



REQUEST FOR DISCUSSION

To: Peoria City/County Landfill Committee Members

From: David H. Barber, Public Works Director

AGENDA DATE REQUESTED: January 20, 2010

ACTION REQUESTED: Receive and file

BACKGROUND: In order for the Landfill Committee's business to be easily accessible to the public, Staff's process for meeting packet distribution is being streamlined effective immediately.

Agendas and all public meeting materials will be posted electronically on the City's website: www.ci.peoria.il.us/Landfill-Committee at least 72 hours prior to the scheduled meeting. Anyone with internet access will be able to download the packet. Packets will no longer be sent via U.S. Mail. In order to accomplish this, there will be new responsibilities for all involved:

1. For those submitting meeting packet items, they must be submitted **electronically** and it is preferred all submissions be in **.pdf format**. If this isn't feasible, be sure to submit your items electronically to the Landfill Committee secretary in advance of the packet deadline as much as possible to allow for conversion.
2. All items submitted must be **clearly labeled** and **all-inclusive**, meaning the cover memo for the appropriate document must be part of the .pdf file you submit (or, at least, attached to the same email). This is especially important if multiple documents will be sent.
3. Currently, the meeting **packet deadline** is expected to remain the same (9 days prior to the scheduled meeting); however, if submittals from this point forward consistently follow the above-outlined parameters, Staff will likely be able to relax the packet deadline schedule.
4. As soon as all expected documents have been received, the packet will be **posted to the website** at least **72 hours prior** to the scheduled meeting.
5. Anyone wanting notification or a reminder when the packet has been posted should sign up for an **"e-Alert"** which is an automated system that the person initiates, manages and/or closes as desired. (*See attached instructions.*) It is strongly recommended that Landfill Committee members sign up for this notification. Public Works does not oversee this process nor have the ability to change or update recipients' information.
6. The exception to this process is, of course, if an **Executive Session** needs to be held that requires documents to be distributed in advance. Only in this instance will the U.S. Mail option be utilized

Any questions, contact either David Barber or Patti Pitcher of the City of Peoria Public Works Department.