

DEPARTMENT BUDGET OVERVIEW**Appropriation by Major Object**

	2007 Actual	2008 Budget	2008 Adjusted Budget	2008 12-Month Estimate	2009 Budget
Personnel Services	\$223,658	\$230,247	\$230,247	\$230,247	\$232,018
Contractual	\$40,695	\$51,060	\$51,060	\$51,060	\$52,337
Materials & Supplies	\$18,025	\$16,182	\$16,182	\$16,182	\$16,425
Total	\$282,378	\$297,489	\$297,489	\$297,489	\$300,780

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 that responds to the needs of our residents and businesses in order to provide a quality of life second to none in America's heartland. The City Council is committed to their established Goals and Objectives to ensure the highest quality of serves to the citizens of Peoria.

Activities

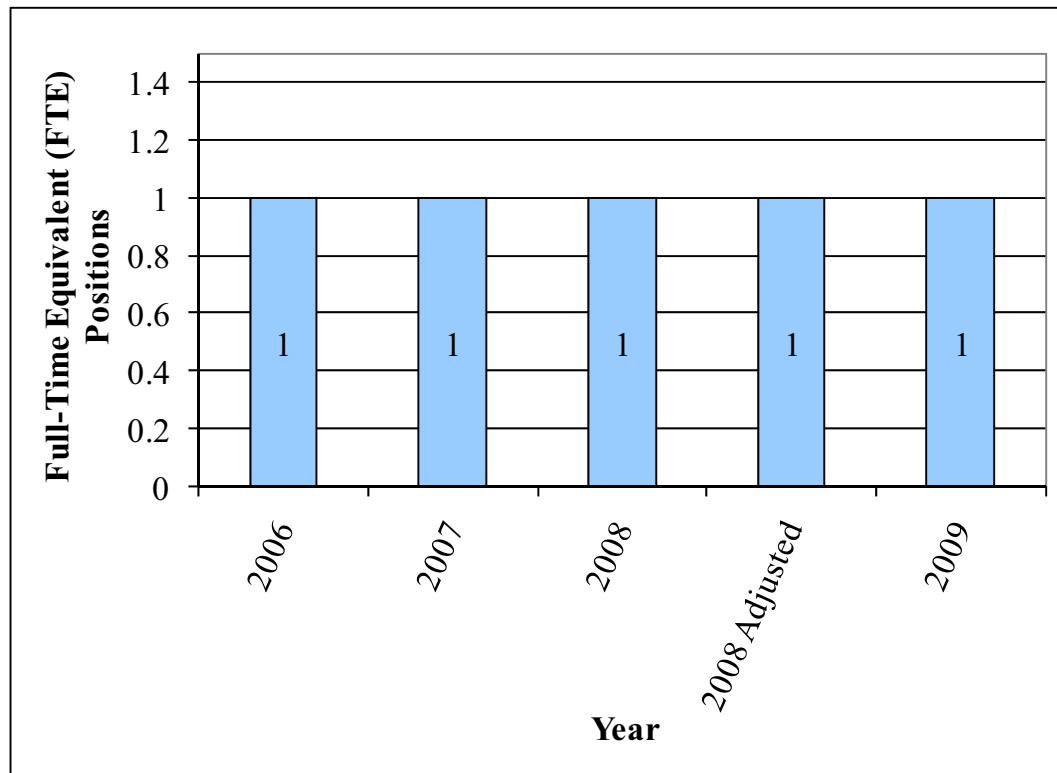
- Set Policies for the Administration of the City of Peoria.
- Approved Preliminary Draft of the City of Peoria's Strategic Plan 2003-2008 Goals:
 - City Operating as an Efficient Service Business
 - Desirable Neighborhoods
 - Educational Excellence: Preschool to University
 - A Growing Peoria Economy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

DEPARTMENT FULL TIME EQUIVALENT (FTE) POSITIONS

TITLE	FY2007	FY2008	ADJUSTED FY2008	FY2009
<u>Mayor/City Council's Office</u>				
Mayor	1	1	1	1
District Council Members	5	5	5	5
At-Large Council Members	5	5	5	5
Senior Administrative Assistant	1	1	1	1
Total	12	12	12	12

***Note:** Only the Senior Administrative Assistant is full time and therefore counted in the total number of City employees.

Staffing History



DEPARTMENT BUDGET OVERVIEW**Appropriation by Major Object**

	2007 Actual	2008 Budget	2008 Adjusted Budget	2008 12-Month Estimate	2009 Budget
Personnel Services	\$281,830	\$293,510	\$293,510	\$293,510	\$299,403
Contractual	\$37,185	\$47,608	\$50,727	\$50,727	\$48,798
Materials & Supplies	\$13,993	\$12,389	\$13,950	\$13,950	\$12,575
Total	\$333,008	\$353,507	\$358,187	\$358,187	\$360,776

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.

Division – N/A

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 2008 Accomplishments

- Provided Meeting Administration for 33 Regular, 7 Special and 6 Committee Meetings for the Corporate Authorities and 41 Executive Session Meetings.
- Distributed minutes within two days of meetings.
- Indexed, filed and archived 725 communications, all contracts, agreements, resolutions, 175 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.
- Reprogrammed Security Measurers and preservation for Filing System of Official City Files (Meeting 911 and archive concerns).

Desired Program Outcomes for 2009

- 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 within two days of 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 2007	FY 2008	FY 2009
Meeting Agenda & Notices Posted 48 Hours Prior	100%	100%	100%
FOIA Notices to Departments in One Day	100%	100%	100%
Previous Year Index Cards Microfilmed by 1 st qtr.	100%	100%	100%
Meet Fiduciary Requirements per ILCS 40	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**

Notice, attend all meetings of the corporate Authorities and provide Official Minutes in accordance with the Open Meetings Act.

2. Support for Public, Council, Administration, Other Governmental Units

Disseminate information, provide research, meet statutory deadlines regarding certifying, filing and recording, Maintain City Codes, and register voters.

3. Records Management/Records Preservation

Maintain complex Indexing System, document imaging and computerization, appropriately maintain current Official Files, and restore archived records.

4. Liquor Licensing

Accept and process applications, issue licenses, process renewals, maintain files, and provide court testimony and certifications, and disseminate ordinance information.

5. Firemen's Pension Fund Administration

Provide meeting administration, meet fiduciary obligations/monitor portfolio, calculate benefits, prepare fire trustee elections, maintain records for active firefighters and inactive/retired firefighters, and process correspondence.

Service Level Trend Table

1. Meeting Administration, Records Management/Preservation	*FY 2007	FY 2008	FY 2009
Distributed Agenda Packets	1,054	1,200	1,350
Agendas Mailed	3,876	3,920	4,410
Meeting Administration for Executive Sessions	39	41	43
Meeting Administration for Regular Meetings	34	33	35
Meeting Administration for Special, Ad Hoc & Joint Meetings, Policy	15	10	11
Minutes Mailed	1,564	1,520	1,710
Communications Filed & Imaged (2 processes)	723 x 2	725 x 2	730
Ordinances Filed & Imaged (2 processes)	169 x 2	175 x 2	180
2. Alcoholic Beverage Ordinance Administration			
Licenses	223	225	230
New Applications (Turnovers)	26	27	28
Temporary Licenses	68	70	75

Questy's Software Implemented in 2005

*Ordinance No. 16,141 adopted 6/5/07 implemented meetings on the 2nd & 4th Tuesdays

DEPARTMENT FULL TIME EQUIVALENT (FTE) POSITIONS

TITLE	FY2007	FY2008	ADJUSTED FY2008	FY2009
<u>City Clerk's Office</u>				
City Clerk	1	1	1	1
Chief Deputy City Clerk	1	1	1	1
Deputy Clerk	1	1	1	1
Administrative Specialist III	1	1	1	1
Total	4	4	4	4

Staffing History

