

**Approved 4/10/13**

**MINUTES  
METRO PEORIA AD-HOC COMMITTEE  
March 13, 2012  
2:30 P.M.**

<b>MEMBERS PRESENT:</b>	Mary Ardapple, Chairperson; Michael Phelan, Andrew Rand, Timothy Riggerbach, W. Eric Turner
<b>MEMBERS ABSENT:</b>	Ryan Spain
<b>OTHERS PRESENT:</b>	Scott Sorrel, Kate Van Beek, Mark Rotherth - Assistant Co. Administrators; William Atkins - SAO; Carol Trumpe - County Board Member; Patrick Ulrich - Peoria City Manager; Chris Setti - City of Peoria; Eric Dubrowski - Chief Financial Officer; Roberta Parks, Don Shafer - Chamber of Commerce; Brandon Holmes - Greater Peoria LISC, Director; John Hamann - Rural Economic Development Coordinator; Denny Kief - Regional Development Coordinator; Sam Rivera, Chief Information Officer for City of Peoria; City of Peoria Community Development Director; Tom Seckler - Peo. Co. IT Department; Becca Cottrell - Recycling & Resource Conservation; Amy Benecke McLaren - County Highway; Steve Sonnemaker - County Clerk; Alex Rusciano - WCBU radio

The meeting was called to order by Chairperson Ardapple at 2:35 p.m.

**Approval of Minutes**

The minutes of February 13, 2013 were approved upon a motion by Mr. Turner and second by Mr. Riggerbach.

**Discussion**

• Presentation by Brandon Holmes - Executive Director of Greater Peoria LISC

Mr. Holmes presented an overview of overall goals for the tri-county region, and the roles both the City and County of Peoria may have in partnering with LISC moving forward. He explained that LISC is a national, non-profit organization working in conjunction with local non-profit and community development organizations, housing organizations, city governments, philanthropic partners and private corporations in the fiscal redevelopment of older neighborhoods via several avenues, including the provision of grants and operating support. He stated that although the East Bluff is currently the primary focus, the local LISC office provides the first hybrid program concentrating on both urban and rural areas. He noted that the rural portion of the program will utilize a loan capital, capacity building, strategic planning, and financial education strategy.

Ms. Ardapple requested, as LISC moves forward in its development strategies, keeping the Committee informed of areas of policy in which the City and County could jointly assist in the leveraging of further funding of both urban and rural initiatives.

• Economic Development update

Mr. Rotherth advised that initial discussions have begun on a potential joint Peoria City/County economic development incentive policy, and requested further Committee discussion and a consensus on direction. He noted that there have been several projects over the last several months which have emphasized the need for a consistent policy

providing direction on incentives the Peoria area can offer businesses looking to either expand or relocate.

Mr. Setti stated that the development of a shared policy would not only provide direction to both staff and businesses, it would also have potential as a marketing piece. He stated that it is important that the policymakers set the guidelines, which staff would then implement.

A brief discussion ensued on the importance of business outreach, and the role a newly restructured regional economic development system would take in that outreach.

It was the consensus of the Committee to direct staff to continue to work on concepts for an incentive policy, with an update provided at the April meeting. Ms. Ardapple requested that the concepts also have a parallel strategy relating to a regional impact.

- City/County Shared Data Center

Mr. Rivera advised that the City currently utilizes tapes as data backup, and have been searching for a more secure method of backup and storage. He stated that the newly installed fiber optic cable between the City and County data centers would allow installation of equipment to create an off-site backup location at each data center. He advised that the shared data center would be less expensive than renting disk storage space and a high speed line at another facility. Committee members unanimously endorsed the recommendation.

- E-Ticketing

Mr. Setti noted several issues involved with the procedure of streamlining e-ticketing functions between the City of Peoria and the Circuit Clerk's office, including changes to the County FTP site, which have since been addressed, and human error at the officer level, which could be resolved with additional training of officers at the police department as well as Sheriff's Deputies. Mr. Seckler agreed that the largest obstacle currently is officer error in entering ticket information, which results in duplicate tickets.

Mr. Rand advised that the new Justice System police ticketing package currently necessitates the Circuit Clerk's office manually entering tickets coming from the City. He stated that it doesn't appear to be an FTP issue, but an issue with an electronic ticket procedure begun by the City several years ago. Mr. Seckler stated the process began as an electronic transfer of a file to the Circuit Clerk's office to prevent duplicate entry. Previously, City Clerks entered handwritten tickets into the city system and then would send the manual tickets to the Circuit Clerk's office, where they would then be re-entered. The initial proposal was to create a file from the City system to send with the tickets to the Circuit Clerk, which would eliminate duplicate entries. However, multiple issues hindered this procedure. Concurrently, electronic ticketing was begun in police vehicles, which eliminated the need to have a clerk in the Circuit Clerk's office re-entering the information.

Mr. Rand reiterated that the Circuit Clerk's office is receiving tickets in triplicate per event, which should not be necessary if the information is captured electronically in the squad car. Mr. Seckler advised that, at the present time, it is necessary to have a physically signed copy of the ticket, and added that paperwork could be drastically reduced if manually signed tickets could be eliminated. Ms. Ardapple stated that if the file could still be transferred to the Circuit Clerk's office, it would not be necessary for a Clerk to manually key in the information.

Ms. Ardapple requested that Staff come back with action steps on a resolution to these issues at the April meeting.

### **Committee Action**

- Intergovernmental Agreement with City of Peoria - Sustainability Plan

Ms. Ardapple advised that the agreement proposes that County Staff assist in providing an internal sustainability work plan and provide training for City Staff on plan development, at a cost of \$1,500.00.

Mr. Urich noted that a recent meeting between City, County and Sustainability Commission representatives resulted in four key points regarding sustainability: 1) the process would begin with the development of an internal sustainability plan for the City; 2) increasing awareness of the concept of a food hub; 3) engage the Sustainability Commission in the participation of food hub conversations; and 4) agree to seek out additional areas of collaboration and cooperation.

A motion to approve the Intergovernmental Agreement was made by Mr. Riegenbach and seconded by Mr. Turner. The motion carried.

The meeting was adjourned by Chairperson Ardapple at 3:35 p.m.

*Recording Secretary: Jan Kleffman*