

Approved May 11, 2011

**MINUTES**  
**COUNTY/CITY INTERGOVERNMENTAL COMMUNICATIONS AD-HOC COMMITTEE**  
**March 16, 2011**  
**2:00 P.M.**

<b>MEMBERS PRESENT:</b>	William Spears; Andrew Rand; Mary Ardapple; Timothy Riggenbach; Ryan Spain
<b>MEMBERS ABSENT:</b>	Michael Phelan
<b>OTHERS PRESENT:</b>	Patrick Urich - Peoria County Administrator; Scott Sorrel - Assistant to the County Administrator; Greg Chance - Interim Peoria County Administrator; Eric Dubrowski - Chief Financial Officer; Christopher Setti - City of Peoria; Steve Sonnemaker - County Clerk; Doug Crew, Brad McMillan - PASS Forward; Karen McDonald - PJS; Alex Rusciano - WCBU Radio

The meeting was called to order at 2:07 p.m.

A motion to approve the minutes of February 15, 2011 was made by Mr. Riggenbach and seconded by Ms. Ardapple. The motion carried.

**Discussion**

- PASS Forward Discussion

Mr. Urich introduced Mr. Crew and Mr. McMillan, co-chairs of the PASS Forward Group. Mr. Crew briefed the Committee on the history of the group's participation. He advised that he was approached by Mayor Ardis and Chairman O'Neill last fall to participate in, and provide leadership for, a volunteer group charged with looking into the possibility of sharing services among city and county. At the same time, Mr. McMillan had been approached about providing support.

Mr. Crew advised that the advisory group consists of approximately 35 volunteers, with a core group comprised of 8 City representatives and 7 from the County, outside the city limits. He said that Mr. Urich and Mr. Setti presented County and City overviews at two scheduled meetings, and the core group will meet on Friday for discussion of the two presentations. He also advised conversations have been held with the head of the Department of Public Administration/Management at NIU, who is regarded as an expert in the area of shared services, about travelling to Peoria to speak with the group.

Mr. McMillan distributed informational material regarding the Institute at Bradley University, of which he is the director. He emphasized that the group will be bipartisan in approach, solutions oriented, and will provide leadership coordination and research support for the citizen's group.

Mr. Crew noted that the group is making every effort to be inclusive, and have invited mayors from outside the City of Peoria to attend the meetings.

- County PASS Forward Presentation

Mr. Urich summarized the presentation given to the PASS Forward group. He advised that he walked the group through all County departments, spoke of both current and potential areas of cooperation with the City, the County planning process, functional service areas by department, and line and staff functions within the organizational chart. There was also discussion on the County's sources and uses of revenue, comparative data for the City and County, and message marketing.

- City PASS Forward Presentation

Mr. Setti advised that the City presentation included a report compartmentalizing core service areas of public safety, improving of neighborhoods, maintaining infrastructure, ensuring proper land use planning, developing the economy, and stewardship of resources. (Mr. Riegenbach leaves meeting).

- City/County Cooperation Matrix

Mr. Setti advised that few changes were necessary to the existing matrix, other than language revisions and the elimination of projects that were no longer timely. He indicated that, if desired, the document could also be revised to track changes. A brief discussion ensued as to how best to determine priority of ongoing projects.

- Marketing Efforts

Mr. Spain outlined several key areas in which to focus marketing efforts:

- Create awareness of past City/County cooperation
- Spread awareness of current cooperation
- Demonstrate new areas of cooperation
- Address the misperception that the City and County are not working together
- Clarify to taxpayers the savings impact of new and already ongoing cooperation

Ms. Ardapple stated the importance of a consistency of message and purpose between the two units of government. Mr. Rand reiterated his suggestion of branding the matrix process.

The meeting was adjourned at 3:18 p.m. upon a motion by Ms. Ardapple and second by Mr. Spain.