

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: MPC 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 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

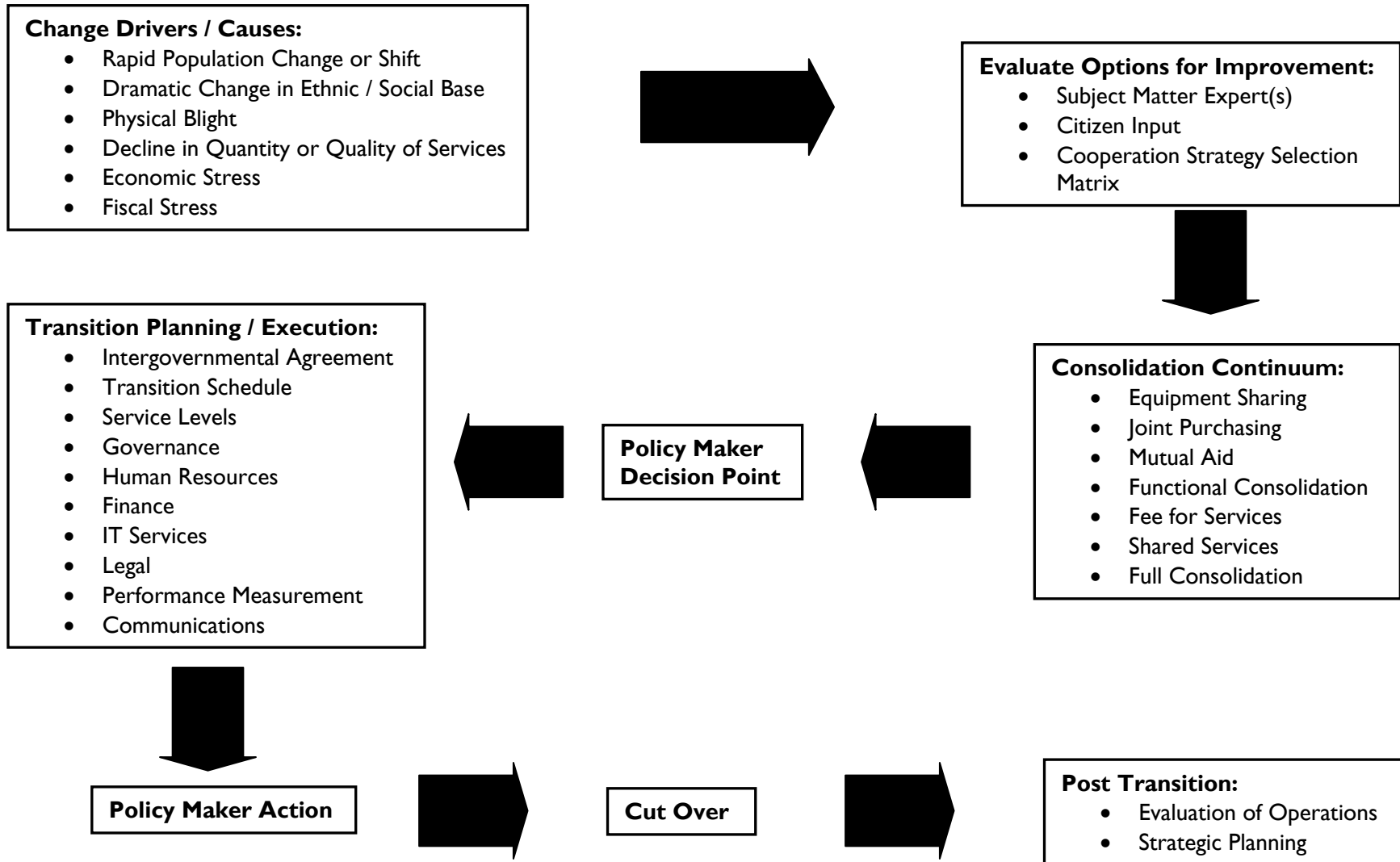
At right is the Consolidation Continuum.

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



Cooperation Strategy Selection Matrix

Cooperation Strategy Selection Matrix

Area:

Key Criteria			Strategy						
			Importance Rating	Keep Services Separate	Fee for Service			Shared Service	Consolidated Service (Standardized)
					Outsourced to County	Outsourced to City	Outsourced to Private Sector		
Feasible			Status Quo						
1	Immediate, net savings to taxpayers	1							
2	Long-term, net savings to taxpayers	1							
3	Can be reversed easily if not working	1							
4	Low upfront costs or minimal investment	1							
5	Can be quickly implemented	1							
6	Minimal legal issues (i.e. collective bargaining)	1							
7									
8									
Acceptable									
9	Does not interfere with strategic capabilities	1							
10	Minimal internal resistance	1							
11	Minimal external resistance	1							
12	Political will exists to change	1							
13	Improved service to citizens	1							
14	Agencies maintain control over outcomes	1							
15									
16									
# of positives				0	0	0	0	0	
# of negatives				0	0	0	0	0	
# of sames (zero)				0	0	0	0	0	
Sum of positives				0	0	0	0	0	
Sum of negatives				0	0	0	0	0	
Total weighted sum				0	0	0	0	0	
Feasible weighted sum				0	0	0	0	0	
Acceptable weighted sum				0	0	0	0	0	

5 Positive or easy

0 No impact

-5 Negative or difficult

Instructions: For each strategy, provide a rating on a scale of -5 to 5 relative to the "Status Quo" strategy for each criteria.

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.				