



Office of the City Manager

TO: Department Heads and Staff

FROM: Scott Moore, City Manager

DATE: December 7, 2009

SUBJECT: **MANAGEMENT DIRECTIVE FREEDOM OF INFORMATION ACT (FOIA)**

This directive constitutes the rules and procedures for access to the records of the City of Peoria, Illinois. It shall be included in all copies of the City's Freedom of Information Act directory.

This order sets forth procedures to ensure that citizen requests for access to public records of the City of Peoria, Illinois, will be processed with the timeliness and cooperative spirit envisioned by the Illinois Freedom of Information Act (FOIA) Illinois Compiled Statutes, 5 ILCS 140/1).

DEPARTMENT RECORDS OFFICER

Each department head shall:

1. Formally designate a department records officer and a deputy records officer to act in the absence of the regularly designated records officer, who shall be responsible to the department head for oversight and administration of the responsibilities of the department and its employees under the FOIA and the Local Records Act; and
2. Provide a procedure within the department to promptly refer all written requests for records and/or phone calls asking for the department records officer to the proper individual during all business hours of the department, including the periods of illness and vacation or other absence of the designated records officer.
3. Have FOIA forms readily available to facilitate citizens who seek to make a request for public records.

The department records officer (or designee) shall:

1. Receive and process all requests for records received by said department within the time frame of the FOIA and following the procedures outlined in the FOIA and this directive; and
2. Maintain a file of all requests for records, responses to requests, time extension notices, and letters of denial of access to records; and promptly forward to the City Clerk a copy of all such items.

3. Immediately hand deliver or fax (please do not send the request by inter-office mail) the City Clerk's Office, a copy of all FOIA requests to enable them to prepare a cover memo and ensure that the request is directed to the appropriate department(s) for response.
4. Begin processing the request immediately upon its receipt without waiting for the Clerk's Office to return the request with the cover memo.

CITY OF PEORIA RECORDS OFFICER

The City Manager shall designate a City Records Officer who shall have the responsibilities listed below.

Responsibilities of the City of Peoria Records Officer shall be to:

1. Annually update and distribute the City of Peoria FOIA directory (or more often should there be a change by law or court decision);
2. In conjunction with the City Corporation Counsel and the City Clerk, annually provide training for department records officers;

CITY CLERK – KEEPER OF RECORDS

1. **Request for Records and Response:** Upon response to a request for records, each department records officer shall immediately forward to the City Clerk for filing a copy of the request form and the response. If the City's request form has been used, a copy of the fully completed form (both the request portion completed and signed by the requester and the response portion as completed and signed by the department) shall be sufficient. If the City's form was not used, a copy of the written request and the department's written response must be forwarded to the City Clerk. Each department shall also maintain a file of all requests and the responses as received and processed by said department.
2. **Denial and/or Time Extension Records:** If a denial of request or an extension of response time is made, a copy of the written request and the letter (or form) of denial and/or letter (or form) extending response time shall be forwarded to the City Clerk at the same time the letter of denial or time extension is written and mailed.
3. **FOIA Required File of Denial and/or Time Extension Records:** As required by the FOIA, the City Clerk shall maintain the file of all denials of records and letters extending response time within the City government of Peoria, Illinois. Any subsequent letter or written record of an action which modifies or changes a denial previously made shall be copied to the City Clerk so that the Clerk's file can be kept accurate.

REQUEST FOR RECORDS AND RESPONSE TO SUCH REQUESTS:

1. **To Place a Request for Records:** Whenever possible, a citizen should place a request with the department serving as the keeper of the particular record(s) requested. Information on the appropriate department to contact may be obtained from the City's Records Officer or the City Clerk. For the time requirements of the Illinois FOIA to be in effect, the request must be made in writing.

2. **Request Form:** Each department shall have available a supply of City of Peoria Request for Information forms. A blank copy of the request form is printed in the front of each City of Peoria FOIA directory. Additional copies of the request form are also available from the City Clerk's Office, Room 401, City Hall.
3. **Written Request:** Receipt by the City of a written request for access to public records invokes the provisions of the FOIA and starts the time running for the required response time as mandated in the Illinois FOIA. Therefore, all written requests shall be signed by the individual making the request and be dated, timed, and signed by the staff person receiving the written request. Each department receiving a written request for information shall forward a copy of the request and response to the City Clerk.
4. **Timeliness of Response to Request for Records:** The Illinois FOIA requires that any copy of public records requested by a citizen must be furnished within five business days. In addition, the FOIA provides seven reasons for which the reply time may be extended for an additional five business days. The person placing the request for information must be notified in writing within the first five days if the City is extending the response time an additional five days. In addition, a copy of the extension notification must be filed with the City Clerk.
 - a. Any employee receiving a written request for access to public records shall immediately forward such request to their department's records officer for review.
 - b. The request should be granted immediately and the record produced at that time if:
 1. a citizen merely desires to see and read and/or make a handwritten copy of the record;
 2. the department records officer determines that the requested record contains no information to which access could be questioned and possibly denied under the FOIA; and
 3. proper supervision of the person and record can be conveniently maintained without unduly disrupting the necessary work of the department at that time.
 - c. If prompt access would obstruct or hinder work of the department at that time, the request for record(s) should be accepted and the information provided at a subsequent date within the time frame outlined in the FOIA.
5. **Denial of Access to Records:** A denial shall only be rendered by a department records officer after consultation with the assistant corporation counsel normally providing legal advice to their department. The legal opinion shall prevail.

All denials shall be made in writing within five working days after receipt of the request (or within ten business days after receipt of the request if the City has taken appropriate action to seek an extension). Per the Illinois FOIA, the denial must be in writing and must include:

All denials shall be made in writing within five working days after receipt of the request (or within ten business days after receipt of the request if the City has taken appropriate action to seek an extension). Per the Illinois FOIA, the denial must be in writing and must include:

- a. the reason for the denial;
- b. the names and titles or positions of each person responsible for the denial;
- c. reference by section number and letter to the specific section of the FOIA used to authorize the denial; and
- d. a sentence informing the requester of their right to appeal the decision in writing to the Public Access Counselor or initiating an action for judicial review in the Tenth Judicial Circuit Court of Peoria County.

Whenever possible, the department making the denial should use the City's Denial of Request for Record form which is included in each City of Peoria FOIA directory. Additional copies of the form are also available from the City Clerk's Office.

For the City of Peoria, the "head of the public body" is the City Manager.

6. **Furnishing Copies:** If it appears that the cost for copying the requested records will exceed \$5, the requester should be advised of the approximate cost before the copies are made.

The requester can ask for a waiver of fee or a reduced fee for copying charges. The City of Peoria Request for Waiver of Fee or Reduced Charge form is included in the City's FOIA directory. According to the Illinois FOIA, a request for waiver/reduction will be granted only if:

- a. the person requesting the documents states the specific purpose for the requests, and
- b. indicates that a waiver or reduction of the fee is in the public interest.

The Illinois FOIA defines waiver for public interest as such: "waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.

In setting the waiver or reduction, the City may take into account the amount of materials requested and the cost of copying them.

COPYING COSTS AND FEES:

1. Copy charge: 10 cents per copy (per side), 50 cents per color copy (per side); unless otherwise posted. Said posting must be prominently displayed at all photocopy machines in all City departments. No fees may be charged for the first 50 pages of black and white, letter or legalized copies.

2. Charge for booklets and other specially produced items printed in-house shall include all material costs (i.e. cover, binders, etc.) – but in no case can any labor costs of City employees be included in the charge.
3. Charge per item for booklets and other specially produced materials printed by a commercial firm shall be determined by dividing the actual charge to the City from the printer by the number of copies printed.
4. Cost for certifying public records shall be \$1 for each certification attached to the record or records.
5. The cost of furnishing a copy of microfilm, photographic prints or negatives, EDP tape, computer diskettes, audio recording tape, movie film, video tape of film cassettes, etc., shall be the actual cost of materials, any commercial contractual charges incurred (per copy),– in no case can any labor costs of City employees be included in the charge.

EDP RECORDS

Requests for records stored in electronic data processing/computer (EDP) form only, and requiring specific action by EDP operations employees such as programming or setting up batch retrieval or report printing operations, etc., shall be referred to the department records officer in the department responsible for the information requested. The department records officer shall confer with the EDP operations manager as to the best manner to meet the request.

The EDP operations manager shall not provide any data for FOIA access requests without approval of the department records officer responsible for the data.

If the records are furnished in the form of printed, plain language reports, the department records officer shall ensure data labeling is adequately communicative. Other forms (tapes, floppy discs, raw data dumps, etc.) shall be adequately labeled/described by EDP operations personnel.

If the records data requested are available in part on different printed reports, EDP personnel shall attempt to consolidate the information into one report if such action does not result in undue special programming. When it is not possible to reduce the information to a single report, the department records officer shall remove non-accessible information from the records before presenting them to the requester.

PROMINENT PUBLIC DISPLAY

The City of Peoria FOIA publication shall be displayed in a suitable manner in the public reception area of each of the City's administrative offices.

Copies of the City's FOIA publication are available from the City Clerk.

**Request for Information
From the City of Peoria, Illinois
Under the Illinois Freedom of Information Act**

Name (Please print) _____

Street Address: _____

City/State/Zip: _____

Home Phone: _____ Work Phone: _____

I hereby request to inspect/copy the following records: Circle whichever choice is appropriate. List records sought to be inspected or copied.

Is this a request for Commercial Purposes? _____ Yes _____ No (Commercial Purpose means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sale or resale, or services). For purpose of definition, requests, made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for the commercial purposes when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events; (ii) for articles of opinion or features of interest to the public; (iii) for the purpose of academic, scientific, or public research or education.

The period for which records are sought: From _____ until _____

Signature of individual making request: _____

I hereby verify that I received on the date so noted those records requested which are available for inspection under the Freedom Of Information Act.

Signature: _____ Date: _____

Office Use Only

The records so requested have been reviewed and are appropriate for release under the guidelines of the Illinois Freedom of Information Act.

Except for the following records: _____

Reason access was denied to above listed records (list names and titles of all persons authorizing denial and specify exact section of the Illinois FOIA which applies):

Signature, title and department of employee reviewing records:

_____ Date: _____

Of the records requested, copies were provided of the following: _____

The records requested were presented to such an individual for inspections at:

_____ in the _____ day of _____, _____
Time Date Month Year

Date due: _____ Date Extension requested _____, new Date Due _____.

Signature, title and department of employee presenting records for inspection:

_____ Free Collected: \$ _____

_____ Date Due _____ Date Extension requested _____ New Date Due _____



**PEORIA POLICE DEPARTMENT
FREEDOM OF INFORMATION REQUEST**

MJH 01/10



The Freedom of Information Act is an act in relation to access of public records and documents. Other State or Federal laws such as the Privacy and Security Act or the Juvenile Court Act, may take precedence over the Freedom of Information Act, and may prevent your access to all or part of the information you have requested.

The Act allows us **five (5) business days, excluding weekends and holidays** to comply with your request. You will be notified by mail as to whether your request was approved or denied. If denied, the reason for denial will be included in your letter. If approved, your letter will indicate when and where your copy will be made available. The first fifty (50) pages are free for black and white copies. There is a .10 cents fee for each additional copied page of information. **The City may require payment of fees prior to making copies, depending on the amount of documents requested.** Otherwise, fees are payable upon receipt of documents.

To assist a search pertaining to your request and help us determine your right to access, please complete the information requested below.

Your Name (please print)

Address

City/State/Zip

Telephone Number

INFORMATION REQUESTED

POLICE INCIDENT REPORT NUMBER (if known): _____

Incident Type: _____ Incident Date: _____
(e.g.: burglary, assault, battery)

Incident Location: _____

Is this request for commercial purposes? ☐ YES ☐ NO

Commercial purpose means the use of any part of a public record or records, or information derived from public records, in any form, for sale, resale, or solicitation or advertisement for sales or services.

PERSONS INVOLVED IN INCIDENT: IF APPLICABLE, INCLUDE YOUR NAME

Name: _____ D.O.B.: _____ Sex: M F

Address: _____

Name: _____ D.O.B.: _____ Sex: M F

Address: _____

OTHER INFORMATION: _____

Your Signature

Date of Request

DATE

(NAME)

(ADDRESS)

Dear

Your request dated _____ and received by the City of Peoria on _____ for records of _____

_____ requires additional time to respond to your request as provided by Section 3(d) of the Illinois Freedom of Information Act ILCS 140/3. This additional time is required because:

- a) the requested records are stored on whole or in part at other locations that the office having charge of the requested records;
- b) the request requires the collection of a substantial number of specified records;
- c) the request is covered in categorical terms and require an extensive search for the records responsive to it;
- d) the requested records have not been located in the course of routine search and additional efforts are being made to locate them;
- e) the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under sections 7 and 7.5 of the Act or should be revealed only with appropriate deletion;
- f) the request for records cannot be compiled with by the public body within the time limits prescribed by paragraph (c) of this Section without unduly burdening or interfering with the operations of the public body;
- g) there is a need for consultation, which shall be conducted with all practical speed, with another public body or among two or more components of a public body having a substantial interest in the determination or on the subject matter of the request.

The city's response to your FOIA request is now due on _____.

Sincerely,

Title

cc: Sonni Williams, Senior Attorney

CITY OF PEORIA
REQUEST FOR WAIVER OF FEE OR REDUCED CHARGE
FOR RECORDS REQUESTED PURSUANT TO THE
ILLINOIS FREEDOM OF INFORMATION ACT

Pursuant to the Illinois Freedom of Information Act, the undersigned hereby certifies:

1. That the undersigned desire to inspect and copy the following documents:
2. That the undersigned seeks to receive these documents without fee or at a reduced charge.
3. That the specific purpose for this document request is as follows:
4. That the waiver or reduction of the duplication fee is in the public interest. *

Signature of applicant: _____ Date: _____

Check appropriate action: _____ Waiver or: _____ Reduction in Fee:
_____ Granted _____ Denied.

Staff signature and title: _____ Date: _____

*Note: A fee waiver/reduction will be granted only if it appears that the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public and not for the principal purpose or personal or commercial benefit. Explanation as to why the fee waiver or reduction should be granted.

Please explain why the waived reduction of fee is in the public interest.

**** Note to Public Body:** Before denying a request, in whole or in part, based on an exemption in Section 7(1)(c) or 7(1)(f) of the Freedom of Information Act, you must provide written notice to the Public Access Counselor and the requester of the intent to deny the request on this basis. 5 ILCS 140/9.5(b). Completing and submitting this form to the Public Access Counselor and to the requester will constitute written notice of the public body's intent to deny the requester's FOIA request in whole or in part based upon the exemption in Section 7(1)(c) or 7(1)(f) of the Freedom of Information Act.

Name of Public Body:

Contact Information for FOIA Officer: _____

Signature of FOIA Officer: _____

Exemption claimed by public body (check which applies):

____ The requested records contain personal information and the disclosure of this information would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1) (c).

____ The requested records are preliminary drafts, notes, recommendations, memoranda or other records in which opinions are expressed, or policies or actions are formulated.

Proposed response to the requestor's FOIA request by the public body (*attach additional pages, if necessary*):

Detailed summary of the basis for asserting the exemption (*attach additional pages, if necessary*):

*****ATTACH A COPY OF THE FOIA REQUEST*****

The Public Access Counselor will not accept this Notice of Pre-Approval without attachment of a copy of the FOIA request in question.

DATE

(NAME)
(ADDRESS)

Thank you for writing to (name of public body) with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On (insert date received by public body), you requested the following documents: (insert description of information requested, or restate their request). Your request has been granted.

(If the number of black and white copies is 50 copies or fewer:) We have enclosed copies of the documents that you requested.

(If the number of black and white copies is greater than 50, or if the copies are color in a size other than letter or legal size, state the following:) In keeping with the copying fees allowed by the Illinois Freedom of Information Act, 5 ILCS 140)6(b), the cost of your copies is \$_____. Please send us a check or money order, made payable to _____ for this amount.

Sincerely,

(Name of FOIA Officer and contact information)

cc: Sonni Williams, Senior Attorney

DATE

(NAME)
(ADDRESS)

Dear:

Your request dated _____ and received by the City of Peoria on _____ is hereby denied. The record(s) you requested are exempt from disclosure under Section 7 ____ of the Illinois Freedom of Information Act, 5 ILCS 140/7, because:

If you believe this interpretation of the law is incorrect, you may, in accordance with Section 9 of the Illinois Freedom of Information Act, 5 ILCS 140/9, seek review within 60 days of this decision by filing a request for review with the Public Access Counselor Cara Smith, Office of the Attorney General, 500 South 2nd Street, Springfield, IL, 62706, FAX: 217-782-1346, email: publicaccess@atg.state.il.us, or, alternatively, you may seek judicial review of this decision by filing a lawsuit in the Tenth Judicial Circuit Court of Peoria County, pursuant to §11 of the Act.

The person(s) responsible for the denial of your request is/are_____.

Sincerely,

Title

cc: Sonni Williams, Senior Attorney

DATE

(NAME)

(ADDRESS)

Dear:

Your request dated _____ and received by the City of Peoria on _____ is hereby granted in part. Some portion(s) of the record(s) are exempt from disclosure under Section 7 ____ of the Illinois Freedom of Information Act, 5 ILCS 140/7, because:

If you believe this interpretation of the law is incorrect, you may, in accordance with Section 9 of the Illinois Freedom of Information Act, 5 ILCS 140/9, seek review within 60 days of this decision by filing a request for review with the Public Access Counselor, Cara Smith, Office of the Attorney General, 500 South 2nd Street, Springfield, IL, 62706, FAX: 217-782-1346, email: publicaccess@atg.state.il.us or, alternatively, you may seek judicial review of this decision by filing a lawsuit in the Tenth Judicial Circuit Court of Peoria County pursuant to §11 of the Act.

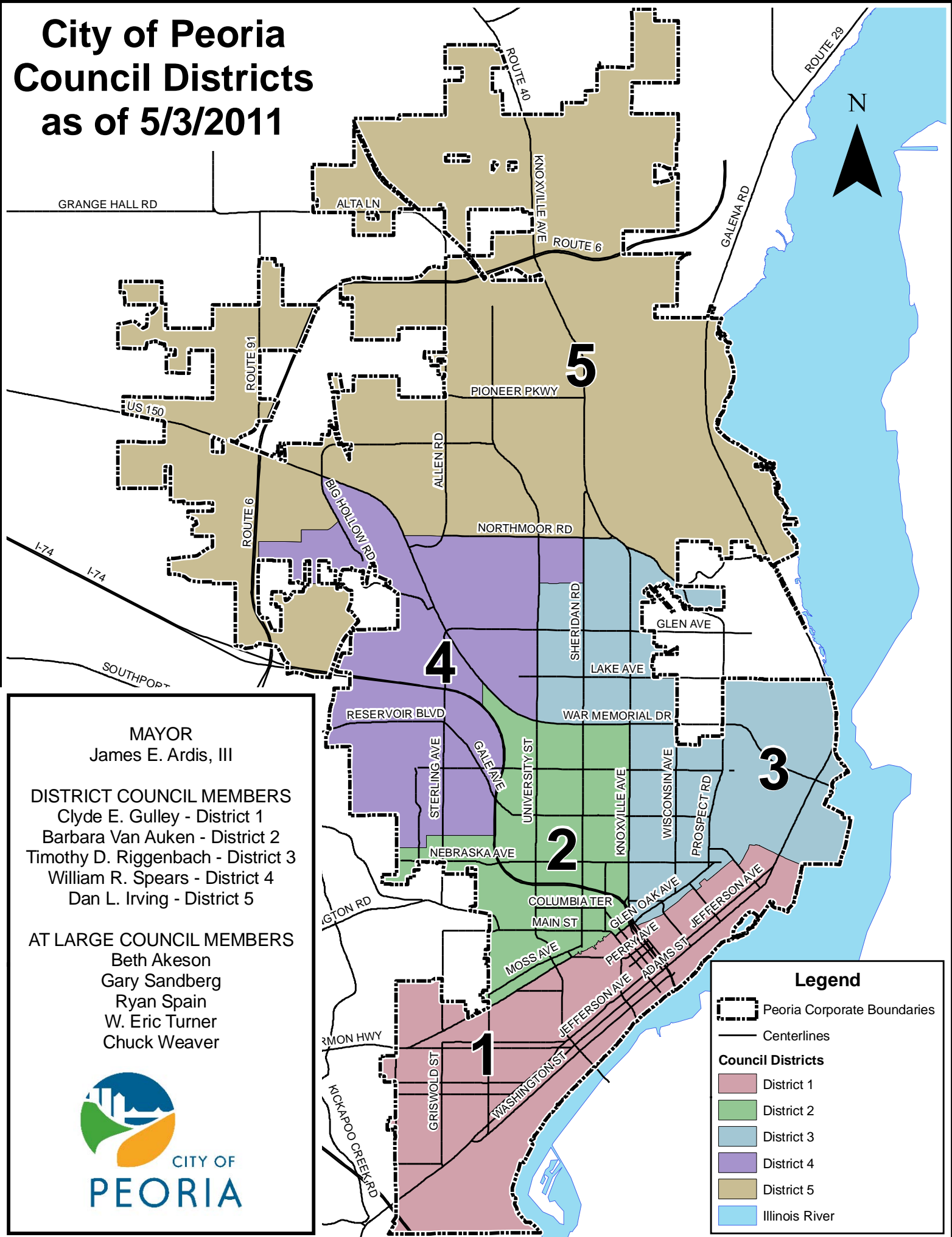
The person(s) responsible for the partial denial of your request is/are _____
_____.

Sincerely,

Title

cc: Sonni Williams, Senior Attorney

City of Peoria Council Districts as of 5/3/2011



MAYOR
James E. Ardis, III

DISTRICT COUNCIL MEMBERS

Clyde E. Gulley - District 1
Barbara Van Auken - District 2
Timothy D. Riggerbach - District 3
William R. Spears - District 4
Dan L. Irving - District 5

AT LARGE COUNCIL MEMBERS

Beth Akeson
Gary Sandberg
Ryan Spain
W. Eric Turner
Chuck Weaver



CITY OF PEORIA
419 Fulton Street
Peoria, IL 61602

Elected Officials

<u>Officials</u>	<u>Addresses</u>	<u>Office/Cell</u>	<u>Residence</u>
Mayor (Term Expires: May 5, 2013)			
Jim Ardis jardis@ci.peoria.il.us	6141 N. Evergreen Circle, 61614	494-8519	692-1149
Council Member-At-Large (Term Expires: May 1, 2015)			
Beth Akeson bakeson@ci.peoria.il.us	4207 N. Grandview Drive, 61615	573-1117	696-7530
Gary Sandberg illeone@aol.com	1801 N. Bigelow Street, 61604	678-2280	682-2564
Ryan Spain rspain@ci.peoria.il.us	6502 N. Post Oak Road, 61614	253-2489	550-5021
W. Eric Turner weturner@ci.peoria.il.us	6212 N. Teal Wood Circle, 61615	253-2489	686-8615
Chuck Weaver cweaver@ci.peoria.il.us	6000 W. War Memorial Drive, 61615	360-4779	494-8588
District Council Members (Term Expires: May 5, 2013)			
1 st Clyde E. Gulley, Jr. cgulley@ci.peoria.il.us	1303 S. Arago Street, 61605	253-0827	673-9868
2 nd Barbara VanAuken bvanauken@ci.peoria.il.us	2807 N. Linn Street, 61604	265-6233	688-3039
3 rd Timothy D. Riggenbach triggenbach@ci.peoria.il.us	521 W. Stonegate Road, 61614	369-5233	688-5149
4 th William R. Spears wspears@ci.peoria.il.us	2225 E. Overhill Road, 61615		688-0960
5 th Dan Irving dirving@ci.peoria.il.us	10708 Alex Drive, 61615	369-8391	243-9981
City Clerk (Term Expires: May 5, 2013)			
Mary L. Haynes Mhaynes@ci.peoria.il.us	4615 N. California Avenue, 61614	494-8565	685-8174
City Treasurer (Term Expires: May 5, 2013)			
Patrick Nichting pnichting@ci.peoria.il.us	10507 N. Sleepy Hollow Road, 61615	494-8545	692-5580
City Assessor (Term Expires: December, 2013)			
Bonnie Gavin	5735 N. Woodlawn Court, 61614	494-8180	688-3833

City of Peoria – Departmental Records Officers

<u>Department</u>	<u>Records Officer</u>	<u>Phone</u>
City Clerk's Office City Hall-Room 401	Mary Haynes Beth Ball	494-8586 494-8567
City Treasurer's Office City Hall-Room 100	Patrick Nichting Darlene Coates	494-8545 494-8541
Economic Development City Hall-Room 207	Susan Schlupp	494-8640
Emergency Communications 524 SW Adams, 61602	David Tuttle Sandra Klatt Kristal Salter	494-8035 494-8000 494-8000
ESDA 3615 N. Grandview Drive	Dwain Deppolder	494-8077
Equal Opportunity City Hall-	David Watkins	494-8530
Finance Department City Hall-Room 106	Bob Golden Darla Jones	494-8517 494-8505
Fire Department 505 N.E. Monroe	Gary VanVoorhis Melanie Anderson	494-8731 494-8794
Information System 542 S.W. Adams	Mike King Rachel Cook	494-8113 494-8105
Inspections Department Twin Towers-Room 402	Joe Dulin Kay Burroughs	494-8631 494-8622
Legal Department City Hall-Room 200	Sonni Williams Randy Ray	494-8593 494-8592
Mayor/City Manager City Hall-Room 207	Chayne Chamberlain Linda Cooper	494-8558 494-8555
Human Resources City Hall-Room 303	Janet Tomlins Ed Hopkins	494-8586 494-8585
Planning & Growth Town Towers -Room 402	Ross Black Nicole Frederick	494-8601 494-8606
Police Department 600 S.W. Adams	Martha Hammer Doug Ward	494-8346 494-8329
Public Works 3505 N. Dries Lane	Jeffrey Smith	494-8658
Workforce Development 221 Fulton, 61602	Rebecca Robinson Sue Gobble	495-8943 495-8919

Frequently Asked Questions About the Freedom of Information Act and City of Peoria Records

WHICH RECORDS ARE AVAILABLE FOR INSPECTION?

All records maintained by the City of Peoria, except those exempt from inspection by the Illinois Freedom of Information Act or other applicable State statute.

DOES THE FREEDOM OF INFORMATION ACT REQUIRE THE CITY TO RESEARCH AND COMPILE INFORMATION UPON REQUEST?

Generally not.

The purpose of the Freedom of Information Act is to make public records available for public inspection. It is the responsibility of individuals who request to inspect records to do their own research and compilation from the records they request for inspection.

If information is easily retrievable in a statistical or report format – such as information stored in computer data programs, the requester can ask that the information be produced in a specific format. However, the City is not required to make staff available to research through files and other records to compile statistical or other information upon request.

HOW CAN A REQUEST TO INSPECT RECORDS BE MADE UNDER THE FREEDOM OF INFORMATION ACT?

According to State law and the City's FOIA Directive, requests to inspect records of the City of Peoria should be made in writing to either the department which is the keeper of the requested records or to the City Clerk's Office in Room 401 of Peoria City Hall.

The provisions of the FOIA are only triggered after receipt by the City of a written request.

WHEN CAN I EXPECT A RESPONSE TO MY REQUEST TO INSPECT RECORDS?

The City has five business days to respond to a request. However, as provided by State statute, the City can request an additional five (5) business day extension for limited reasons – such as when the requested records are stored, in part, in several different departments.

CITY OF PEORIA – GENERAL INFORMATION

Peoria is a home rule City using the Council-Manager form of government. Voters adopted the Council-Manager form of government on January 22, 1952, by a 2-1 margin (15,872 to 7,095).

The Mayor and ten City Council Members (five elected from individual districts and five elected from the City at-large) perform the legislative function.

The Mayor presides at all meetings of the Council and is the policy spokesperson for the City. The Mayor is the official head of the City recognized by the Courts for the purpose of serving civil process and by the Governor for all legal purposes. The Mayor is also the Liquor Commissioner for the City.

The City Manager, appointed by and serving at the pleasure of the City Council as a body, is the Chief Executive Officer. The City Manager exercises general supervision over all City departments, except as otherwise provided by law.

The City Clerk and City Treasurer are both elected by the citizens at-large.

Peoria has been designated an *All American City* three times by the National Civic League – 1953, 1966, and 1989.

According to the 2000 census, the City's population is 112,936.

Peoria has Sister City agreements with Friedrichshafen, Germany, Benxi, China, and Clonmel, Ireland.

COUNCIL-MANAGER GOVERNMENT

Council-Manager government is modeled on the organization of a business firm. The intent of Council-Manager government – as opposed to other styles such as the Strong Mayor or the Commission form of government – is to separate the policy-making and managerial functions of a City. Under Council-Manager government, the City Council is the policy-making body, the “board of directors.” The City Manager, appointed by and serving at the pleasure of the City Council as a body, is the Chief Executive Officer.

A chief feature of the Council-Manager system is the centralization of administrative authority. The City Manager appoints all department heads and is responsible for managing the day-to-day operations of the City. The Manager also keeps the Council advised of the financial condition and future needs of the City and makes recommendations to the Council on a variety of issues.

Peoria is one of the 140 Council-Manager forms of local government in the State of Illinois (ICMA:1997).

Elected Officials

OFFICE OF THE MAYOR

Jim Ardis
Mayor

Under Peoria's Council-Manager form of government, the Mayor is the official head of the City. He is elected at-large for a four-year term. In Peoria, the Mayor chairs and is a voting member of the City Council.

The Mayor fulfills a leadership role of interpreting City Council policies and formulating community goals. Because the City operates under a Council-Manager form of government, the Mayor is neither required nor expected to administer the operation of the City departments or personnel. The autonomy from administrative responsibility allows the Mayor to concentrate on policy matters.

The Mayor is the intergovernmental leader of the City and is the City's liaison to elected officials and other dignitaries throughout the world. The Mayor also signs all legal documents, ordinances, resolutions, and proclamations of the City of Peoria. He is the local Liquor Commissioner.

With the concurrence of the Council, the Mayor makes appointments to the City's various boards, commissions and committees.

CITY COUNCIL

At-Large Council

Beth Akeson
Gary Sandberg
Ryan Spain
W. Eric Turner
Chuck Weaver

District Council

1 – Clyde E. Gulley, Jr.
2 – Barbara Van Auken
3 – Timothy Rikkenbach
4 – William R. Spears
5 – Dan Irving

The City Council of Peoria consists of eleven Council Members. Five Council Members are elected from districts, and the Mayor and the other five Council Members are elected from the community at-large. Council Members serve four-year terms with elections staggered every two years. (Mayoral and District elections: 2013...; At-large elections: 2011, 2015...)

It is the responsibility of the Council to establish policies and direction for the City government, to be responsive to the needs of the community, and to be well informed on issues before the Council.

OFFICE OF THE CITY CLERK

Mary L. Haynes, MMC
City Clerk

The City Clerk is an elected official, elected at-large and has the primary responsibility of keeping the official record and documents of the City. Known as the link to City Government, the City Clerk and her

staff can assist you in reaching your Council Representative, linking the citizens to areas within the City Administration and assisting in researching Council action, City Regulations, Laws and Policy. For consultations or extensive research, citizens may contact the office at 494-8565.

Documents are the wheels that move government; however, documents and Council action are usually not accepted by the Courts or other governmental entities until the Clerk certifies and verifies those documents or specific Council action as official. The City Clerk's Office is dedicated to meet the requirements and deadlines prescribed by City, State and Federal law to ensure the proper function of government; to keep the official records of the City Council, such as Proceedings, Resolutions Ordinances, Contracts, Agreements, and all other communications of the Council.

The City Clerk attends all meetings of the Council, including Council Committees, Policy Sessions, and Executive Sessions, and is responsible for the Council Agenda and Notices of meetings and hearings before the Council. The Clerk keeps the official seal and records and is responsible for properly managing and executing the official records of the City to ensure the integrity of the records for the citizens and the Courts. The Clerk and has developed an indexing system for City documents and has implemented the Paperless Agenda.

The Clerk is responsible to maintain up-to-date City Codes and to provide accurate information to citizens and to the City Administration. The Clerk's office is responsible for administering the Alcoholic Beverage Ordinance and issues liquor licenses, as well as keeping complete files for the licensees. The Clerk coordinates the Freedom of Information Act for the City.

By State Statute, per State Statute, the Clerk sits as Trustee on the Firemen's Pension Fund Board. The Clerk has traditionally been elected secretary and maintains all of the records of the fund, as well as figuring pension benefits, coordinating all of the meetings, proceedings, notices and correspondence.

The Clerk is ex-officio Town Clerk with the Town of the City of Peoria formed as a Co-terminus Township. The boundaries of the Township are no longer contiguous with the boundaries of the City; however, the State has instructed the Township to operate as a co-terminus township. The Township has its own Freedom of Information Directory. The Clerk reconciles the General Assistance, General Town and IMRF funds and coordinates meeting administration for this separate form of Government.

For further information, The Clerk's website can be accessed at www.ci.peoria.il.us, click officials, click City Clerk.

OFFICE OF THE CITY TREASURER

Patrick Nichting
City Treasurer

The City Treasurer, as an elected official, has primary responsibility for the administration and management of the collection and deposit of all monies due the City. The Treasurer oversees the collection, verification, receipt, deposit, and computer entry of monies received in independent departments such as the Animal Shelter, Police, Fire, Library, Election Commission, and Workforce Development, as well as in the Treasurer's Office.

The City Treasurer records receipts and disbursements for all funds. All funds are reconciled to their checking accounts. Financial reports are prepared monthly and annually for the City Council, and a condensed version of the annual report is published for the public. Monthly reports are also created from the division of fines and fees collected by the County. Dual records are maintained with the Finance Department for the check and balance of City funds. Aside from the revenue accounts, the Treasurer balances the Payroll, Imprest, and Health Benefits accounts.

As an appointee of the Mayor, the Treasurer serves as Trustee and Treasurer on the Firemen's Pension Fund Board. The Treasurer receives, deposits, and records all pension receipts daily. The Treasurer also invests the pension

fund money. A financial report is submitted monthly to the Pension Board Trustees on receipts, disbursements, and bank balances.

By statute, the Treasurer also serves as Treasurer of the Police Pension Fund. The Treasurer receives, deposits, and records all pension receipts daily. A financial report is submitted monthly to the Pension Board Trustees on receipts, disbursements, and bank balances.

Administrative Departments

CITY MANAGER'S OFFICE

Patrick Urich
City Manager

The City Manager is the chief administrative officer of the Peoria City government. He is appointed by and directly responsible to the City Council. The Manager is appointed on the basis of his executive and administrative qualifications and his experience and education in municipal affairs. As the administrative head of the City, the Manager makes recommendations to and implements the policies of the Council.

The City Manager is responsible for all City equipment, facilities, personnel, and services. His management responsibilities require that he enforce all ordinances and regulations. The Manager appoints all department heads.

Each administrative department is directly responsible for its performance to the City Manager.

ECC COMMUNICATIONS CENTER

David Tuttle
ECC Manager

The Emergency Communications Center (ECC) is responsible for all emergency communications coordination for the City of Peoria. The ECC answers all 9-1-1 calls for the City of Peoria, and Peoria County, outside Bartonville, Chillicothe, and Peoria Heights. Activities include: answering 9-1-1 calls, dispatching Police, Fire, and Emergency Medical personnel to emergency incidents. Answering non-emergency request after hours for Public Works, PAWS, Peoria County Coroner, and JULIE locates for the City.

The ECC provides service to Peoria Police, Peoria Fire, Peoria County Sheriff, Advanced Medical Transport, and 9 volunteer ambulance services. They also provide service to the Peoria Park District Police, Peoria School District 150 Police, Bradley University Police, and the IL Air National Guard Fire Department.

The Electronic Radio Shop provides services to Peoria Police, Peoria Fire, Public Works, and PAWS. They provide installation services for mobile radios and support for portable radios. They install and maintain most electronic equipment that is used by public safety personnel. They also provide fixed base station support at numerous

antenna sites located around the City.

ECONOMIC DEVELOPMENT

Vacant

The Economic Development Department is responsible for all economic development in the City.

Activities include conferring with City, State, and Federal officials and private developers on financing, marketing and economics involved in redeveloping urban areas; project monitoring, negotiations, revenue forecasting and other statistical analyses; meeting with City officials, business leaders and developers to analyze and strategize on structuring the financing involved to successfully undertake major development projects; and assisting in development and implementation of a business retention program.

EQUAL OPPORTUNITY OFFICE

David Watkins
EOO Manager

The office of Equal Opportunity is a division of the City's administration, which also includes the City Manager's Office. The Equal Opportunity Manager serves as an advisor to the City Manager in all matters related to the enforcement of the City's fair practice ordinances and related federal and state laws.

The Equal Opportunity Office is responsible for the enforcement of the City's Municipal Code pertaining to fair practices in the areas of

employment, housing, public accommodations, and contract compliance. The office also provides staff support to the Fair Employment and Housing commission and the Mayor's Advisory Committee for the Disabled. The office's jurisdiction is restricted to Peoria's corporate City limits.

The City Manager appointed the Equal Opportunity Manager as the ADA Coordinator. In this capacity, the Equal Opportunity Manager oversees the City's efforts to comply with the Americans With Disabilities Act of 1990. Those responsibilities include investigation of complaints alleging noncompliance with the ADA with respect to all City sponsored programs, services, and activities.

In addition to its mandated activities, the Office of Equal Opportunity frequently provides technical assistance with regard to the application and enforcement of City fair practice ordinances to City officials and staff, business owners, government agencies, community organizations, advocate groups, and the general public via telephone, office visits, public speaking and media contacts.

FINANCE DEPARTMENT

James Scroggins
Finance Director/Comptroller

The Finance Department is responsible for all accounting, auditing, budgeting, payroll and purchasing functions for the City. All checks are issued and financial statements compiled by the

accounting division. Under the direction of the Director/Comptroller, the department performs fiscal services for all City funds, special funds, and those of the six (6) semi-independent boards.

The Budget Coordinator assists the City Manager in the preparation and administration of the annual budget. The budgeting division also works with all City departments to create the annual budget and monitors revenues and expenditures against the budget throughout the year.

All major purchases are bid through the Purchasing Division as well as smaller purchases which require quotes to be received.

The Payroll Division is responsible for processing all City payroll as well as the payroll for election judges and the library. All the City's financing investing needs are handled by the Finance Department.

The Accounts Receivable Division is responsible for tracking all amounts due the City. This division processes invoices and issues licenses and permits as required by City ordinance. The Accounts Receivable Division also issues invoices and tracks payments from individuals and businesses for services and loans provided by the City. This division is also responsible for the collection of the Hotel, Restaurant, and Amusement tax (HRA).

The City received the GFOA Certificate of Achievement for

Excellence in Financial Reporting for the years 2000 through 2006.

FIRE DEPARTMENT

Kent Tomblin
Fire Chief

The Peoria Fire Department is charged with three primary functions: fire/rescue services, fire prevention/public education, and emergency medical services.

Fire fighting encompasses the extinguishment of fires, educating the public about fire safety, inspecting businesses and industries to help owners guard against accidents and property loss, and preparing for the handling and containment of hazardous chemical emergencies in industrial and transportation settings.

Rescue Service includes responses to emergencies where individuals are trapped or in danger, such as vehicle accidents, fires, or natural disasters. Firefighters are trained in rescue tactics which seek to free victims from their circumstances with as little trauma as possible.

The Fire Prevention Bureau has the responsibility of overseeing the fire inspection program. All commercial structures and many multi-residential units are inspected by the Fire Department. Any violations noted as a result of these inspections are corrected through enforcement by the Fire Prevention Bureau. A well-organized ongoing smoke detector program is coordinated through the Bureau as are public education

programs and assistance with evacuation plans.

Emergency Medical Service provides quick basic life support to persons having heart attacks, strokes, accidents, or other medical emergencies. Firefighters are State-certified Emergency Medical Technicians (EMT's) and receive frequent comprehensive training.

The Peoria Fire Department support services provide training to ensure that personnel are equipped to know what to do and how to do it, maintenance to ensure that vehicles and equipment operate properly, and suppression to coordinate the personnel and equipment needed to meet the three primary activities.

HUMAN RESOURCES DEPARTMENT

Mary Ann Stalcup
Director of Human Resources

The City has 790 full-time employees, many of whom are in one of the eight bargaining units. The department's activities impact applicants, employees, retirees, department heads, supervisors and union leadership on a daily basis to provide programs, services and advice in many areas.

Administration and Training: The director is charged with the strategic planning and overall direction of Citywide Personnel, Labor Relations and Risk Management functions. The Director serves as an internal consultant on personnel matters and as a community liaison with outside

agencies. The division administers the employee recognition program and provides a wide variety of coordinated training in support of all City departments. Major areas of training include supervisory, computer, office skills, technical, health and wellness, and legislative issues. Training is conducted by contracted providers and City staff who are professionals in their given areas of expertise. This essential investment in our employees enhances quality and cost effective services to the citizens of Peoria.

Human Resources is also responsible for coordinating the selection and promotional processes of all candidates for vacant City positions, both commissioned and civilian. The process includes recruitment, evaluation, testing and orientations of employees. The division also administers the health benefit plan which covers several outside groups as well as City employees and retirees, with over 1,200 individuals plus participating dependents. The self-funded health plan includes dental coverage, a prescription drug card program and retiree coverage. This division serves as an authorized agent for the Illinois Municipal Retirement Fund and administers the life insurance, Section 125, unemployment and deferred compensation programs. The evaluations of City position classifications regarding job scope, responsibility level, required education and knowledge, and work environment are conducted by this division to provide an ongoing review which addresses changes in the

organizational structure, technology and the marketplace.

Labor Relations: The division is charged with administering labor contracts, processing and investigating grievances, participating in labor/management meetings, coordinating and directing the collective bargaining negotiations, arbitration, and providing advice to management on labor issues.

Risk Management: The Risk Management Division is responsible for administration of the worker's compensation, general and property liability, and safety programs of the City of Peoria. This division initiates, investigates, and litigates worker's compensation and general liability claims.

INFORMATION SYSTEMS DEPARTMENT

Mike King
Interim Director

The Information Systems Department is responsible for the administration, direction, and coordination of all data processing functions for the City. Its mission is to provide support services that will provide all City departments with the automation techniques needed to improve public service and increase staff productivity.

The staff confers with department heads, other City employees, and other governmental agencies to determine management information system needs. The staff also assists

users in implementation of systems and provides training and support.

The department is responsible for maintaining the City's two mid-range computer systems and network architecture 24 hours a day, 7 days a week.

The department prepares equipment and systems for operation, and produces data tapes, reports, checks, and other output for distribution to users and the community.

INSPECTIONS DEPARTMENT

Joseph Dulin
Interim Director

Building Inspections provides enforcement of the 2003 International Family of Codes and all related codes and ordinances to serve the public's need for safe, sound, and progressive construction regulations in both public and private buildings.

These codes are enforced to ensure public safety, health, and welfare for proper occupancy and utilization of structures erected within the City. Activities include residential and commercial building plan reviews; coordination with Fire, Planning, Engineering, and Traffic Engineering of the commercial plan review process; issuance of building permits; and provision of inspections until the Certificate of Occupancy is issued.

Code Enforcement ensures that substandard and deteriorated

structures are either repaired or demolished and those environmental nuisances are eliminated. Activities include response to housing complaints and processing of complaints through the Hearing Officer and/or Circuit Court; and issuance of citations and work orders on environmental complaints.

LEGAL DEPARTMENT

Randall Ray
Corporation Counsel

The Legal Department provides services to City elected officials, administrative staff, boards and commissions, and the Peoria Public Library. The department prosecutes all ordinance violations, defends the City in civil lawsuits and administrative hearings, and prosecutes cases before various City and state administrative agencies.

The department also drafts ordinances and other legal documents as requested. The City's Legal Department consists of four attorneys, two legal assistants and two secretaries.

PLANNING AND GROWTH MANAGEMENT DEPARTMENT

Ross Black
Interim Director

The Planning and Growth Management Department consists of Planning and Zoning, and Neighborhood Development.

The department is responsible for the City's land use planning and

zoning enforcement programs. The department administers the zoning, subdivision and historical preservation ordinances, and is accountable for the development and administration of the City's long range comprehensive plan. The department provides technical and professional staff support to the Zoning Commission, Zoning Board of Appeals, Planning Commission, Housing Commission, Construction Commission, Historical Preservation Commission, and City Council; and chairs the Site Plan Review Board and One-Stop Shop. The department also staffs and gives professional advice and service to the Heart of Peoria Commission and its' Form-Based Code/Design Committee, Warehouse Committee, Transportation Committee and Neighbors Committee.

The Zoning Division processes petitions for rezoning, special uses, zoning variances, appeals, subdivision plats, and annexations. Zoning administration activities include the issuance of zoning certificates, which are required prior to the issuance of any license or permit by the City; management of the City's zoning enforcement program; and counseling of the general public and the development community regarding land use and zoning issues.

The Planning Division is responsible for project and area planning, including the development and implementation of the City's comprehensive plan and neighborhood plans; and planning for special areas or projects such as

the riverfront, downtown, and capital improvements.

The Neighborhood Development Division is responsible for administration and implementation of the City of Peoria's housing and neighborhood development programs. The Division also fulfills a liaison role with other City departments, neighborhood groups, and private entities on issues or activities that impact the development, preservation or stabilization of housing and neighborhoods.

These codes are enforced to ensure public safety, health, and welfare for property occupancy and utilization of structures erected within the City. Activities include residential and commercial building plan reviews; coordination with Fire, Planning, Engineering, and Traffic Engineering of the commercial plan review process; issuance of building permits; and provision of inspections until the Certificate of Occupancy is issued.

POLICE DEPARTMENT

Steven Settingsgaard
Police Chief

Serving the needs of the community is the number one priority of the police department. Delivering exemplary service, with a focus on community policing, the department is committed to enhancing the quality of life in Peoria's neighborhoods by "building a partnership" with those the department serves.

The department is structured as follows:

Office of the Superintendent of Police

- Public Information/CrimeStoppers
- Professional Standards/Internal Affairs
- Strategic Planning/Crime Analysis
- Personnel/Recruiting
- Budgeting
- Accreditation

Administration

- Training
- Records Unit/Data Entry
- Identification Services
- Fleet/Facility
- Community Services/Crime Prevention
- Traffic
- Parking Enforcement

Criminal & Special Investigation

- Adult Investigations
- Juvenile Investigations
- Fraud Investigations
- Vice/Narcotics/Liquor Investigator
- Asset Forfeiture
- Criminal Intelligence
- Crime Scene Unit
- Cyber-Crime Unit
- Domestic Violence
- Property Evidence

Uniformed Operations

- Patrol
- Neighborhood Crime Initiative
 - SCU
 - POP Team
 - NEAT Team
 - FTO

- K-9 Unit

PUBLIC WORKS DEPARTMENT

David Barber
Director

The Public Works Department is comprised of seven major units; Office of the Director, Engineering Division, Facility Operations, Fleet Management Services, Permit Section, Public Services, and Traffic Engineering.

Office of the Director is responsible for the coordination, budget, and quality control of all Public Works' functions. In addition, the office develops and administers contracts for residential garbage and yard waste collection; provides property acquisition and contract administration for operation of the jointly-owned City/County Landfill and Compost Facility; and accomplishes right-of-way property acquisitions, easements, and vacations.

Engineering Division is responsible for development and managing capital projects to support the City's neighborhood and infrastructure needs; administering drainage fund programs; and providing technical engineering support and assistance to other units of the City and the public. The Division provides support to citizens through a variety of assistance programs designed to address public and private infrastructure needs.

Facility Operations Division is responsible for the maintenance of

City-owned buildings, ground and trees; installation, maintenance, and management traffic signs, traffic signals, street signs, and pavement markings; and maintenance of communication cable, electrical systems in City-owned buildings, and Emergency Services and Disaster Agency (ESDA) sirens.

Fleet Management Division is responsible for the purchase, maintenance, repair and replacement of City vehicles and equipment (excluding Fire.) These functions are performed through developing and maintaining preventative maintenance and repair programs, fleet recapitalization strategies, contracts and contract management.

Permit Section is responsible for managing the activities of others on the City's right-of-ways through the issuance of permits. New development projects are reviewed in conjunction with other City staff and private developers. The City's street lighting system and the Sidewalk Replacement Program are administered as well. Citywide sewer, plat, street, and alley records are maintained by the Division. Issues are handled and information is disseminated regarding storm water retention, erosion control, and flood plain ordinance.

Public Services Division is responsible for the maintenance and cleaning of City-owned streets, alleys and storm sewers. The division meets this responsibility through preventative maintenance programs and by responding to

service requests and conditions brought on by weather.

Traffic Engineering Division analyzes traffic flow, accidents, pedestrian safety, bicycling and parking needs, both present and future, throughout the City. The division also manages parking decks and surface lots in the downtown area through a private management contract and administers parking meter installation, operation, collection, and maintenance.

WORKFORCE DEVELOPMENT

Bashir Ali
Director

The Central Illinois Workforce Development has a mission of leadership in developing a quality, adaptable workforce which enables individuals and businesses to reach their full potential in the changing global marketplace.

The excellence of Workforce Development's human resource development and research has led to the creation of innovative programs.

Workforce development offers a "one stop shop" for workforce issues including; education and training, vocational counseling, job preparation and placement, employer personnel services, and economic development. Workforce Development also acts as an instrument of institutional change – bringing business, education, and social service organizations together to respond to community needs in a changing environment.

CITY OF PEORIA – POLICY STATEMENTS

Equal Employment Opportunity Affirmative Action Executive Policy Statement

This statement is to reaffirm the City of Peoria's policy to be fair and equitable in all its relations. It is the City of Peoria's obligation to execute and deliver equal opportunity to all its employees and applicants for employment without regard to applicable protected class status in all job classifications.

The City of Peoria continues to be committed to the concept of affirmative action, a necessary element in a system of merit principles, and to broaden the employment opportunity of traditional victims of job discrimination. The City of Peoria supports special efforts aimed toward outreach, recruitment, training, retention, and advancement of qualified protected class members.

The major purpose of the Administrative Action Plan for Fair practices is to provide a set of specific results oriented procedures whereby the City is committed to the application of every good faith effort, to insure that decisions on selection and advancement are based on valid requirements.

The City of Peoria believes that an effective affirmative action plan cannot be passive. We must be receptive and willing to be aggressive in both the identification of and the elimination of inequitable

policies, practices, and procedures which could result in unlawful employment discrimination. An effective affirmative action plan benefits everyone, at all levels of the work force, in the full utilization of the talents, resources, and skills of protected class members.

Americans with Disabilities Act

The City of Peoria is committed to providing equal opportunities without regard to disability to the general public in admission to, access to, or operation of its programs, services, or activities. The City of Peoria is further committed to its policy of anti-discrimination on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans With Disabilities Act of 1990 (ADA)

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the City of Peoria's Designated ADA Compliance Coordinator:

Equal Opportunity Manager

City Hall

419 Fulton Street

Peoria, IL 61602

Phone: (309) 494-8530

(309) 494-8532 (TTY/TDD)

(309) 494-8559 (Fax)

Individuals who need auxiliary aids for effective communication in programs and services of the City of

Peoria are invited to make their needs and preferences known to the ADA Compliance Coordinator.

Individuals with speech or hearing impairments may contact City offices without TTY/TDD listings through the Illinois Relay Center's toll free number: 1-800-526-0844.

INDEX OF RECORDS

CITY CLERK'S OFFICE

Records that can be obtained upon request are:

Agendas, Minutes, Council
Communications, Ordinances with specific
Dates and/or Numbers
City Code Sections Disclaimer: Those
records requiring research may require
more time. The Clerk's Office will make
every effort to accommodate the request.

RECORDS

Agreements Approved at Council
All Ordinances, 1845 to Present
Annexation Agreements
Budget Hearing Minutes
City Council Agendas
City Council Communications
City Council Minutes
City of Peoria Ordinances
City Council Members-Mayors List
City Council Written Proceedings, Open,
Closed (Not available until released)
& Released
City Manager Issues Updates – 2004 to
Present
Committee Reports (Policy Session Minutes)
Council Agendas
Ledger Books of Council Records, 1845 To
Present
Ledger Books of Old Area Governments
(North Peoria, South Peoria, Averyville)
Monthly, Quarterly and Annual Reports
Submitted to Council from Departments
Correspondence
Tapes of Closed Sessions of the Council –
2004
to Present
Town of the City of Peoria Minutes
Special Reports & Studies Presented to
Council

Riverfront Commission – 1995 – 2004

Agenda & Minutes
Contracts & Agreements

Sister City Commission

Agendas

Township Records

Copies of Township Checks
Township Agreements
Township Bills Presented for payment
Township Meeting Minutes
Township Meeting Agendas
Township Resolutions
Township Ordinances
Vouchers for Township Checks
(Welfare Payment & Office Payroll)

Code Information

BOCA Codes
Fire Codes
Municipal Code Books
Subdivision Code Book
Supplements (Amendments) to the
Municipal
Code
Zoning Code Books

Electronic Records

Some Ordinances, Minutes and Agreements
are stored on disk, microfilm and optical
disk. A 15-Year Index of Council
Communications, Agreements and
Ordinances is computerized and these
items are also noted on index cards. The
Council Proceedings and Agendas are
available over the Internet at Web Site
(www.ci.peoria.il.us) – Click on Department
Focus, City Clerk, Agenda or Minutes). The
Clerk's Office will assist you in obtaining
information stored electronically by this
office.

INDEX OF RECORDS

Firemen's Pension Records

Application Forms
Annual Statements
Audits
Correspondence
Firemen's Pension Agendas
Firemen's Pension Files (Active, Retired, Inactive, Deceased, Widows)
Firemen's Pension Minutes (Open, Closed, Released)
Oaths
Invoices
Legal Opinions

Liquor

Liquor License Applications
Liquor License Files-Current and Out of Business
Liquor License Green Card Record History
Liquor License Stubs
List of Liquor License Issued most current

Miscellaneous

Bonds – Demolition Bonds, General Obligation
 Bonds, Industrial Development
Revenue
City Audits
City Budgets
City Seal
Comprehensive Plan & Amendments
Correspondence
Deeds to City-Owned Property (Limited)
Elected Officials List
FOIA Requests and Answers
Comprehensive Plan & Amendments
Correspondence
Deeds to City-Owned Property (Limited)
Elected Officials List
FOIA Requests and Answers
Heart of Peoria, Illinois Plan
Legal Notices Posted as Prescribed by Law
Lists of Boards & Commissions as Presented by the Mayor's Office

Oaths of Office – Elected Fire, Police Commissions, City Officials
Records of the Municipal Band
Schedules of Regular Public Meetings
Traffic Regulations
Utility Franchises
Various Maps

CITY MANAGER'S OFFICE

Immediate Release

Issues Update
Citizens Complaints
City Council
City Hall Plans
Agreements
Association & Organizations
Boards & Commissions
Citizen Complaints
City Council
City Hall Plans
City Services Information
Civic Center
Contracts
Franchises
Governmental Units
Issues Update
Miscellaneous
Correspondence
Miscellaneous Lists
Payroll Records
Personal & Confidential Personnel Information
Trades
Union Activities
Urban Renewal

ECONOMIC DEVELOPMENT

Immediate Release

Business Development Fund Loans
Brownfield
Designated Zone Organization (DZO), Minutes & Agendas 2006 -2009,
Applications and Renewal Applications
DZO Financial Reports for 2000-2008

INDEX OF RECORDS

Economic Development Council Contract
Economic Development Stakeholders,
Minutes and Agendas
Enterprise Zone, Maps, Ordinance and
Expansions
Façade Improvement Program
Intergovernmental Agreements
Joint Review Board (JRB), Minutes and
Agendas 2007-2009
LAWCON-Land and Water Conservation
Grant
Museum Square Project
Park Street (PACE)
Peoria Business Initiative (PBI)
Peoria Park District Contract
Real Estate, City Owned Properties and Tax
Exempt Certifications
Redevelopment Agreements
Renaissance Park Commission and Advisory
Council, Minutes and Agendas 2007-2009
Tax Increment Financing (TIF) Financial
Reports for 2000-2008
TIF Redevelopment Agreements
Water Street Improvement

Not for Immediate Release

B'nai B'rith, Sam J. Stone
Business Development Fund Loans, old
City/Cilco Property Exchange
Constitution Ave. Reconstruction
DZO Minutes and Agendas 2000-2003
Economic Development Projects
EDA
Festival Park
Gateway Building
Hospitality Improvement Zone Business
Development District
IHDA –Illinois Housing Development
Authority
Niagra Parking Deck
Peoria NEXT Project
Private Activity Bonds

Medical Technology District Commission
and Advisory Council, Minutes and Agendas
2003-2006
Real Estate, properties sold or acquired,
Leases & Agreements
Revolving Loan Fund (RLF)
Riverfront Business District Commission,
Minutes and Agendas 1995-2003
Riverstation Lease & Agreements
Sears Block
Southern Gateway
TIF Plans and Project, Past
Downtown Stadium, Campustown,
Midtown Plaza, PMP, Northside Business
Park, Central Business District, Southtown
TIF Plans and Project, Current
Warehouse District, Eagleview, Hospitality
Improvement Zone

EMERGENCY SERVICES & DISASTER

AGENCY

Administration

Affirmative Action Plan/EEO
Budget
COP/COPMEA Agreement
Council Communications
Departmental Correspondence
Employee Insurance Plan
Energy Conservation
Financial Files
Forms Files
Goals & Objectives
Information & Referral
Library & Publications
News Releases
Office Procedures Manual
Payroll/Classification Plan
Personnel Files, Employee & Volunteers
Project Impact
Storm Ready Program
Volunteer Communication Program
Worker's Compensation

INDEX OF RECORDS

Disaster/Public Information & Education

Citizen's Aid Radio Emergency (CARE)
Citizen's Band Radio
Disaster Forms/Facilities
Disaster Statistics
Earthquake Information
Economic Stabilization & Resources
Emergency Exercises
Family Disaster Education Program
Floods & Flash Flooding Information
Hazardous Materials Information
Maps
National Alert Warning System (NAWAS)
Radiological Defense
Sandbags
Severe Weather/Tornado Information
Winter Preparedness Information

Governmental Agencies

Agency
CitiLink
Civil Air Patrol
Country Emergency Board
FEMA/NETC/EMI Board of Visitors
Federal Emergency Management
Federal Communications Commission
Illinois Department of Nuclear Safety
Illinois Department of Transportation
Illinois Emergency Management Agency
Illinois Environmental Protection Agency
Military County ESDA
Peoria Public Schools
Surplus Property Program
Tri-County Regional Planning Commission
USDA
US Department of Transportation
US Environmental Protection Agency

Incidents/Special Events

Requests for Services
Statistical Reports

Legislation

City, State, and Federal Statutes &
Regulations on Emergency Management
Illinois Register

Mutual Aid

Medical Agreements
Mutual Aid Agreements

Organizations/Agencies

American Red Cross
American Society of Professional
Emergency Planners
Association of Public Safety
Communications Officers
Central Illinois Employers Association
Central Illinois Weather Network
Illinois Emergency Services Mgmt. Assoc.
Illinois Fire Chiefs Association
Insight Communications
International Association of Emergency
Managers
Methodist Medical Center
Neighborhood Homeowners Association
OSF Saint Francis Medical Center
Peoria Area Amateur Radio Club
Proctor Community Hospital
Retired Senior Volunteer Program
Salvation Army

Plans/State & Federal Guidelines

American Red Cross/Chapter Disaster Plan
City of Peoria Comprehensive Disaster Plan
Comm. Equipment: Pagers, Radios,
Scanners
Emergency Broadcast System
Emergency Operating Center Files
FEMA Civil Preparedness Guides
IEMA Act and Regulations
Illinois Plan for Radiological Accidents
Misc. Property Inventory
Outdoor Warning System/Sirens
Peoria/Peoria Heights Flood Mitigation Plan
Peoria County LEPC Plan
Peoria County ESDA Disaster Plan

INDEX OF RECORDS

Property Receipts & Vehicles

EMERGENCY COMMUNICATIONS CENTER

Audio of 9-1-1 calls and non-emergency calls for a period of one year

Radio transmissions of Police, Sheriff, Fire and EMS calls for a period of one year
Radio transmissions from Public Works, PAWS,

County Highway, EMA for a period of one year
Computer Aided Dispatch Records of Transactions of Police, Sheriff, Fire and EMS Units Either Dispatched or From Self-Initiated Incidents.
Terminal messages between Police officers and dispatchers.

FCC License information for City owned
Radio frequencies and radio tower sites
Tower light information for City owned radio tower sites.

EQUAL OPPORTUNITY OFFICE

Affirmative Action Program/Reports
Budget Expenditure Records
Contractor Compliance Files/Records
EEO-4 Reports
FEHC Correspondence /Minutes(Regular Mtgs)
MACD Correspondence/Minutes
Minority/Women Contractors Directory
Intake Questionnaire Blank Forms
Timekeeping/Payroll Records

FINANCE DEPARTMENT

Records that can be obtained upon request are: Operating and Capital Budgets.

Budget Records

City Manager Recommended Budgets (preliminary)
Copies of Budgets (Annual and Capital)
Council Approved Budgets (final)

Expenditure Projection

Revenue Forecasts

CIP requests (applications)

Monthly CIP project financial summaries

Ordinances to amend the budget

Accounts Receivable

Administrative Adjudication documents

Accounts Receivable Reports

Correspondence

Fire/Hazardous Materials permits

HRA Tax Returns & Related Forms

Library Materials

Licenses – General

Central Billing, Assessments

Misc. Billing (litter, hose rental, gas, radio, repairs, Workforce fringes, insurance, etc.)

Monthly Billings

Stationary Engineer/Boiler Tender

Taxicab Owners Licenses

Vendor Licenses

Yearly Billings (non-metered loading zone, rent, etc.)

Parking Tickets

Purchasing Records

Annual Contract/Vendor Price

Bid File

Copies of Duplicating Requests

Correspondence

Master Bid List

Master Bidder's List

Postage Distribution Record File

Vendor Catalogs and Advertisements

FIRE DEPARTMENT

Administration

Annual Reports

Budget Expenditures

Contracts

Copy Machine Usage

Daily Manning Roster

Department Goals & Objectives

Department Orders & Standard Operating

INDEX OF RECORDS

Procedures
Equipment, Uniform & Supply Issue
Fire Incident Reports
Fire Losses
Maintenance Requests
Organizational Chart
Payroll Data
Personnel Directory
Petty Cash
Purchase Requisitions
Seniority List
Vacation List
Vehicle Mileage Usage

Fire Suppression Division

Basic Life Support
Company Journal
Fire Apparatus Inventory
Fire House Journal
Hazmat Information
Hiring Book
Hose Records
Orders, Memos
Personal Leave Records
Pre-Fire Plans
Ride-Along Release

Fire Station Records

Apparatus Maintenance
Fire Department Orders, Memos
Gasoline Pumping
Pre-Fire Planning

Battalion Chief Records

Fire Department Orders, Memos
Personnel Lists
Pre-Fire Planning
Reports to Supervisors
Training Schedules, Materials

Fire Prevention Bureau

Budgets
Certificates of Occupancies

Fire Department Orders, Memos &
Procedures
Fire Investigations
Fire & Other Code Permits
Inspections
Library Materials
“One-Stop Shop” Plan/Site Review

Fire Training

Budget
Daily Training Reports
Fire Department Orders, Standard
Library Materials
Magazines, Textbooks, Movies, Slides
Monthly Training Reports
Operating Procedures, Memos &
Expenditures
Personnel Training Jackets
Reimbursement Records
Training Reports
Training Schedules, Curriculum, Yearly

Fire Garage

Apparatus History Files
Catalogs, Part Lists & Price Lists
Expenditures
Gasoline Records
Repair Orders
Monthly Engineer Reports
Purchasing
Specifications
Inventory(s)

HUMAN RESOURCES DEPARTMENT

**Available for release under the Freedom of
Information Act – should questions arise
regarding the release of any Personnel
information, a legal opinion shall be
obtained to protect the rights of
employees.**

Immediate release:

Deferred Compensation
Department Budget
Employee Benefits

INDEX OF RECORDS

Health Insurance Plan/Information
(Replaces Medical Programs)
Job Classification
Labor Relations/Bargaining Unit
Agreements Laws & Regulations Applicable
to the Department
Pensions (Employee) – IMRF
Personnel Rules and Regulations
Salary Administration
Service Awards
Agreements & Contracts with Various
Agencies
Correspondence
Disciplinary Rules & Procedures
EEO/Affirmative Action Coordination
Employee Training
Employment/Hiring Procedures
Fire & Police Commission
Forms (various)
Inter-Office Memos
Labor Relations/Bargaining Unit
Agreements
Liability Insurance
Performance Appraisals
Personnel Appeals Board File
Salary Surveys Employee Personnel Files
Unemployment Compensation Proceedings
Workers Compensation

INSPECTIONS DEPARTMENT

The Animal Shelter Division

Ad Hoc Committee on Pet Overpopulation
Correspondence and Minutes
Adoption Records
Animal Bites Reports
Animal Cruelty Reports
Animal Review Board Correspondence and
Minutes
Billings
Budget Expenditures
Check Requisitions
Citations Issued
Correspondence
Daily Call Log

Dangerous Dog Notices
Department Goals and Objectives
Deposit Advice
Euthanasia
Grievances
Incoming Animal Receipts
Monthly and Annual Reports
Officer Run Log
Operating Manual
Orders, Memos, Procedures
Personnel Files
Petty Cash
Purchase Orders
Rabies Registration Records
Special Incident Report
Time Records

The Building Division

International Codes
Building Plans/Plan Review Files
Certificates of Occupancy
Construction Commission Meeting Minutes
Complaints
Citations
Electrical Contractors
HVAC Contractors
Notice of Dangerous Buildings
Permit Statistics, Monthly, Quarterly,
Annual
Permits:
Building
Demolition
Electrical
HVAC
Plumbing
Stop Work Orders

Code Enforcement Division

Board-up Contracts
Environmental Complaints, Notices &
Citations
Housing Complaints, Notices & Citations
Environmental Court Cases
Housing Court Cases

INDEX OF RECORDS

Court Ordered Demolition Information:

- Notices
- Purchase Orders
- Salvage Material
- Specifications

- Environmental Codes
- Environmental Work Orders
- Fire Codes
- Housing Commission Cases & Meeting Minutes
- Housing Codes
- Housing Notices
- International Codes
- Mobile Home Inspection Files
- Municipal Code Books
- Notices of Dangerous Buildings
- Rental Registration & Inspections
- Supplements (Amendments) to the Municipal Code
- Weed & Litter Specifications & Contracts

Records available for immediate release

Environmental Codes

Housing Codes

Fire Codes

Municipal Code Books

Supplements (Amendments) to the Municipal Code

LEGAL DEPARTMENT

Record available for immediate release

Minutes of Liquor Commission from 2006 to Present.

Agenda for Liquor Commission mtgs 2006 to Present.

Weekly Docket for Housing Court.

Copies of Pending Housing (Hearing Officer) cases if an address is provided.

Copies of court-filed complaints and Notice of Dangerous Buildings in pending demolition cases provided that an address and/or case number is given

Attorney/Client Files

- Collective Bargaining Files
- Miscellaneous Correspondence
- Research Files

Litigation – Past & Pending

- Car Fleet Accident files (open)
- Collection Files (weed, sidewalks, garbage, property damage, insufficient checks)
- Demolition files
- General Litigation Files
- Housing Administrative Hearing Cases
- Special Assessment Collections

Office Records

- Accident files (closed)
- Agreements
- Annexations
- Budget
- Franchise Material with Utility Company
- Liquor Commission Minutes
- Liquor Hearing Violations
- Liquor License Site Approval Files
- Office Supplies
- Personnel Files
- Real Estate Transactions

Microfilm Records

- Civic Center Material
- Closed Accidents
- Closed Demolitions
- Condemnation Proceedings
- ICC Material
- Miscellaneous Correspondence
- Miscellaneous Lawsuits
- Sale of City Property

MAYOR/COUNCIL OFFICE

- Boards and Commissions
- Budget
- Citizen Complaints
- City Council Files
- Civic Center
- Confidential Files

INDEX OF RECORDS

Convention & Visitors Bureau
Correspondence – Business
Correspondence – City Departments
Correspondence – Education
Correspondence – Government
Correspondence – Miscellaneous
Correspondence – Social, Civic, Community
Correspondence - Utilities
Illinois Municipal League
Mayor Files
Proclamations
Sister City

PLANNING & GROWTH MANAGEMENT

Annexations
Associations & Organizations
Budget & Department Expenditures
Census Tract Data and Maps
Central Business District Studies
City Codes/Annual Report
City Zoning Commission
City Council
Complaints
Comprehensive Plan and Amendments
Duplex Designations
East Bluff Special Service District
Fence Permits
Group Occupancy Permits
Growth Cells I, II & III
Historic Preservation Commission
Home Occupations Permits
Land Use Maps
Neighborhood Housing Services
Neighborhood Statistics Program
Neighborhood Studies
Northside Averyville Neighborhood
Northwest Area Planning Study
One Stop Shop
Payroll Data
Personnel Records
Planning Area Profiles
Planning Commission
Planning Study
Private Street Maintenance Agreements

Redistricting of Council Districts
Setback Agreements and Variances
Site Plan Review Board
Street Dedications
Street Maps
Street Name Changes
Street Vacations
Subdivision Ordinance
Surveys
Warehouse District
Zoning Board of Appeals
Zoning Certificates
Zoning Maps
Zoning Ordinance
Zoning Verifications

Neighborhood Division

Affordable Housing Plan
Agendas/Minutes
Applications
Commission and related Sub-Committees
Housing Rehabilitation Programs
HUD Funding:
Community Development Block Grant
Emergency Shelter Grant
Program
HOME
ESG
Human Resources Commission Meeting
Minutes
Neighborhood Associations
Neighborhood Clean-Up Programs
Neighborhood Development
Programs
Projects
Reports
Training
Weed & Seed

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Activity Reports
Annual Reports
Arrest Information
Arrest Reports

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Building Maintenance Information
Committee Minutes
Confidential Files
Contracts
Correspondence Files
Court Records
Crime Reports
Crime Prevention Materials
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Department Policies/Procedures
FCC Records
False Alarm Information
Financial Records
Fingerprint Records
Firearms Information
Fleet Information
FLSA Records
FOI Records
Gang Information
Grant Information
Inventories
Juvenile Information
Licensing Records
Narcotics Information
Overtime Records
Pawnshop Records
Payroll Sheets
Personnel Files
Policy Reports
Policing Programs
Property/Evidence Records
Recruiting Brochures
Registrations
Secondhand Dealer Records
Sex Offender Registration Information
Special Commissions
Special Events
Statistics
Studies
Taxicab Inspections
Towing Information

Traffic Accident Records
Traffic Tickets
Traffic Violation Records
Training Records
Vice Records
Vouchers

PUBLIC WORKS DEPARTMENT

Administration Files

American Public Works Association
Articles/Speeches
Bennington Park Sewer District
Bomb Threat Procedures
Bradley University Advisory Board
Bricks/Brick Streets
Budget
Chicago Freeway
Charter Oak Extension
City Hall Parking Lot
Conferences
Correspondence Files
Engineering
Equal Opportunity
Equipment
Facility Maintenance
Fire Department
Freedom of Information Act
Garbage Collection Files
Greater Peoria Mass Transit
Greater Peoria Sanitary District
Growth Cell II
Growth Cell III
Growth Management
Harbormaster
Heartland Water Resources Council
Highway Improvements 1997
IBS – Dioxin/Clark Street
Lehman Building
LUSTS (Leaking Underground Storage Tanks)
Maps – plats, sidwells (permits), sewers
Robert H. Michel Bridge
Murray Baker Bridge
Northside/Averyville

INDEX OF RECORDS

Engineering

Drainage Problems
Easements
Franklin Street Bridge
Galleria Mall
Geographic Info. Systems
GIS Program
Glen Ave/Melody Lane Reconstruction

Permits

Americans with Disabilities Act
Build Peoria! Sidewalk Project
Downtown Sidewalk Improvement

Public Services

City Hall Floor Plan
Fuel Storage Tanks
J.U.L.I.E.
Landscaping
MacArthur Greenway
Main Street Corridor/Maintenance
Niagra Alley

Right-of Way Permits Section

Agreements
American Disabilities Act
Access Ramps
Addresses/House Numbers
Big Hollow Creek Erosion Control Project
Block Party Permits
Brick Sidewalks
Brick Streets
Central Illinois Independent Living
Cilco Agreement
Coal Mines (in & around City of Peoria)
Community Events
Correspondence/West Peoria
DCCA Grant for Sidewalk Repairs
Down CDB/Public Works Response
Driveway/Sidewalk Construction Standards
Encroachments
E.P.A.
Evergreen/Florence Water Main Break
Fiber-Optic Cable

Flood Plain Maps/Files
Franchise Agreements
Hazard Mitigation Plan
Handicap Ramps
IDOT
Illinois American Water Company
Lehman Building
LUSTS (Leaking Underground Storage Tanks)

TREASURER'S OFFICE

Reports

Monthly Council Reports of Receipts and Disbursements
Annual Council Reports of Receipts and Disbursements
Annual Published Reports of Receipts and Disbursements
Monthly Ledgers of Receipts and Disbursements

Payment Records

Fines (Animal, Environmental, Housing Code Violations, Municipal Ordinance Violations, Parking Tickets, Work Orders, etc.)
Fees (Liquor License, Building, Electrical, and Heating Permits, Occupational Licenses, Public Use Permits, Residential Parking Permits, etc.)
Taxes (Hotel, Restaurant, Amusement, Real Estate Transfer, etc.)
Zoning Certificates

Township Records

Real Estate Tax Payments for all Properties in Peoria County
Real Estate Tax Collection Records
Real Estate Tax Collection Bank Statements

Firemen's Pension Records

Accountant Monthly Reports of Receipts and Disbursements
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Monthly Bank Statements
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Disbursements for Checking and Money
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Police Pension Records

Monthly Bank Statements
Monthly Ledgers of all Receipts and
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Audit Reports
Bank Account Records
Contracts Awarded for Training
Current and Past Request for Proposals
Expenditure Reports
Fiscal Reports
Five Year Job Development Plant
Grants Received from Outside Entities
Job Search Assistance Materials
List of Members of the Board and
Committees
Minutes of All Meetings
Personnel
Property Inventory List
Proposals and Rating Sheets Responding to
RFP's
Trial Balances
WIA Participant
Workforce Network Brochures
Year End Closeouts Neighborhood
Development
Programs
Projects
Reports
Training
Weed & Seed