>
<td><a href="mailto:robert.williams@cityofdanville.org">robert.williams@cityofdanville.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WARD 2</th>
<th>WARD 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rick Strebing</td>
<td>Dan Duncheon</td>
</tr>
<tr>
<td>404 Warrington Avenue</td>
<td>32 N. Hazel St.</td>
</tr>
<tr>
<td>Home: 443-0699</td>
<td>Cellular: 354-4641</td>
</tr>
<tr>
<td><a href="mailto:rstrebing@cityofdanville.org">rstrebing@cityofdanville.org</a></td>
<td><a href="mailto:dduncheon@cityofdanville.org">dduncheon@cityofdanville.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WARD 3</th>
<th>WARD 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharon “Sherry” Pickering</td>
<td>R.J. Davis</td>
</tr>
<tr>
<td>308 Delaware Street</td>
<td>1308 E. Main Street</td>
</tr>
<tr>
<td>Home: 442-8410</td>
<td>Home: 443-2757</td>
</tr>
<tr>
<td><a href="mailto:sharon.pickering@cityofdanville.org">sharon.pickering@cityofdanville.org</a></td>
<td>Cellular: 474-4644</td>
</tr>
<tr>
<td><a href="mailto:rj.davis@cityofdanville.org">rj.davis@cityofdanville.org</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WARD 4</th>
<th>WARD 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wm. Michael O’Kane</td>
<td>Sharon McMahon</td>
</tr>
<tr>
<td>111 Cronkhite Avenue</td>
<td>3139 E. Main Street</td>
</tr>
<tr>
<td>Home: 442-3419</td>
<td>Home: 443-6939</td>
</tr>
<tr>
<td>mike.o’<a href="mailto:kane@cityofdanville.org">kane@cityofdanville.org</a></td>
<td><a href="mailto:smcmahon@cityofdanville.org">smcmahon@cityofdanville.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WARD 5</th>
<th>WARD 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas Stone</td>
<td>Michael Puhr</td>
</tr>
<tr>
<td>11 Carriage Lane</td>
<td>512 W. Woodlawn Avenue</td>
</tr>
<tr>
<td>Home: 446-3390</td>
<td>Cellular: 260-1983</td>
</tr>
<tr>
<td>Cellular: 918-0846</td>
<td><a href="mailto:mpuhr@cityofdanville.org">mpuhr@cityofdanville.org</a></td>
</tr>
<tr>
<td><a href="mailto:tom.stone@cityofdanville.org">tom.stone@cityofdanville.org</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WARD 6</th>
<th>WARD 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Troglia</td>
<td>James Poshard</td>
</tr>
<tr>
<td>9 Chester Avenue</td>
<td>1618 Skyline Drive</td>
</tr>
<tr>
<td>Cellular: 427-8365</td>
<td>Cellular: 918-8248</td>
</tr>
<tr>
<td><a href="mailto:atroglia@cityofdanville.org">atroglia@cityofdanville.org</a></td>
<td><a href="mailto:jposhard@cityofdanville.org">jposhard@cityofdanville.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WARD 7</th>
<th>WARD 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Iverson, Vice-Mayor</td>
<td>Steve Foster</td>
</tr>
<tr>
<td>2907 Countryway Street</td>
<td>126 Lakeside Drive</td>
</tr>
<tr>
<td>Cellular: 260-2676</td>
<td>Cellular: 213-5299</td>
</tr>
<tr>
<td><a href="mailto:biverson@cityofdanville.org">biverson@cityofdanville.org</a></td>
<td><a href="mailto:sfoster@cityofdanville.org">sfoster@cityofdanville.org</a></td>
</tr>
</tbody>
</table>
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
2020
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 7 and 21
February 4 and 18
March 3 and 17
April 7 and 21
May 5 and 19
June 2 and 16
July 7 and 21
August 4 and 18
September 1 and 15
October 6 and 20
November 3 and 17
December 1 and 15

OVERSIGHT COMMITTEES

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

PUBLIC SERVICES
Fourth Tuesday of Each Month
January 28
February 25
March 24
April 28
May 26
June 23
July 28
August 25
September 22
October 27
November 24
December 22
<table>
<thead>
<tr>
<th>BOARDDS &amp; COMMISSIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Board of Appeals</strong></td>
</tr>
<tr>
<td>Chapter 164</td>
</tr>
<tr>
<td>3-year Term</td>
</tr>
<tr>
<td>Chris Clapp</td>
</tr>
<tr>
<td>Larry Kuchefski</td>
</tr>
<tr>
<td>Greg Palmer</td>
</tr>
<tr>
<td>Bev Rollins</td>
</tr>
<tr>
<td>Ted Vacketta, Jr.</td>
</tr>
<tr>
<td>Jack Walsh</td>
</tr>
<tr>
<td>Vacancy</td>
</tr>
<tr>
<td>Vacancy</td>
</tr>
<tr>
<td>Vacancy</td>
</tr>
<tr>
<td><strong>Board of Fire &amp; Police Commissioners</strong></td>
</tr>
<tr>
<td>Chapter 33.20-33.34</td>
</tr>
<tr>
<td>3-year Term</td>
</tr>
<tr>
<td>Dr. Stephen Nacco</td>
</tr>
<tr>
<td>Linda Bolton</td>
</tr>
<tr>
<td>Frank Brunacci</td>
</tr>
<tr>
<td>George Dowell</td>
</tr>
<tr>
<td>Amy Hoose</td>
</tr>
<tr>
<td><strong>Building Commission</strong></td>
</tr>
<tr>
<td>Chapter 151.40-151.41</td>
</tr>
<tr>
<td>Established 07/07/09</td>
</tr>
<tr>
<td>No Appointments to date</td>
</tr>
<tr>
<td><strong>Housing Authority of the City of Danville</strong></td>
</tr>
<tr>
<td>5-year Term</td>
</tr>
<tr>
<td>Carla Boyd</td>
</tr>
<tr>
<td>Alicia Geddis</td>
</tr>
<tr>
<td>Gary Miller</td>
</tr>
<tr>
<td>Lindsay VanFleet</td>
</tr>
<tr>
<td>Deanna Witzel</td>
</tr>
<tr>
<td>Pat O'Shaughnessy</td>
</tr>
<tr>
<td>Tyson Parks</td>
</tr>
<tr>
<td><strong>Danville Public Building Commission</strong></td>
</tr>
<tr>
<td>5-year Term</td>
</tr>
<tr>
<td>City: Margie Dash</td>
</tr>
<tr>
<td>William “Bill” Bucher</td>
</tr>
<tr>
<td>U. Pete Williams</td>
</tr>
<tr>
<td>Robert D. “Doug” Knapp</td>
</tr>
<tr>
<td>Rickey Williams, Sr.</td>
</tr>
<tr>
<td>Other: Doug Ahrens (Danville Sanitary District Rep)</td>
</tr>
<tr>
<td>H. “Skip” Truex (District 118 Rep)</td>
</tr>
<tr>
<td>Jim L. Miller (Vermilion County Appointee)</td>
</tr>
<tr>
<td><strong>Danville Public Library Board</strong></td>
</tr>
<tr>
<td>Chapter 33.50-33.55</td>
</tr>
<tr>
<td>3-year Term</td>
</tr>
<tr>
<td>Linda Bolton</td>
</tr>
<tr>
<td>Cynthia Parr-Barrett</td>
</tr>
<tr>
<td>Jeremy Bell</td>
</tr>
<tr>
<td>Mark Denman</td>
</tr>
<tr>
<td>Jane Andrews</td>
</tr>
<tr>
<td>Melissa Rome</td>
</tr>
<tr>
<td>Martha Espino</td>
</tr>
<tr>
<td>Jim Knoblauch</td>
</tr>
<tr>
<td>Mary Reik</td>
</tr>
</tbody>
</table>
David S. Palmer Arena Authority
3-year Term

City:
- Tara Auter
- Scott Dowers
- Tia Awodeha
- John Spezia
- O.J. Harrison
- Ken Solomon
- Bob Iverson
- Maruti Seth

County:
- Bill Black
- Catlin Crozier
- Dean Shore

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
Doug C. Miller
Glenn 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
Police Chief Chris Yates (by office)
Don McMasters - (Fire Chief)
VC Sheriff Pat Hartshorn (by office)
Hoopeston Police Chief Jim DeWitt (by office)
Vacancy (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: Vacancy
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:

   1
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>
</tr>
</thead>
<tbody>
<tr>
<td>Accident Reports</td>
<td>$ 5.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maps</th>
<th></th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>17x11 Color</td>
<td>$ 2.00</td>
</tr>
<tr>
<td>24x24 Black &amp; White</td>
<td>$ 2.00</td>
</tr>
<tr>
<td>24x24 Color</td>
<td>$ 4.00</td>
</tr>
<tr>
<td>42x42 Black &amp; White</td>
<td>$ 4.00</td>
</tr>
<tr>
<td>42x42 Color</td>
<td>$ 8.00</td>
</tr>
</tbody>
</table>

| Municipal Code                     | $375.00 |
| Supplements to Code                | $ 25.00 |

<table>
<thead>
<tr>
<th>Photocopies</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Black &amp; White Print, 8.5 x 11 or 11 x 14 per page</td>
<td>$ .15</td>
</tr>
<tr>
<td>Black &amp; White Print, 11 x 17 per page</td>
<td>$ .20</td>
</tr>
<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 140/7)

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__________________________ FOIA#________________

DATE RESPONSE DUE________________________ DATE EXTENSION DUE________________________

# PAGES_______ (1ST 50 pages free) PD$_______ # PAGES CERTIFIED_______ ($1.00 per document) PD$_______