Office of the City Manager

TO: Department Heads and Staff

FROM: Patrick Urich, City Manager

DATE: August 24, 2015

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 FOIA OFFICER

Each department head shall:

1. Formally designate a department FOIA 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 FOIA officer.

3. Have FOIA forms readily available to facilitate citizens who seek to make a request for public records.

The department FOIA officer (or designee) shall:

1. Receive and process all requests for records received by said department within the time frame of 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) to 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 FOIA OFFICER**

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

Responsibilities of the City of Peoria FOIA 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 FOIA officers;

**CITY CLERK – KEEPER OF RECORDS**

1. **Request for Records and Response:** Upon response to a request for records, each department FOIA 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 (FOIA Request):** The request for inspections or copies of records must be made in writing unless the City chooses to honor an oral request, and directed to the City. The written request may be submitted by personal delivery, mail, telefax, or other means available to the City.

2. **Request Form:** Each department shall have available a supply of City of Peoria Request for Information forms, but the City cannot require a request to be submitted in a standardized form. 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. **Request:** Upon receiving a written request, each department designated FOIA officer shall forward a copy of the request to the City Clerk so that the Clerk can note the date of the request, compute the day on which the period for the response will expire, maintain an electronic or paper copy of the request, including all documents submitted with the request until the request has been complied with or denied, and create at file for the retention of the original request, a copy of the response, a record of written communication with the requester, and a copy of other communication. Because FOIA is very time-sensitive, it is imperative that each department receiving a written request for information timely respond to the request or request for additional time within the original response period and forward a copy of the response to the City Clerk.

4. **Timeliness of Response to Request for Records:** The Illinois FOIA the City must either comply or deny a FOIA request within five business days after its receipt. In addition, the FOIA provides seven reasons for which the response time may be extended for an additional five business days. The City must notify the requester within the first five business days if the City is extending the response time an additional five business days stating one of the reasons outlined in Section 3(e) of the Act and the date by which the response will be forthcoming. The reason for the extension of time cannot be because an employee is on vacation or staff has other pressing matters, but the requester and the City may agree in writing to extend the time for compliance for a period to be determined by the parties. In addition, the City Clerk should be notified of the extension or any agreement for the extension and be given a copy of any communication to the requester. If the City fails to timely respond to the request, but later provides the requested public records, it may not impose a fee for such copies and cannot treat the request as unduly burdensome.

   a. Any employee receiving a written request for access to public records shall immediately forward such request to their department's FOIA officer for review.

   b. The request should be granted immediately and the public record produced at that time if:

      1. a citizen merely desires to see and read and/or make a handwritten copy of the public record;

      2. the department's FOIA officer determines that the requested public 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’s FOIA officer after consultation with the designated FOIA Officer for the Office of the Corporation Counsel normally providing legal advice to the department. The legal opinion shall prevail.

6. **Format of the requested public records.** The City must furnish the requested public record if not exempted in an electronic format specified by the requester, if feasible. If it is not feasible, then the City must furnish it in the format in which it is maintained by the public body, or in paper format at the option of the requester. The City may charge the requester for the actual cost of purchasing the medium, whether disc, diskette, tape or other medium.

All denials shall be made in writing within five business 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 include a detailed factual basis for the application of the exemption claimed; and

   d. a sentence informing the requester of their right to appeal the decision in writing to the Public Access Counselor and provide the address and phone number for the PAC. In addition, each denial shall inform the requester of his or her right to judicial review in the Tenth Judicial Circuit Court of Peoria County.

Whenever possible, the department’s designated FOIA Officer 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.

7. **Furnishing Copies Without Charge or Reduced Charge:** The documents may be furnished without charge or at a reduced rate if the requester states that specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest.

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.

8. **Recurrent Requester:** The Illinois FOIA requires that any copy of public records requested by a citizen must be furnished within five business days. However, in the case of a recurrent requester, the City has up to 21 days to respond to a FOIA request. A requester can be deemed a recurrent requester if they make 7 requests within a 7-day period, 15 requests in a 30-day period, or 50 requests in a 12 month period. Under the Illinois FOIA, one request may identify different records, therefore in order for a requester to be classified as recurrent, a person responding to the request must count each separate written requests. The requester should be informed within five days of the decision to classify as a recurrent requester. Generally speaking, the recurrent requester rule does not apply to media or academic institutions.

9. **Unduly Burdensome:** Under the Illinois FOIA, a request for public records that is overly broad and requires the public body to locate, review, redact and arrange for inspection a vast quantity of material that is largely unnecessary to the requestor's purpose constitutes an undue burden. Requests calling for all records falling within a category shall be complied with unless compliance with the request would be unduly burdensome for the City and there is no way to narrow the request and the burden on the City outweighs the public interest in the information. Before invoking this exemption, the City must extend to the requester an opportunity to discuss and narrow the request in an attempt to reduce it to manageable proportions. If the City decides to respond that the request is unduly burdensome, it must do so in writing specifying the reasons why it would be unduly burdensome and the extent to which compliance will so burden the operations of the City. Such a response is treated as a denial of the request for information.

10. **Voluminous Request:** If a request is voluminous, the City must respond to the requester within 5 business days in all of the following information:

    a. That the City is treating the request as a voluminous request;

    b. The reason(s) why the City is treating the request as a voluminous request;

    c. That the requester must respond within 10 business days specifying whether the requester would like to amend the request;

    d. That if the requester does not respond within 10 business days, the City will respond to the request and will assess fees normally assessed under FOIA;
e. That the City has 5 business days from the response of the requester or 5 business days after the due date of the response of the requester (whichever is sooner) to respond to the request;

f. That the City may request an additional 10 business days to comply with the request;

g. That the requester has a right to review this determination by PAC and provide the address and phone number of the PAC; and

h. If the requester fails to accept or collect the documents, the City may still charge the requester for its response pursuant to Section 6 of FOIA and a failure to pay will be considered a debt owed to the City which may be collected.

The requester has 10 business days following the City’s response to amend their original request. If the requester amends the request or fails to respond (whichever is sooner), the City has 5 business days thereafter to respond to the request. You may ask for an extension of 10 business days to respond. All agreements for additional response time must be in writing. All correspondence shall be forwarded to the City Clerk so that the Clerk’s file can be kept accurate.

If the voluminous request is for electronic records and those records are not in PDF, the City may charge $20 for up to 2 megabytes of data, $40 for between 2 megabytes and 4 megabytes of data, and $100 for more than 4 megabytes of data. If the request is for electronic records that are in PDF, the City may charge $20 for up to 80 megabytes of data, $40 for between 80 megabytes but not more than 160 megabytes, and $100 for more than 160 megabytes of data. If the voluminous response includes both PDF records and non-PDF records, the City may charge separate fees for both.

**COPYING COSTS AND FEES:**

1. Copy charge: No fees may be charged for the first 50 pages of black and white, letter or legalized copies and 10 cents per page for pages in excess of 50 pages. If the City provides copies in color or in a size other than letter or legal, the public body may not charge more than its actual cost for reproducing the records, but in no case, can any labor costs of City employees be included in the charge except for commercial requests as imposed in Section 6(f) of the Act.

2. Cost for certifying public records shall be $1 for each certification attached to the record or records.

3. 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.

4. **For voluminous requests only:** if the voluminous request is for electronic records and those records are not in PDF, the City may charge $20 for up to 2 megabytes of data, $40 for between 2 megabytes and 4 megabytes of data, and $100 for more than 4 megabytes of data. If the request is for electronic records that are in PDF, the City may charge $20 for up to 80 megabytes of data, $40 for between 80 megabytes but not more than 160 megabytes, and $100 for more than 160
megabytes of data. If the voluminous response includes both PDF records and non-PDF records, the City may charge separate fees for both.

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’s designated FOIA officer in the department responsible for the information requested. The department’s designated FOIA 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’s designated FOIA 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’s designated FOIA officer shall remove or redact exempted or irrelevant 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:

________________________________________ Fee Collected: $ __________

Sample FOIA Request for Information
Revised 2015
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(e). This additional time is required because:

(i) the requested records are stored on whole or in part at other locations that the office having charge of the requested records;
(ii) the request requires the collection of a substantial number of specified records;
(iii) the request is covered in categorical terms and require an extensive search for the records responsive to it;
(iv) the requested records have not been located in the course of routine search and additional efforts are being made to locate them;
(v) 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;
(vi) 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;
(vii) 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: FOIA Officer for the Office of the Corporation Counsel

Sample FOIA 5 Day Extension Letter
Revised 2015
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 free 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.
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 of less:) 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: FOIA Officer for the Office of the Corporation Counsel

Sample Response Granting a FOIA Request
Revised 2015
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:

[Include a detailed factual basis for the application of the exemption claimed.]

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, 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:  FOIA Officer for the Office of the Corporation Counsel

Sample Response Denying a FOIA Request
Revised 2015
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, 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: FOIA Officer for the Office of the Corporation Counsel

Sample Response Granting a FOIA Request In Part
And Denying the Request in Part
Revised 2015
## CITY OF PEORIA
### ELECTED OFFICIALS

<table>
<thead>
<tr>
<th>NAME/OFFICE</th>
<th>HOME ADDRESS</th>
<th>OFFICE</th>
<th>HOME</th>
<th>VOICEMAIL</th>
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<tr>
<td><strong>Mayor (Term to May 2, 2017)</strong></td>
<td>6141 N. Evergreen Circle 61614</td>
<td>678-4758 ©</td>
<td>494-8519</td>
<td>494-8981</td>
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<tr>
<td>Jim Ardis</td>
<td>494-8519</td>
<td>692-1149</td>
<td>494-8981</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:jardis@peoriagov.org">jardis@peoriagov.org</a></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>District Council Members (Term to May 2, 2017)</strong></td>
<td>723 W. Spring Hollow Lane 61605</td>
<td>213-6628 ©</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#1 Denise Moore</td>
<td>678-5765 ©</td>
<td>213-6629</td>
<td></td>
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<tr>
<td><a href="mailto:dmoore@peoriagov.org">dmoore@peoriagov.org</a></td>
<td></td>
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<tr>
<td>#2 Chuck V. Grayeb</td>
<td>510 W. High Street 61606</td>
<td>369-5233</td>
<td>688-5149</td>
<td>494-8991</td>
</tr>
<tr>
<td><a href="mailto:cgrayeb@peoriagov.org">cgrayeb@peoriagov.org</a></td>
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</tr>
<tr>
<td>#3 Timothy Riggenbach</td>
<td>5523 N. Briarcrest Ct. 61614</td>
<td>208-1034 ©</td>
<td>688-3349</td>
<td>213-1581</td>
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<tr>
<td><a href="mailto:trigenbach@peoriagov.org">trigenbach@peoriagov.org</a></td>
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<tr>
<td>#4 Jim Montelongo</td>
<td>5322 N Stening Dr. 61615</td>
<td>363-3488 ©</td>
<td></td>
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<tr>
<td><a href="mailto:jmontelongo@peoriagov.org">jmontelongo@peoriagov.org</a></td>
<td></td>
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</tr>
<tr>
<td>#5 Casey L. Johnson</td>
<td>6120 N. Hamilton Rd. 61614</td>
<td>360-4779 ©</td>
<td>696-7530 ©</td>
<td>494-8689</td>
</tr>
<tr>
<td><a href="mailto:cljohnson@peoriagov.org">cljohnson@peoriagov.org</a></td>
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<tr>
<td><strong>At-Large Council Members (Term to May 7, 2019)</strong></td>
<td>4207 N. Grandview Dr. 61614</td>
<td>573-1117 ©</td>
<td>494-8689</td>
<td></td>
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<tr>
<td>Beth Akeson</td>
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<tr>
<td>Elizabeth L. Jensen</td>
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<tr>
<td>Ryan M. Spain</td>
<td>6502 N. Post Oak Road 61615</td>
<td>256-2414</td>
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<tr>
<td>W. Eric Turner</td>
<td>6212 N. Teal Wood Circle, 61615</td>
<td>253-2489 ©</td>
<td>494-8697</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:weturner@peoriagov.org">weturner@peoriagov.org</a></td>
<td></td>
<td>339-8896</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chuck Weaver</td>
<td>6000 W. War Memorial Dr., 61615</td>
<td>360-4779 ©</td>
<td>494-8697</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:cweaver@peoriagov.org">cweaver@peoriagov.org</a></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><a href="mailto:chuck@chuckweaver.us">chuck@chuckweaver.us</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>City Clerk (Term to May 2, 2017)</strong></td>
<td>4521 N Knoxville, 61614</td>
<td>494-8565</td>
<td>635-3772</td>
<td>494-8567</td>
</tr>
<tr>
<td>Beth A. Ball</td>
<td>692-5580</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send official mail and filings to: City Hall, 419 Fulton St., Rm. 401, <a href="mailto:bball@peoriagov.org">bball@peoriagov.org</a></td>
<td></td>
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</tr>
</tbody>
</table>

**City Treasurer (Term to May 2, 2017)**

Patrick Nichting
pnichting@peoriagov.org
10507 N. Sleepy Hollow Rd 61615
494-8545
692-5580
494-8536

**Township Assessor (Term to December 31, 2017)**

Max E. Schlaflay
mschlaflay@peoriacounty.org
6422 N. Oakbrook Ct. Peoria, IL 61614
494-8180
691-5082

**Township Supervisor (Term to May 16, 2017)**

Joseph P. Whalen
jwhalen60@hotmail.com
620 W. Timothy Drive 61614
674-8237
691-4658

205 S.W. Adams Street 61602
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Manager</td>
<td>Patrick Urich</td>
<td>494-8524</td>
<td>Room 207 City Hall</td>
</tr>
<tr>
<td>Corporation Counsel</td>
<td>Don Leist</td>
<td>494-8590</td>
<td>Room 200 City Hall</td>
</tr>
<tr>
<td>Equal Opportunity Manager</td>
<td>David Watkins</td>
<td>494-8530</td>
<td>Room 403 City Hall</td>
</tr>
<tr>
<td>ECC Manager</td>
<td>David Tuttle</td>
<td>494-8036</td>
<td>3615 N. Grandview Drive</td>
</tr>
<tr>
<td>Finance Director</td>
<td>Jim Scroggins</td>
<td>494-8550</td>
<td>Room 106 City Hall</td>
</tr>
<tr>
<td>Fire Chief</td>
<td>Kent Tomblin</td>
<td>494-8700</td>
<td>505 N.E. Monroe Street</td>
</tr>
<tr>
<td>Human Resource Director</td>
<td>Mary Ann Stalcup</td>
<td>494-8575</td>
<td>Room 403 City Hall</td>
</tr>
<tr>
<td>Information Systems</td>
<td>Sam Rivera</td>
<td>494-8100</td>
<td>542 S.W. Adams Street</td>
</tr>
<tr>
<td>Assistant Dir of Community Dev</td>
<td>Joe Dulin</td>
<td>494-8620</td>
<td>Room 307</td>
</tr>
<tr>
<td>Director of Community Dev.</td>
<td>Ross Black</td>
<td>494-8600</td>
<td>Room 300</td>
</tr>
<tr>
<td>Police Chief</td>
<td>Jerry Mitchell</td>
<td>494-8300</td>
<td>600 S.W. Adams Street</td>
</tr>
<tr>
<td>Public Works Director</td>
<td>Mike Rogers</td>
<td>494-8800</td>
<td>Dries Lane</td>
</tr>
</tbody>
</table>

Revised 8/4/2015
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 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 America City four times by the National Civic League – 1953, 1966, 1989, and 2013.

According to the U.S. Census Bureau, the city's population for 2013 is estimated to be 116,513.

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

**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 168 Council-Manager forms of local government in the state of Illinois (ICMA: 1997).
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. This 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 Control 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
Elizabeth L. Jensen
Ryan M. Spain
W. Eric Turner
Chuck Weaver

District Council
1 – Denise Moore
2 – Chuck V. Grayeb
3 – Tim Riggenbach
4 – Jim Montelongo
5 – Casey Johnson

The City Council of Peoria consists of ten council members. Five of the Council members are elected from districts, while the other five are elected from the community at-large. Council members serve four-year terms with elections staggered every two years. (District elections: 2009, 2013, 2017...; At-large elections: 2007, 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

Beth Ball, MMC
City Clerk

The City Clerk, an elected official, has the primary responsibility of keeping the official record and documents of the city.

Documents are the wheels that move government. However, documents and Council action are usually not accepted by the courts or other government entities until the Clerk certifies and verifies those documents or specific Council action. The Clerk is responsible for legal documents that include Council Proceedings, resolutions, ordinances, contracts, agreements, and all other communications of the City Council.

The City Clerk attends all meetings of the Council, policy sessions, and executive sessions, and is responsible for the Council agenda and notices of meetings and hearings before the Council. The Clerk’s office keeps the official seal and records and has developed an indexing system for city documents. The office also certifies records and Council actions. The City Clerk’s office is responsible for issuing liquor licenses for the city and maintaining appropriate records.

The Clerk maintains the Codified Code, accepts official filings and petitions, and disseminates information to citizens, in addition to coordinating the Freedom of Information Act for the city.

The Clerk is appointed by the Mayor and sits as Trustee on the Firemen’s Pension Fund. The Clerk has traditionally been elected secretary and maintains all of the records of the fund, as well as figuring pension benefits, coordinating all the meetings, proceedings, notices and correspondence. The Clerk is Ex-Officio Town Clerk and reconciles the General Township funds, in addition to maintaining dual records on the General, the Assistance and IMRF funds, and serving as Clerk for a separate form of government.

OFFICE OF THE CITY TREASURER

Patrick Nichting
City Treasurer

As an elected official, the City Treasurer has primary responsibility for the administration and management of the collection and deposit of all financial obligations owed to the City. The Treasurer oversees the collection, verification, receipt, and deposit from all City Departments including Library, Election Commission, and both Police and Fire Pension Funds.

The City Treasurer records receipts and disbursements for all funds. All funds are reconciled to their appropriate 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. 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, Impress, and Health Benefits accounts.

The Mayor appoints two of the five members of both Fire and Police pension funds. The Treasurer serves by State Statute as the Treasurer of the funds. The Mayor has appointed the City Treasurer to serve as Trustee in both Pension Funds. A financial report is submitted monthly to both Pension Boards of Trustees on disbursements, receipts, and bank balances.
ADMINISTRATIVE DEPARTMENTS

CITY MANAGER'S OFFICE

F. 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.

ECONOMIC DEVELOPMENT

The City Manager's Office 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.

PUBLIC INFORMATION OFFICE

The Public Information Office is responsible for developing and coordinating with other city departments' internal and external efforts to communicate with the citizens of Peoria about the city's programs, services, accomplishments, and goals using a variety of mediums.

The office is the primary liaison between the citizen and City Hall. The office monitors and responds to citizen complaints and coordinates the production and dissemination materials to the public.

FINANCE DEPARTMENT

Jim 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 special funds and city funds.

The Budgeting Division 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 payment from...
ADMINISTRATIVE DEPARTMENTS

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 Distinguished Budget Presentation Award for 22 consecutive years as of the completion of the City’s 2014 Annual Budget document.

† INFORMATION SERVICES DEPARTMENT

Chief Information Officer:
Sam Rivera

The Information Services 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 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.

† HUMAN RESOURCES DEPARTMENT

Mary Ann Stalcup
Director of Personnel and Labor Relations

The City has approximately 650 fulltime 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, Risk Management, and Equal Opportunity 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.

Personnel Services: The Personnel Services division is 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 medical and 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 litigation of worker’s compensation and general liability claims.

Equal Opportunity: The Equal Opportunity Division 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; serves as the City’s American with Disabilities Act coordinator; provides technical assistance with regard to the application and enforcement of city fair practice ordinances to city officials and staff, business owners, governmental agencies, community organizations, advocate group and the general public; serves as an advisor to the City Manager in all matters related to the fair practice ordinances and related federal and state laws; provides staff support to the Fair Employment and Housing Commission and the Mayor’s Advisory Committee for the Disabled. The jurisdiction is restricted to Peoria's corporate limits. This division is also responsible for the coordination of the City’s Affirmative Action Plan for Fair Practices.

LEGAL DEPARTMENT

Don Leist
Corporation Counsel

The Legal Department (hereinafter “Department”) provides professional services to the City’s elected officials and its employees, boards and commissions, and the Peoria Public Library. The Department prosecutes and defends litigation in State and Federal Court on behalf of the City. In addition the Department appears on behalf of the City in administrative hearings, and prosecutes cases before various state administrative agencies.

The Department also drafts ordinances and other legal documents as requested or necessary. The Department consists of four attorneys and three administrative support staff.

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COMMUNITY DEVELOPMENT DEPARTMENT

Director – Ross Black

The Community Development Department consists of Planning and Zoning, Grants Management, Building Inspections, and Code Enforcement.

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 Board of Appeals, Planning and Zoning Commission, Construction Commission, Historical Preservation Commission, and City Council; and chairs the Site Plan Review Board and One-Stop Shop.

The Zoning Division process 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 Grants Management 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.

Building Inspections provides enforcement of the ICC Building Code, and all related codes and ordinances to serve the public's needs 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 that 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.
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. Firefighting 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 (EMTs) 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.

OFFICE OF EMERGENCY MANAGEMENT

Dwain Deppolder – Senior OEM Planner

The City of Peoria OEM is the agency responsible for the preparation for, response to, recovery from and mitigation for disasters which could affect the residents of the community.

OEM Division: The division coordinates the emergency service agencies within the community to assure that all available resources are efficiently and effectively utilized to meet the needs of the citizens during times of disaster.

Specific projects include the development of site specific plans for business and industry and government offices; public education and information concerning safety procedures and emergency instructions during disasters; promotion of the family disaster education program to educate citizens in self-help and emergency planning; warning and communications systems to provide notification to the public in emergency situations; congregate care and sheltering programs in conjunction with social service agencies; and the recruitment, training and utilization of volunteers in the overall emergency management program.

This division is also mandated by city ordinance to maintain and update the city’s Emergency Operations Plan. This plan is reviewed and evaluated, according to federal standards, every two years by the Illinois Emergency Management Agency. The plan highlights the hazard analysis, continuity of government, chain of command, incident command system, suggested operating guidelines, and resources available for disaster response.
**CITY OF PEORIA – COMMUNITY SERVICES**

**EMERGENCY COMMUNICATIONS CENTER**

David Tuttle  
ECC Manager

The ECC is responsible for centralized telecommunication service between the citizens, Police and Fire Departments, and Emergency Medical Systems, as well as other city departments, the Peoria County Sheriff’s Office, Rural Fire Districts and ambulance agencies as a part of the Peoria County Enhanced 9-1-1 system; state and national agencies through the use of radio, telephone, teletype, and telecommunications devices for the hearing impaired (TDD). The division also provides emergency medical dispatch and pre-arrival instruction on the 9-1-1 calls involving medical emergencies.

**POLICE DEPARTMENT**

Jerry E. Mitchell  
Superintendent of Police

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  
- Assistant Chief  
- Internal Affairs  
- Staff Inspections

Administration/Support Services  
- Strategic Planning/Crime Analysis  
- Training  
- Personnel/Recruiting  
- Budgeting  
- Records/Data Entry  
- Identification Services

- Fleet/Facility  
- Crime Scene Processing  
- Public Information

Investigations  
- Property/Evidence  
- Crime Scene Processing  
- Adult Crimes  
- Juvenile Crimes  
- Liquor Investigator  
- Asset Forfeiture  
- Target Offender Unit

Operations Bureau  
- Patrol  
- Traffic  
- K-9  
- Neighborhood Services  
- Resident Officer

**PUBLIC WORKS DEPARTMENT**

Director – Mike Rogers  
The Public Works Department is comprised of three major divisions: Office of the Director, Engineering and the Operations Division.

**OFFICE OF THE DIRECTOR**

This division is responsible for the coordination, budget, marketing and quality control of all Public Works’ functions. The office develops and administers contracts for: Solid Waste including residential garbage and yard waste collection; City/County Landfill and Compost Facility; City railroad by the P&PU Railroad Company.

**ENGINEERING DIVISION**

The Engineering Division is divided into three categories: Engineering, Facilities and Traffic.

Engineering is responsible for development and managing capital projects to support the City’s neighborhood and infrastructure needs; and provides technical engineering support, GIS Asset Management 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:

- The Permit Section manages the activities on the City's right-of-ways through the issuance of permits.
- The City's Sidewalk Replacement Program.
- Citywide sewer, plat, street, and alley records and information regarding storm water retention, erosion control, and the flood plain ordinance.

The Facility Operations Division is responsible for the maintenance of city-owned buildings and grounds; installation, maintenance, and management of carpentry, HVAC and maintenance and painting of facilities.

The Traffic Engineering Division is subdivided into four units: traffic, electricians, parking enforcement and the sign shop.

- The traffic division analyzes traffic flow, accidents, pedestrian safety, bicycling parking needs, both present and future, throughout the City, and manages parking meter installations, operation, collection and maintenance.
- The electricians manage traffic signals, and electrical systems throughout the City.
- The parking enforcement issues parking violations which are managed throughout City streets, parking decks and surface lots in the downtown area.
- The Sign Shop installs, maintains and develops City street signs

OPERATIONS DIVISION
The Operations Division is divided into three categories: Urban Forestry, Streets & Sewers and Fleet Services.

Urban Forestry is responsible for the maintenance and removal of trees, disease control and brush and debris removal.

Streets & Sewers 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.

Fleet Management Division is responsible for the purchased, 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.
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 support 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 Director
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.
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Equal Opportunity Manager
City Hall
419 Fulton Street Peoria,
IL 61602
Phone: (309) 494-8530
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INDEX OF RECORDS

ELECTED OFFICIALS

MAYOR / COUNCIL OFFICE
Lists of Members of Boards and Commissions
Yearly Budget Documents
Citizen Complaints
Mayor Files and Correspondence
Proclamations

CITY CLERK’S OFFICE 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
Closed Session Minutes (Not
available until released by law) &
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 –
2010 to Present
Special Reports & Studies Presented to
Council

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 50- 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.peoriagov.org) – Click on Council
Meeting info in green box to the right, then
select Meeting Date). The Clerk’s Office will
assist you in obtaining information stored
electronically by this office.

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
INDEX OF RECORDS

**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
Liquor Commission Minutes

**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 Booklet
FOIA Requests and Responses
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 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
Actuary Reports
Monthly Bank Statements
Investment Manager Reports
Monthly Ledgers of all Receipts and Disbursements for Checking and Money Market Account

**Police Pension Records**
Monthly Bank Statements
Monthly Ledgers of all Receipts and Disbursements
INDEX OF RECORDS

ADMINISTRATIVE OFFICES

CITY MANAGER’S OFFICE

Issues Update
Citizens’ Complaints
City Council
Agreements
Association & Organizations
City Services Information
Civic Center
Contracts
Franchises
Miscellaneous Correspondence Records
Personal & Confidential Personnel Information
Trades
Urban Renewal
All America City Information
Articles
Cable TV/PEG
Legislative Action Program
News Releases
Public Events
Springdale Cemetery
State Legislation

ECONOMIC DEVELOPMENT

Business Development Fund Loans
Brownfield
Designated Zone Organization (DZO), Minutes & Agendas 2006-2009, Applications and Renewal Applications
DZO Financial Reports for 2000-2008
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
TIF Redevelopment Agreements
Water Street Improvement
B’nai B’rith, Sam J. Stone
Business Development Fund Loans, old
City/Cilco Property Exchange
Constitution Ave. Reconstruction
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
INDEX OF RECORDS

FINANCE DEPARTMENT

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

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.

Affirmative Action Program/Reports
Agreements & Contracts with Various Agencies
Budget Expenditure Records
Contractor Compliance Files/Records for Equal
Opportunity

INFORMATION SERVICES
DEPARTMENT

Email
Purchase Orders – copy
Purchase packing slips - copy
Phone Bill Detail/Invoices/Voucher
AVL Data
CAD History
CAD Keystrokes

CAD Messages
Police Audit Data
Police Images
Police Arrest

Police Applications:
Police Bike Registration (BIK)
Police Domestic Violence (DVS)
Police Field Interview (FLD)
Police Gun Registration (GUN)
Police Sex Offender (SOR)
Police Property & Evidence (PAE)
Police Pawn (PWN)
Police Incident Reporting (RIM)
Police Traffic Citation Control (TCC)

Fire Applications:
Fire Inspections
Fire Reporting
Fire Training

Financial and Land Based Applications:
Building Permits
Cash Receipts
Fixed Assets
Fleet Management
G MBA
Accounts Receivable
Business Licenses
Payroll/Personnel
Code Enforcement
Planning/Zoning
Land/Parcel Management
Purchasing/Inventory
Special Assessment (payment history)
Parking Tickets
DMS
Parking Handhelds
Work Orders
INDEX OF RECORDS

Correspondence
Deferred Compensation
Department Budget
Disciplinary Rules & Procedures
EEO/Affirmative Action Coordination
Employee Benefits
Employee Training
Employment/Hiring Procedures
EEO-4 Reports
Fair Employment & Housing Commission
  Correspondence/Minutes/Regular Meetings
Fire & Police Commission
Forms (various)
Health Insurance Plan/Information (replaces Medical Programs)
Intake Questionnaire for Equal Opportunity issues/Blank forms
Inter-Office Memos
Job Classification
Labor Relations/Bargaining Unit Agreements
Laws & Regulations Applicable to the Department
Liability Insurance
Minority/Women Contractors’ Directory
Payroll Records
Pensions (Employee) – IMRF
Performance Appraisals
Personnel Appeals Board File
Personnel Rules and Regulations
Salary Administration
Salary Surveys
Employee Personnel Files
Service Awards
Unemployment Compensation Proceedings
Workers Compensation

LEGAL DEPARTMENT

Weekly Docket for Housing Court.
Copies of Pending Administrative Hearing Files
  (Hearing Officer) cases if an address is provided.
Copies of court-filed complaints and Notice Dangerous Buildings in pending demolition cases provided that an address and/or case number if given.

Litigation – Past & Pending
Accident Files (employee not at fault)
Small Claims Files
Demolition Files
General Litigation Files
Administrative Hearing Cases

Office Records
Bankruptcy Files
Foreclosure Files
Agreements
Annexations
Budget
Franchise Material with Utility Company
Liquor Hearing Violations
Office Supplies
Personnel Files
Real Estate Transactions
Work Order Liens
INDEX OF RECORDS
COMMUNITY SERVICES DEPARTMENTS

COMMUNITY DEVELOPMENT DEPARTMENT

The Building Division
International Codes
Building Plans/Plan Review Files
Certificates of Occupancy
Construction Commission Meeting Minutes
Electrical Contractors
HVAC Contractors
Permits:
  Building
  Demolition
  Electrical
  HVAC
  Plumbing

Code Enforcement Division
Board-up Contracts
Environmental Codes
Fire Codes
Housing Commission Cases
Housing Codes
International Codes
Municipal Code Books
Supplements (Amendments) to the Municipal Code
Weed & Litter Specifications & Contracts
Environmental Codes
Housing Codes

PLANNING & GROWTH MANAGEMENT
Annexations
Census Tract Data and Maps
City Codes/Annual Report
City Zoning Commission
Comprehensive Plan and Amendments
Growth Cells I, II & III
Historic Preservation Commission
Land Use Maps
One Stop Shop
Redistricting of Council Districts
Setback Agreements and Variances
Site Plan Review Board
Street Dedications
Street Maps
Street Name Changes
Street Vacations
Subdivision Ordinance
Surveys
Zoning Board of Appeals
Zoning Certificates
Zoning Maps
Zoning Ordinance
Zoning Verifications

Neighborhood Division
Available Housing Rehab and other Program Applications and Guidelines
Human Resources Commission Meeting Agendas and Minutes for current year
Current HUD Consolidated Plan and Annual Action Plan
Previous fiscal year Consolidated Annual Performance Evaluation Report (CAPER)
Current fiscal year HUD grant award amounts for Community Development Block Grant (CDBG), HOME and Emergency Solutions Grant (ESG)
Contact and meeting information for the Heart of Illinois Homeless Continuum of Care
Citizen Participation Plan for HUD funding
Current income limits for HUD funded projects/programs

FIRE DEPARTMENT

Administration
Annual Reports Budget
Expenditures Contracts
Copy Machine Usage
Daily Manning Roster
Department Goals & Objectives
Department Orders & Standard Operating Procedures
Equipment, Uniform & Supply Issue
Fire Incident Reports
Fire Losses
Maintenance Requests
Organizational Chart
Payroll Data
Personnel Directory
# INDEX OF RECORDS

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)  

**OFFICE OF EMERGENCY MANAGEMENT**  

**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  

**Disaster/Public Information & Education**  
Citizen's Aid Radion 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)
INDEX OF RECORDS

Radiological Defense
Sandbox
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
County EMA
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
City of Peoria Emergency Operations Plan
Equipment: 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
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.
INDEX OF RECORDS

POLICE DEPARTMENT

Activity Reports
Annual Reports
Arrest Information
Arrest Reports
Budget Documents
Building Maintenance Information
Committee Minutes
Confidential Files
Contracts
Correspondence Files
Court Records
Crime Reports
Crime Prevention Materials
Criminal Histories
Criminal Intelligence
Criminal Investigations
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
Bomb Threat Procedures
Bricks/Brick Streets
Budget
City Hall Parking Lot
Conferences
Correspondence
Equal Opportunity
Equipment
Facility Maintenance
Freedom of Information Act
Garbage Collection Files
Greater Peoria Mass Transit
Greater Peoria Sanitary District
Growth Cell II
Growth Cell III
Harbormaster
IBS – Dioxin/Clark Street
Maps – plats, side wells (permits), sewers
Robert H. Michel Bridge
Murray Baker Bridge
Northside/Averyville

Engineering
City Infrastructure Projects
Drainage Problems
Easements
E.P.A.
Geographic Info. Systems
GIS Program
IDOT

Permits
Americans with Disabilities Act
Sidewalk Improvement

Public Services
City Hall Floor Plan
Fuel Storage Tanks
J.U.L.I.E. Landscaping
INDEX OF RECORDS

Right-of Way Permits Section
Agreements
American Disabilities Act
Access Ramps
Addresses/House Numbers
Block Party Permits
Brick Sidewalks
Brick Streets
Cilco Agreement
Coal Mines (in & around City of Peoria)
Community Events
Correspondence
DCCA Grant for Sidewalk Repairs
Down CDB/Public Works Response
Driveway/Sidewalk Construction Standards
Encroachments
Fiber-Optic Cable
Flood Plain Maps/Files
Franchise Agreements
Hazard Mitigation Plan
Handicap Ramps
Illinois American Water Company
LUSTS (Leaking Underground Storage Tanks)