

**June 12, 2013**

**Task Force Members**

Kelly Allen – Not Present (call Into Work)  
Marilyn Coffey – Present  
Pastor Michael Cole – Present  
Jim Marshall – Present  
Jack Schrauth – Present  
Tom Shaw – Present  
Bill Wadsworth – Present

**Also Present**

Special Assistant to the City Council – Danny Langloss, Jr.

**Call to Order by Marilyn Coffey**

Approval of 5/22/2012 Minutes: motion by Tom Shaw to accept minutes seconded by Jim Marshall. Unanimously approved.

**Conference Call with officials from East Peoria**

East Peoria Officials:

Mayor – Charles Dobbelaire  
City Administrator – Thomas Brimberry

Q: How do things generally work with a commission form of government with a city administrator?

A: Have more involvement from the elected officials. One of the disadvantages is that Department Head can have the tendency to skip over the city administrator and go the commissioner disrupting the chain of command.

Q: What are the high points of a city administrator?

A: Articulation and involvement of the departments. The city administrator is able to blend the departments instead of everyone going there own way.

Q: What are the low points of a city administrator?

A: The city administrator lacks a respectable amount of power.

Q: Can power be given to a city administrator through an ordinance?

A: This is something that can be looked into.

Q: Is there anything that you would to convey to us about the commission form of government with a city administrator?

A: Having a commission form of government gives us an expediency with decision making that you do not get in other forms of government. This happens especially with economic development. We can mobilize more quickly.

Q: Practical difference between a city administrator and City Manager? Do you feel that there would be any advantages?

A: The city administrator is used as a resource person. Commissioners can rely on the city administrator to oversee the day-to-day operations.

There is almost too much division between elected officials and a city manager.

Q: Do the department heads report directly to Tom or to the elected officials?

A: Both. On a day to day basis, the department heads report directly to Tom. On a weekly/monthly basis they report to the commissioners.

Q: If there is conflict, how is it resolved?

A: Staff conflicts are deferred to commissioners.

Q: How often do you (Tom) communicate with the mayor and commissioners?

A: With the mayor, a couple of times per week. With the commissioners, once every other week.

Q: Are the commissioners paid? If so, what is their salary?

A: Yes. They make an annual salary of approx.. \$9,000/year.

Q: How do you plan long-term and short-term?

A: Tom leads with guidance from the commissioners. Currently going through strategic planning.

Q: Do you have human relation conflicts?

A: Yes. It doesn't matter whether you have a city administrator or a city manager, these conflicts go on regardless.

Q: Do you have an HR director?

A: We have an HR Coordinator (no formal education) that has studied HR and gone to conferences over her tenure with East Peoria. The HR Coordinator is given direction from the City Clerk who is an attorney.

Q: How many employees?

A: 180

Q: How has the Commission form of government worked for East Peoria?

A: It has worked well. It is all about the people you have elected into office.

Q: Do your commissioners run for a specific position?

A: The commissioners run at large.

Q: Does the city manager form of government give more time to city officials to focus of economic development?

A: Possibly it could. Sometime over involvement from elected officials can hinder economic development

Q: In terms of finance, what is the reporting tree?

A: Have had a faithful Treasurer/Comptroller for 30yrs. The comptroller reports directly to the finance commissioner. The attorney also has oversight of the finance.

Q: Is there transparency where your finances are concerned?

A: Yes. Everything goes on the web.

Q: Who picks up the mail for the city?

The staff member who works at the front counter is responsible for sorting the mail when it arrives. High visibility.

Q: Who is responsible for setting-up the budget?

A: The treasurer is the point person for setting up the budget with involvement from the City Administrator. Use the work session to work through the budget.

Q: How do you compare the ease and expediency of economic development with other forms of government?

A: Can inform and make decision more quickly because there are fewer people to report to. The city administrator plays a key role in this in this process. He is the actor.

Q: Do you want knowledgeable commissioners?

A: We want engaged individuals that work with staff to understand the processes so that knowledgeable decision can be made.

It can be dangerous if the commissioner is an expert in the field department that they are placed. This can cause a situation where they become micromanagers.

Q: Is strategic planning an ongoing process with your city?

A: Yes. Two retreats per year. We do review list of objectives and make sure that they are prioritized appropriately. Occasionally make use of community survey.

Q: Who assists with implementation of strategic plan?

A: Commissioners are communicating with their departments.

\*\*City Administrator is the lead in major city planning.

Q: Do you find value in in the Illinois Municipal League?

A: Great for information.

Q: Do the commissioners have training?

A: The commissioners are given the same opportunity to attend the conferences/training in which the staff is involved.

Q: Does the city administrator have a role in placing the commissioners with their departments?

A: No. The mayor appoints the commissioner to their department. The commissioner with the most votes is automatically placed as the finance commissioner. The only way that this does not happen is if the commissioner declines the placement for finance commissioner.

Q: Can the City Administrator position be eliminated at anytime?

A: Yes. The position is an agreement that is renewed yearly. However, the city administrator position is part of our business culture.

Other Comment:

East Peoria commissioners sign a pledge card that outlines a Code of Conduct

END CALL

**Public Comment:**

Jill Polivka, 186 Grand Oaks:

Highlighted comments from discussion:

- HR coordinator does not have formal training.
- Pledge of Conduct is very important
- Strategic planning is done by someone who has worked in the governmental field, not by a company that provides strategic planning services.
  - Tom Shaw: a gifted facilitator can help us move somewhere that we might not have gone.

Jordan Bowman,

Would like for the GTF to consider suggesting time term limits for council members.

Jim Dixon, 603 S. Hennepin Ave.

Tom Shaw: Are we asking the key questions that need to be asked?

Jim Dixon: Yes. The GTF is heading in the right direction. The GTF seems concerned about the proper problems that need to be evaluated.

**Plans for next meeting:**

Meeting at 9am on June 19, 2013 in the Council Chamber at City Hall. Scott Schumard from Sterling will be sharing about Sterling's government.

**Adjournment:**

Bill Wadsworth moved to adjourn with a second from Jim Marshall. Unanimously approved.