

**APPROVED 12/14/11**

**MINUTES  
METRO PEORIA AD-HOC COMMITTEE  
November 9, 2011  
2:30 P.M.**

<b>MEMBERS PRESENT:</b>	William Spears; Mary Ardapple; Michael Phelan; Andrew Rand, Timothy Riggerbach; Ryan Spain
<b>MEMBERS ABSENT:</b>	
<b>OTHERS PRESENT:</b>	Lori Curtis Luther - County Administrator; Scott Sorrel - Asst. to the County Administrator; Thomas O'Neill - County Board Chairman; Carol Trumpe - County Board Member; Eric Dubrowski - Chief Financial Officer; Patrick Urich - Peoria City Manager; Christopher Setti - City of Peoria; Amy McLaren - County Highway; Denny Kief - Interim Economic Development Director; Doug Crew, Julia Kindred, Richard Carroll, Dean Doughty, Pat Lewis, Cathy Roger, Mike King, Michael McCoy, Gary Stella - PASS Forward; PASS Forward team members; Media

The meeting was called to order by Chairman Spears at 2:37 p.m.

A motion to approve the minutes of October 19, 2011 was made by Mr. Rand and seconded by Mr. Spain. The motion carried.

**Presentation**

- PASS Forward

Mr. Crew presented the initial findings and recommendations of the three separate PASS Forward teams, assigned to study and identify the potential for shared services and/or collaboration in the areas of economic development, public works and information technology. He noted that each team operated separately, looked at similar functions at both the City and County, conducted its own research and analysis, and formed its own recommendations. Mr. Crew outlined the recommendations for the three areas of study:

*Economic Development Recommendations:*

1. Integrate City/County economic development functions
2. Clearer distinction of responsibilities
3. Enhanced resources management
4. Clear, focused and consistent policy

*Public Works Recommendations:*

1. Sign shop and sign production collaboration
2. Combine bridge inspections
3. Review engineering services
4. Formalize any current "handshake agreements" for existing shared services
5. Review fleet maintenance of fire department vehicles
6. Consider shared commodity storage
7. Increase equipment sharing
8. Install common fleet maintenance software
9. Review policy on fueling of vehicles
10. Consider common general inventory control software
11. Study overall fleet maintenance

12. Review snow removal policies
13. Investigate options for facility (including HVAC, electrical, plumbing) and property maintenance
14. Review janitorial services
15. Analyze future fleet maintenance facility needs

*Information Technology Recommendations:*

1. Create a single information technology leadership structure
2. Create new City/County organizational structure
3. Create common strategic approach to City/County IT function

The Committee commended the quality of work accomplished by Mr. Crew and the entire PASS Forward team. Ms. Curtis Luther emphasized that both the County and City governments are invested in looking at ways to re-evaluate government structure, build partnerships and create efficiencies.

Mr. Spears suggested that the chairperson of each PASS Forward team attend a monthly committee meeting for more in-depth discussion.

A motion was made by Mr. Phelan directing Staff to provide analysis on how the PASS Forward recommendations tie in with the Intergovernmental Charter, in the areas of Economic Development, Public Works and Information Technology. Ms. Ardapple seconded, with an amendment directing Staff to review and provide a report regarding a Committee branding platform.

Mr. Rand commented that Information Technology is the most imperative topic for discussion. Mr. Spears advised that, although all three topics will be discussed at the next scheduled meeting, an emphasis will be placed on moving forward with the IT discussion. The motion carried.

**Discussion**

- Clarification of Charter (Intergovernmental Cooperation)

Ms. Trumpe requested that language in the Charter be clarified as to committee structure and the obligation of actions coming from this body to the respective policy-making Boards. She also noted that language is unclear as to the method of dissolution of the Committee. Mr. Sorrel advised that language revisions will be drafted by Staff for review and approval.

The next meeting was scheduled for December 14, 2011 at 2:30 p.m.

The meeting was adjourned at 3:36 p.m. upon a motion by Mr. Riggerbach and second by Ms. Ardapple.