



AGENDA
Metro Peoria Committee
Wednesday, February 13, 2013
@ 2:30 PM
Peoria County Courthouse, Room 402

1. **Call to Order**
2. **Approval of Minutes**
 - December 12, 2012
3. **Discussion**
 - Chamber Government Affairs Committee update
 - Treasurer's Report - Liens on Tax Bills
 - Update on Cooperative Policing Efforts
 - Economic Development
 - Purchasing
4. **Committee Action**
 - Amendment to Charter
5. **Miscellaneous**
6. **Adjournment**

DRAFT

**MINUTES
METRO PEORIA AD-HOC COMMITTEE
December 12, 2012
2:30 P.M.**

MEMBERS PRESENT:	Mary Ardapple, Chairperson; Michael Phelan, Andrew Rand, Timothy Riggerbach, W. Eric Turner
MEMBERS ABSENT:	Ryan Spain
OTHERS PRESENT:	Lori Curtis Luther - County Administrator (via teleconference); Kate Van Beek - Assistant Co. Administrator; Carol Trumpe - County Board Member; Patrick Ulrich - Peoria City Manager; Chris Setti, Chris Switzer - City of Peoria; Sarah Czufin - Chamber of Commerce; Matt Wahl - Planning & Zoning; Tripp O'Connor, Nicole Demetreas - Treasurer's Ofc; Meghan Smith - Administration; John Hamann - Rural Economic Development Coordinator; Jim Smith - Finance; Karen Raithel, Becca Cottrell - Recycling & Resource Conservation; Amy Benecke McLaren - County Highway; Doug Crew - PASS Forward; Steve Sonnemaker - County Clerk; Alex Rusciano - WCBU radio

The meeting was called to order by Chairperson Ardapple at 2:30 p.m.

Approval of Minutes

A motion to approve the minutes of November 14, 2012 was made by Mr. Turner and seconded by Mr. Phelan. The motion carried.

Discussion

• Treasurer's Report - Liens on Tax Bills

Mr. O'Connor reported that the office continues to move forward in accommodating the request of the City of Peoria to place liens on tax bills. He advised that he will provide a further update at the February meeting of the Committee.

• City/County Legislative Program

Mr. Setti noted that the legislative program will be held on Friday, December 14th at 9:00 a.m. He stated that a finalized list of proposals has been compiled, with several joint initiatives being introduced. He briefly summarized the joint proposals as well as those of the City of Peoria and Peoria County. Mr. Rand asked for clarification regarding the joint proposal for a reinvestment in the employment training and investment program from Workforce Development. Ms. Curtis Luther advised that during the Spring legislative session, DCEO's budget for job training dollars was reduced from \$11 million to approximately \$600,000. The County is suggesting a request that those funds for the employer training and investment program be restored in DCEO.

• Governance - new County Committee Structure

Ms. Ardapple explained that as a result of a reorganization of several Peoria County Committee structures, it may become necessary in the future to amend language in the Committee Charter to reflect those changes.

Committee Action

- Charter Amendment - Election of Officers

Mr. Riggensbach motioned that the Committee Charter be amended to reflect election and succession of officers take place yearly on July 1st, and that current officers remain in place until July 1, 2013. Mr. Turner seconded and the motion carried.

- City Sustainability Plan

Mr. Urich advised that, with the development of the County Sustainability Plan, it would benefit the City to move along a comparable path. He stated that both governmental entities could work together on sustainability to assist the City in preparing a similar plan. Ms. Cottrell advised that the internal work already completed by the Sustainability Team will greatly benefit the City in terms of the amount of time spent on the process.

Mr. Urich suggested that staff from both the City and County hold discussions with the Chairman of the City Sustainability Commission explaining the interest in an organizational sustainability plan for the City and its potential relationship to the Peoria County Sustainability Plan. Mr. Ardapple advised that City and County staff will work together on a formal proposal for contracted services with the City of Peoria and Recycling.

- Joint Purchasing - Review Proposal for Paper Purchases

Mr. Smith commented that the City and County currently participate in some cooperative purchasing and combined efforts. Mr. Switzer noted that the purchasing relationship between the City and County has been long-standing. Mr. Turner stated that it is important to participate in more upfront planning, particularly with items such as paper products, computers, copiers and furniture. He advised that working together with other taxing bodies would enhance major economies of scale pricing. Ms. Curtis Luther noted that prices are already set with established low rate on bids coming from the several purchasing agents used by the County. She added that those bids are already providing economy of scale pricing. Mr. Smith explained the concept of reverse bids, whereby vendors agree to bid according to terms, and when bids go live vendors may re-adjust bids according to placement.

Mr. Turner stressed the importance of determining ways of working collaboratively with District 150. Mr. Smith advised that efforts are ongoing and will continue in this area. Mr. Setti offered to speak with the District Comptroller regarding the idea of joint purchasing. Ms. Ardapple requested that Staff prepare a briefing of small line items purchased, to present to District 150, as examples of items that can be jointly purchased. She also suggested that Committee further discuss a strategy as to who will be solicited for the formation of the potential group, in addition to District 150.

The meeting was adjourned by Chairperson Ardapple at 3:20 p.m.

Recording Secretary: Jan Kleffman

EDWARD T. O'CONNOR
PEORIA COUNTY TREASURER
OFFICE PHONE 672-6065



ROOM G15 - COURTHOUSE
PEORIA, ILLINOIS 61602

February 10, 2013

MEMO

TO: PEORIA METRO COMMITTEE

FROM: TRIPP O'CONNOR *EO*

RE: MUNICIPAL LIEN COOPERATIVE

STATUS UPDATE:

The County of Peoria has agreed in principle with the City of Peoria to provide municipal lien collection services via inclusion on the annual real estate tax bill for effected properties. It is our intention to begin this process with the 2012 property tax bills that will be prepared for delivery in May 2013.

At this time there are several outstanding items that must be completed prior to March 1, 2013 in order for this service to proceed this year. Those items include the satisfactory completion of the intergovernmental agreement between the County and the City and the testing that must be completed upon receipt of the data from the City to insure software compatibility. At this time we are anticipating the draft agreement and data file will be delivered during the week of the 11th and we will be able to meet our 2013 deadline.

The County Treasurer, County Clerk and IT Departments are working together to insure professional delivery of this service to the City of Peoria and they need to be recognized for their cooperative efforts.



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January 3, 2013

Shared Services Report
Peoria Regional Office of Education

Thank you for the opportunity to share cooperative purchasing agreements that exists amongst Peoria County Schools. As a way of introduction, legislation was passed in 2011 that mandated a reporting of "shared services." There was great demand for schools to look for ways to work together to share costs and efficiencies in all possible ways. A report was published entitled, "The Streamlining Report," and a variety of ways to share services were highlighted. One of the outcomes of the legislation besides the publishing of the report, was that school districts were to include a one-page report of how they streamline services within their mandated Audited Financial Report that is turned in to the Regional Offices of Education every fall.

Shared services in Peoria County:

*Food Co-Op: This is run by Connie Frank out of the Peoria Regional Office of Education. Local schools leverage their buying power for their cafeterias.

*Central Illinois Educators (CIE) insurance group: Several local districts formed a group many years ago to help build a population of substantial size for buying power in the medical insurance industry. They work with the Kepple Company and are governed by a board of directors.

*Paper/supply purchasing: Several smaller districts work together to purchase products and supplies but this is not through the Regional Office.

*Special Education Association of Peoria County (SEAPCO): Special education services can be costly and difficult for small districts to provide for small populations of students. All districts, besides Peoria Public Schools, belong to SEAPCO to provide quality special education services to their students in need. They are governed by a board of directors and the Regional Office also serves on this board.

There are other instances of school districts working together to purchase and/or provide services. Some districts share fuel costs, transportation costs and the cost of programming (ie-extra curriculars). These agreements have been entered into by local superintendents and school boards. Several districts utilize the opportunities provided by organizations that they belong to leverage large group buying as well (ie-Illinois' Principal's Association and Illinois Association of School Boards). We would welcome any opportunity to increase the level of efficiency in Peoria County Schools.

The City of Peoria and County of Peoria have a long history of cooperation in the areas of purchasing, sale of surplus property and minority outreach. This cooperation has been strengthened over the years as both entities have always been aware that it is in the best interest of the citizens and community that we work together.

History

Cooperation between the City and County purchasing began in the early 1970's when the City and County both centralized their procurement services. The City's purchasing division was under the Finance Department and the County's was in the Auditor's Office. Many bids and proposals were solicited together, information was shared and joint auctions were conducted. Then County Auditor Steve Sonnemaker and previous City Purchasing Manager Jim Leib provided a good foundation for taking advantage of joint cooperation between City and County procurement.

Current

With the transfer of purchasing to the County's finance department and the updating of the City's purchasing ordinance, both governmental entities continue to strengthen the groundwork for cooperation and joint relations.

This is shown in the joint contract for fuel services, cooperative bidding for items such as parking controls, and the sharing of knowledge or "successes" between the two entities. Sharing successes include joining new national cooperative purchasing alliances, development of new vendors, and utilizing new forms of bidding and public property disposal.

To further our mutual interests in increasing diversity and expanding opportunities, the City and County have conducted minority vendor fairs. These fairs are designed to bring in minority and female owned businesses to speak directly to purchasing agents from local governmental entities like City Link, Peoria Housing Authority, and the Peoria Park District. The Illinois Department of Transportation, Greater Peoria Sanitary District, Peoria District 150, City of Pekin, and Woodford County Housing Authority have also sent representatives to the event.

The current status of cooperation between the City and County of Peoria involving procurement services, public property disposal, and minority outreach remains strong and will remain strong for the benefit of the citizens of the City and County.

Future

Future cooperation between the City and County will remain strong because both entities realize the benefits to be gained in the areas of procurement, public property disposal and minority outreach. The benefits include: continued cost reduction in commodities from purchasing together and sharing best practices, continued reduction in contracting cost as contracts are solicited together, continued maximization of surplus property revenue and continued development of minority vendors.

Future (Short Term) Goals and Opportunities

Procurement

1. Solidify relationships with other local governmental agencies to find common needs, specifically the Peoria Park District and the Peoria Housing Authority.
2. Develop relationships with other local governmental agencies to find common needs, specifically Peoria School District 150, the City of Pekin and the City of East Peoria. (none of these entities have centralized purchasing)
3. Keep informed on cooperative purchasing contracts including their benefits and drawbacks. Begin using internet based forms of purchasing such as reverse auctions. Share information with others to entice them into utilizing these opportunities with us (City and County).
4. Change bids/proposals to include language allowing other entities to purchase or contract from the bid/proposal.

Surplus Public Property

1. Review current Auction procedures for efficiencies and other opportunities. Ideas would include: Moving the auction off site, performing the auction on a weekday (as most business auctions are held) instead of the weekend (as most private auctions are held)
2. Investigate use of internet based public surplus auctions.
3. Work with other local governmental entities to join the City/County auction.

Development of Minority Vendors

1. Work with other entities to take part in our events.

Future (Long Term) Goals and Opportunities

Procurement

1. Work with other area Cities, Counties, School Districts, Park Districts, and Housing Authorities to find common areas of procurement.

Surplus Public Property

1. Remain committed to legally and fairly disposing of public property.

Development of Minority Vendors

1. Make our events regional.
2. Outreach through internet based services.

Specific Areas Continually Reviewed for Joint Purchasing

(Review includes if it is best to purchase off already established contracts, if bidding together may be the best alternative or if separate bids best fits our needs)

1. All commodities, including paper, pens, pencils, salt, ammunition, fuel, etc.
2. Pest Control Services
3. Janitorial Services
4. Alarm Monitoring
5. Window Washing

AGENDA BRIEFING

METRO PEORIA COMMITTEE

MISSION

Work cooperatively to identify and evaluate opportunities and propose strategies that result in core local government services being delivered efficiently and effectively. The MPC will lead the discussion in a transparent environment offering opportunities for citizen engagement.

OBJECTIVES

Create partnerships and resolve issues between or involving both governments.

Identify opportunities for greater service sharing, joint operations, or consolidation.

GOALS

- Cooperation is the*
- *Key to Effective Service Delivery*
 - *Path to Great Neighborhoods*
 - *Instrument to a Vibrant Economy*
 - *Means to Improve the Region*

MEETING DATE: February 13, 2013

ISSUE: Amendment to the Charter for Intergovernmental Cooperation

ACTION REQUESTED: Approval

BACKGROUND:

The Committee has discussed and requested staff prepare an amendment to the Charter for Intergovernmental Cooperation that changes the date in which the Chairperson is elected from January to June of each year. The attached amendment accomplishes this direction.

FINANCIAL IMPACT:

None.

IMPACT IF APPROVED/ DENIED

If approved, Ms. Ardapple remains Chairperson an additional 6 months. If denied, a Chairperson needs to be elected at the next meeting.

COMMITTEE ACTION:

PREPARED BY: Scott Sorrel

DEPARTMENT: County Administration

DATE: January 6, 2013

Charter for Intergovernmental Cooperation MetroPeoria

Article 1: Name

This Committee, being duly and officially established by joint resolution of the County of Peoria and the City of Peoria, shall be known as the Metropolitan Policy Committee (MPC) or MetroPeoria.

Article 2: Goals, Mission, Vision

The MPC agrees to operate and conduct business in an effort to achieve these goals, this mission statement, and vision statement, which may be amended from time-to-time.

A. Goals: The goals of the MPC revolve around cooperation and the benefits it affords. In that vein, Cooperation is the:

- *Key to Effective Service Delivery*
- *Path to Great Neighborhoods*
- *Instrument to a Vibrant Economy*
- *Means to Improve the Region*

B. Mission: The Mission of the MPC is to:

Work cooperatively to identify and evaluate opportunities, and propose strategies that result in core local government services being delivered efficiently and effectively. The MPC will lead the discussion in a transparent environment offering opportunities for citizen engagement.

C. Vision: The Vision of the MPC is:

The MPC provides solutions to make Peoria (City and County) the community of choice for current and future generations. We are a community that is clean, safe, vibrant, and accessible.

Article 3: Responsibilities and Methods

The MPC has the responsibility to lead the intergovernmental cooperation discussion using all methods at its disposal.

A. Responsibilities: It is MPC's responsibility to:

- 1) Create short-term and long-term solutions to achieve the mission, vision, and goals of the Committee.
- 2) Promote intergovernmental cooperation and coordination throughout the region and beyond the County of Peoria and City of Peoria governments.
- 3) Serve as a forum for developing recommendations for resolving intergovernmental disputes between the two governments.
- 4) Identify and evaluate opportunities for cooperation using the Consolidation Continuum (see Appendix)

- 5) Propose implementable solutions based on the evaluations conducted.
 - 6) Breakdown and overcome natural barriers to cooperation.
- B. Methods: MP C will employ at a minimum these methods in order to meet its responsibilities:
- 1) Decisions based on Effective Service Delivery: Effective Service delivery is the basis for cooperation and is defined as the recognition of core local government services and how those services are provided to the community such that the services are provided in a manner that balances time efficiency, cost effectiveness, and achievement of a desired result.
 - 2) Service Evaluation Flowchart: The flowchart describes a step-by-step process for evaluating opportunities for cooperation. It allows for multiple decision points by the MPC and policy makers.
 - 3) Cooperation Strategy Selection Matrix: The matrix is a form of a Pugh Matrix commonly used for finding the best concept. It is widely used in 6-Sigma evaluation processes. The matrix will evaluate using a series of key criteria how feasible and how acceptable a possible cooperation strategy might be when compared to the status quo of the current state.
 - 4) Decision Scorecard: The scorecard is a tool used to identify the key criteria that are used in the Cooperation Strategy Selection Matrix.
 - 5) Subject Matter Experts: When warranted, engage select subject matter experts to obtain the best possible data and affect the best possible evaluations.
 - 6) Citizen Engagement: When warranted, engage a variety of citizen groups for the purpose of soliciting community feedback using a variety of techniques including but not limited to surveying, town hall meetings, and public forums.

Article 4: Administrative

The MPC shall function and be governed under the following policies.

- A. Membership:
- 1) General Membership: The MPC shall consist of six (6) voting members, three (3) each from the County of Peoria and City of Peoria.
 - 2) Appointment: Appointments shall be made by the Peoria County Board Chairman and by the Mayor with the advice and consent of the respective legislative bodies as may be required.
- B. Meetings: The MPC is subject to the Illinois Open Meetings Act, as amended (5 ILCS 120), and notice shall be given by both governments pursuant to the Act.
- C. Officers, Duties, and Agenda:
- 1) Officers: The MPC shall elect from its membership a Chairperson and Vice-Chairperson to serve one-year terms. The Officers shall be elected at the MPC's first meeting in ~~January~~ June of each year. The Chairperson and Vice-Chairperson shall not be from the same unit of government. The unit of government holding the Chairperson shall alternate with each term.
 - 2) Duties: The Chairperson shall preside at all meetings. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson. Should both

the Chairperson and Vice-Chairperson be absent, the membership shall elect a Chairperson Pro Tem for the particular meeting in question.

- 3) Agenda: The Chairperson, in consultation with the Vice-Chairperson shall set the agenda for each meeting. Any committee member may request an item to be added to the agenda by contacting either Chairperson or Vice-Chairperson.

D. Adoption and Amendments to this Charter:

Immediately following adoption of the original MPC Charter, this Charter shall be submitted to the City Council and County Board to receive and file.

This Charter may be amended or repealed by an affirmative vote of the super-majority of the members of the MPC present at any meeting called for that purpose at which a quorum is present. Written notice of such proposed amendment and the nature thereof shall have been given to the membership of the MPC, the City Council, and the County Board at least 30 days prior to the date of the meeting at which the amendments are to be considered. Distribution of proposed Charter changes to the Chief Administrative Officers of the City and County shall be in addition to notice to Council and Board. Any Council or Board objections to the proposed amendments shall be forwarded to MPC within 30 days of receipt. The Council and Board shall ratify all amendments approved by the MPC.

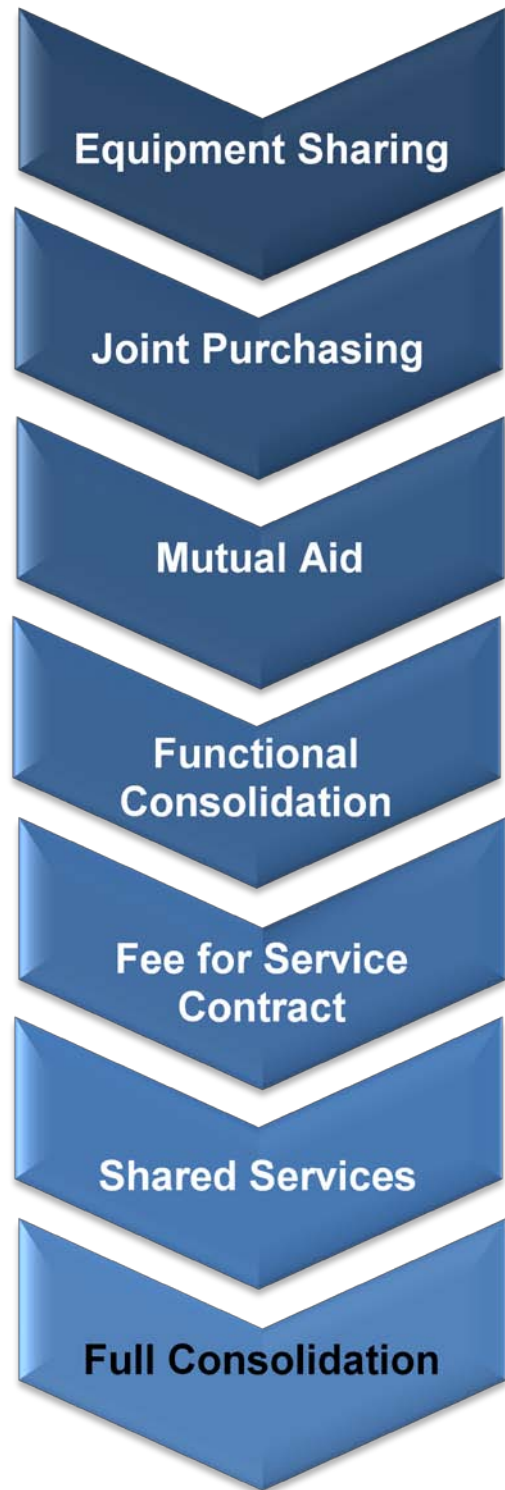
Appendix

Consolidation Continuum and Structure

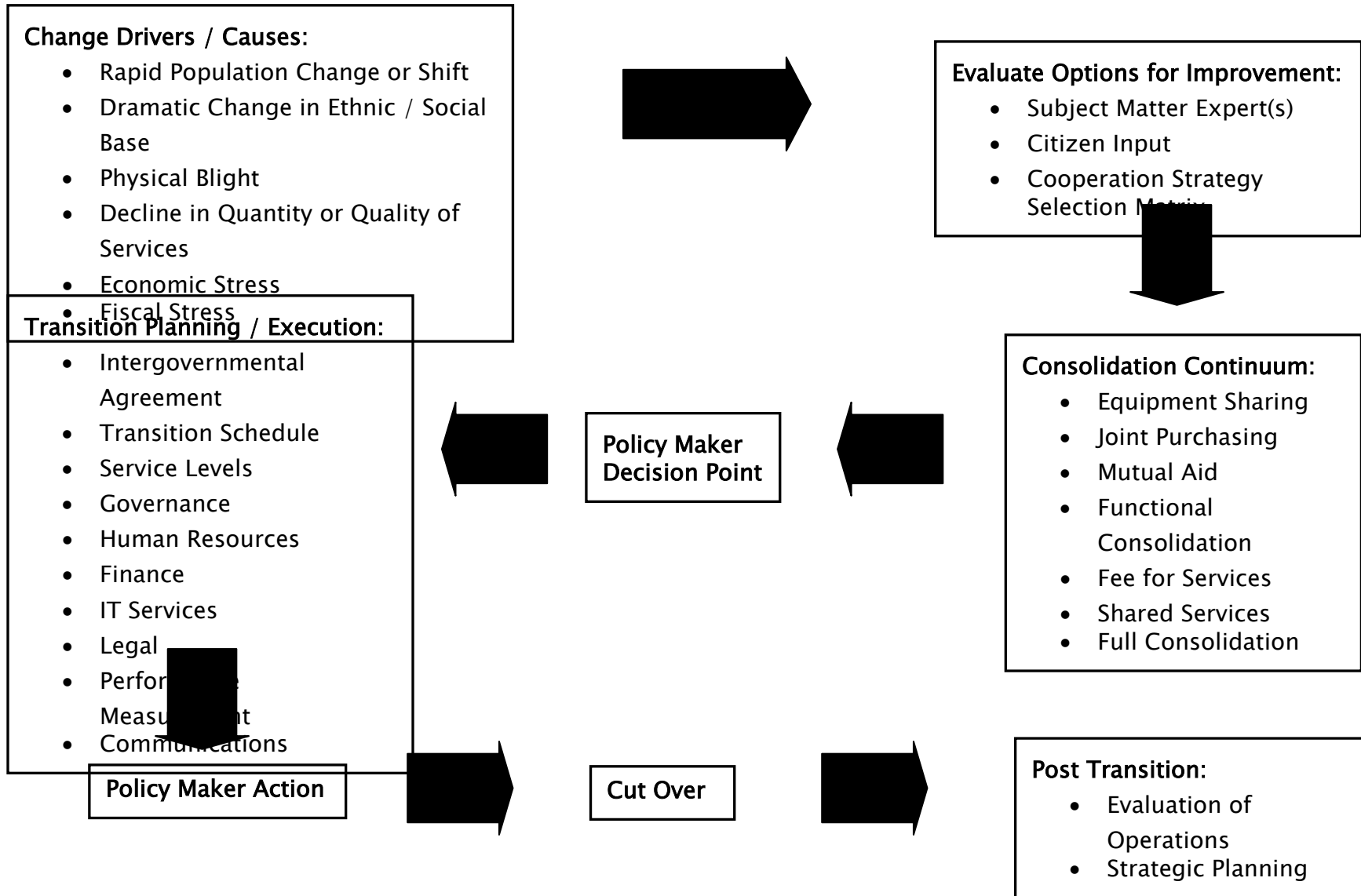
At right is the Consolidation Continuum.

It reflects a progression of cooperation options from informal to full consolidation. All of the existing formal and informal cooperation efforts between the City and the County Whenever cooperation occurs between the City and the County the level and type of cooperation will fall somewhere on this continuum. Some examples for each level are as follows:

- Equipment Sharing: Joint training
- Joint Purchasing: Fuel and electricity
- Mutual Aid: Law Enforcement and Fire
- Functional Consolidation: Dispatch Services and Pre-Arrestment Detention / Booking
- Fee for Service Contract: Animal Control and Protection Services
- Shared Services: City/County Landfill
- Full Consolidation:



Service Evaluation Flowchart



Decision Scorecard

	County		City	
	Gain / Benefit	Loss / Detriment	Gain / Benefit	Loss / Detriment
Organizational Factors:				
Legally Capable of Doing?				
Is it a functional part of our Core Competencies?				
Is it Consistent with our Mission and Vision?				
Is it Consistent with our Strategic Plan?				
Political Factors:				
Are there known private sector providers?				
What are the Control Issues?				
What is the impact on constituent services?				
Human Resources Factors:				
Is there Collective Bargaining Involved?				
What is the Impact on Collective Bargaining?				
What is the Impact on the Health Plan?				
What is the Impact on Property / Liability Coverage?				
What is the Impact on Worker's Comp Exposure?				
What would be the Staffing Needs?				
Financial Factors:				
What is the Impact on Revenues?				
What is the Impact on Expenditures?				
Are there any Cost Savings?				
Are there Needed Capital Improvements?				
What is the Value of Needed Capital Improvements?				
Operational / Service Delivery Factors:				
Is the necessary Infrastructure in-place?				
Is the Service Needed on a Continual Basis?				
Do Performance Measures Exist?				
If yes, are the Performance Measures Relevant?				
If no, How are Performance Measures Developed?				
Are the Expected Response Times to Customers Achievable?				
Will the Service be needed on a Continual Basis?				
Service Specific Factors:				
Each service will generate a series of factors specific to that service to be included in the evaluation.				