

Department Mission Statement

The City of Peoria, Illinois, is committed to achieving a vibrant community in which residents can take pride through the provision of a wide range of quality public services, delivered in a cost-effective manner, which responds to the needs of our residents and businesses, in order to provide a quality of life which is second to none in America's heartland. The City Council is committed to their established Goals and Objectives to ensure the highest quality of services to the citizens of Peoria.

Division – N/A	

The City Council is the elected legislative and policy making body of the City of Peoria. It enacts all laws and directs any actions, as required, to provide for the general welfare of the community through appropriate programs, services and activities.

Fiscal 2002 Accomplishments

- Continued support for policies and programs that encourage stability and revitalization of our older neighborhoods.
- Promoted policies that make it easy for residents and businesses to conduct business with the city.
- Continued to welcome the input of our citizens in a variety of ways.
- Worked diligently to promote intergovernmental cooperation at the Local, State and Federal levels.
- Held the line on the City's portion of the overall property tax levy.

Desired Program Outcomes for 2003

- Implement programs to deliver City services more cost effectively.
- Provide adequate capital for older neighborhoods for sidewalks, special assessments and drainage.
- Redeploy City staff to increase the quality of life in our neighborhoods.
- Diligently explore new sources of revenue. Develop and implement plans to grow our economy.
- Develop and implement plans to work more efficiently with other units of government.

Activities

- Set Policies for the Administration of the City of Peoria.
- Approved Preliminary Draft of the City of Peoria's Strategic Plan 2003-2008 Goals:
 - City Operating as an Efficient Service Business
 - Desirable Neighborhoods
 - Educational Excellence: Preschool to University
 - A Growing Peoria Economy
 - More People Living in Peoria
 - Vibrant Heart of Peoria

Department by Major Object

	Personnel Services	Employee Benefits	Contractual	Supplies	Total
Mayor/Council	\$183,583	\$90,508	\$41,000	\$5,500	\$320,591

Office Mission Statement

The Office of the City Clerk preserves the Official Record of the City, maintains the integrity of City Documents; meets statutory requirements; links citizens, agencies, and other units of government to local government; provides accurate information and support to citizens, City Council and City Staff; administers liquor licensing in a fair and impartial manner; and meets fiduciary requirements for the Firemen's Pension Fund of Peoria, Illinois, utilizing efficient, cost-effective procedures.

Functions

The function of the City Clerk's Office is to administer Meeting Administration for the Corporate Authorities and all Ad Hoc and Special Committees thereof; provide support and information to Citizens, City Council, City Administration; meet statutory requirements as they relate to filings, certifying, recording, execution of documents, linkages to other governmental units, FOIA, Open Meetings Act, Annexations, Budgets, TIF, Elections, et al; maintain and preserve the Official Records of the City, administer, issue and maintain liquor licenses and those records; and meet the fiduciary requirements for the City Clerk for the Pension Code for Downstate Firefighters.

Fiscal 2002 Accomplishments

- Provided Meeting Administration for 76 Regular, Special and Committee Meetings for the Corporate Authorities.
- Distributed minutes within two days of meetings.
- Indexed, filed and archived 847 communications, all contracts, agreements, resolutions, 176 ordinances, and reports approved and accepted by the Corporate Authorities and their designees.
- Accurately disseminated information and provided research to citizens and all agencies in a timely manner.
- Met all statutory requirements of the City Clerk.
- Processed and renewed Liquor Licenses according to demand and Ordinance.
- Restored 10 Archived Ordinance and Minute Journals.
- Reprogrammed Security Measures and preservation for Filing System of Official City Files (Meeting 911 and archive concerns).

Desired Program Outcomes for 2003

- Meet all Statutory Requirements and deadlines regarding filings, certifying documents, Open Meetings Act FOIA, Answering Subpoenas, and various State Statutes relating to Annexations, Budgets, TIF, Elections, et al., in a timely manner.
- Minutes accurately prepared and distributed for Regular City Council Meetings within two to two and one-half days of the Regular City Council Meeting.
- Official Records of the City indexed, maintained and preserved for timely, accurate retrieval for Citizens, Council, and Administration.

- Liquor Licenses processed and renewed within statutory timeframes and Records accurately maintained to assist businesses to open in a timely manner and enforcement procedures to be carried out.
- Meet all fiduciary and every statutory obligation as they relate to the City Clerk under the Pension Code for Downstate Firefighters.

Outcome Trends Table

	FY 2001	FY 2002	FY 2003
Meeting Agenda & Notices Posted 48 Hours Prior	100%	100%	100%
FOIA Notices to Departments in Two Days	100%	100%	100%
Previous Year Index Cards Microfilmed by 1st qtr.	100%	100%	100%

Activities Linked to Council Goals			
Meeting Administration		Council Goal #1	
Information/Support to Public, Council, Administration, Other Governmental Units		Council Goal #1/State Statute	
Liquor Licensing		Council Goal #1	
Firemen's Pension Fund Administration		State Statute	

Division Activities**1. Meeting Administration – Activity Cost – \$142,812**

Notice within 48 hours all meetings, including regular, rescheduled, reconvened, closed sessions, special, committee, subcommittee, ad hoc committee, majority of the quorum, emergency, and joint meetings—called by the Corporate Authorities— attend all such meetings, and provide Official Minutes for each in accordance with the requirements outlined in the Open Meetings Act 100% of the time.

2. Support for Public, Council, Administration, Other Governmental Units – Activity Cost - \$136,704

Disseminate information, provide research, meet statutory deadlines regarding certifying, filing and recording 100% of the time; Maintain City Codes as revised by Council; register voters; transmit FOIA requests to departments within 24 hours (usually within 2 hours) 100% of the time.

3. Records Management/Records Preservation – Activity Cost - \$81,527

Maintain complex Indexing System of all items officially filed with the Clerk by Council, Citizens, Agencies and Administration. Maintain vigorous document imaging and

computerized indexing programs, and restore and preserve 20,000 archived records for 2003.

4. Liquor Licensing – Activity Cost – \$89,025

Accept and process applications for 239 sites approved by Council, issue licenses for 239 locations (including turnovers, which approximates 35 new applications per year, 60 temporary licenses and approximately 50 corporate officer and manager changes) categorizing them in combinations of 13 classes and 10 subclasses, as requested, within ordinance requirements 100% of the time; process, approve and issue license renewals, corporate officer and manager changes for 239 licenses two weeks after filing deadline 100% of the time, working with and depending on information provided by 7 other City departments and agencies; maintain files for 300 lineal inches of in-business and out-of-business establishments, provide court testimony and certifications, and disseminate ordinance information to meet statutory and regulatory requirements 100% of the time.

5. Firemen's Pension Fund Administration – Activity Cost – \$15,506

Provide meeting administration for 12 regular meetings and all rescheduled, reconvened, closed session, special, committee, subcommittee, majority of the quorum, emergency meetings; meet fiduciary obligations/monitor portfolio, calculate benefits, prepare fire trustee elections, maintain records for 194 active firefighters, 139 inactive/retired firefighters, 50 widows and process correspondence 100% of the time.

Service Level Trend Table

	FY 2001	FY 2002	FY 2003
1. Meeting Administration, Records Management/Preservation			
Distributed Agenda Packets	1,935	2,025	3,570
Agendas Mailed	2,070	2,204	1,064
Agenda's e-mailed (Public)	-	1,120	3,840
Agenda's e-mailed for Public Distribution (City Hall)	6,486	7,144	4,900
Meeting Administration for Regular, Special, Ad Hoc, Joint Meetings	69	76	70
Minutes Mailed	7,935	8,360	4,620
Minutes e-mailed (Public)	7,935	8,360	4,620
Minutes for Public Distribution (City Hall)	4,140	2,537	2,040
Items Entered, Filed, Indexed - Computerized (3 processes)	840 x 3	847 x 3	964 x 3
Ordinances Entered, Filed, Indexed - Computerized (3 processes)	188 x 3	176 x 3	204 x 3
Ordinances and Minutes Journals Restored	8	10	10

Linear Filing Inches Preserved	1,130	1,410	5,640
Images Document Imaged	10,000	15,000	15,000
2. Alcoholic Beverage Ordinance			
Administration			
Licenses	223	226	204
Site Approvals	25	6	9
New Applications (Turnovers)	32	35	16
Corporate Officer Changes	24	31	22
Subclass Requests	8	9	8
Renewals Processed	223	226	204
Temporary Licenses	40	62	25
Product Tastings	20	11	6
Vacant Sites Monitored	16	14	33

Department by Major Object

	Personnel Services	Employee Benefits	Contractual	Supplies	Total
City Clerk	\$274,261	\$135,213	\$44,600	\$11,500	\$465,574